

Course terms and conditions

Helsinki Training center

Welcome to enhance your technical competence in Helsinki Training Center!

We offer hands-on training for ABB low-voltage drives and automation systems on programming and configuration, commissioning, maintenance and preventive maintenance as well as fault tracing. Please read following terms and conditions.

Scheduled courses

Enrollments

You are able to enroll for the courses via our web pages or contact us by email or phone. Please enroll as early as possible since the number of participants per course is limited. We accept the enrollments in the order in which they arrive. An enrollment announcement confirms that we have reserved a place for you. We will inform you by email or phone if there are no vacant places for the applied course. Please note that some courses may have prerequisites (other hands-on courses and/or e-learning). You are able to check this in the course description in the Course Locator.

Confirmation and course program

Confirmation of the acceptance of the course and the course information will be sent approx. two weeks before the start of the course, including the course program and the course times. The courses normally run at 8.30 - 16.00. Coffee and lunch are included in the course fee. A course may be cancelled due to low enrollment (less than four).

E-learning

Many of our classroom courses have the theory based e-learning course to be studied independently before the classroom course. In case the course has the e-learning course as a pre-study, the e-learning access will be sent to the participants after the course confirmation.

Cancellation

In case of the cancellation, please inform us as soon as possible. This will allow another applicant to attend the course. Your place on a course can always be transferred to another person in your company or department. You may cancel the course until:

- more than two weeks before the course start: at no charge

- two to one weeks before the course start: half of the course price will be charged

- less than one week before the course start: full course price will be charged.

Please note that a participant who fails to show up for a course without notice to the Training Center is invoiced the full course fee.

Course prices

The minimum price for a course day is 2.000 €. The minimum price includes participation of max. 4 students, and the price per day is equally divided according to the number of students. The price for 4+ participants is 500 €/person/day.

E-learning courses have a separate charge/person.

On-request courses

An on-request course is a training course that is arranged to a group/groups of employees of an organization in the Helsinki Training Center facilities or on-site. Moreover, the scheduled courses can be arranged to an organization-specific group. The price of an on-request course is always offered separately.

Reservations

We reserve the right to change course schedules, programs and contents. A scheduled course may be cancelled due to low enrollment. The maximum number of students varies between 6-10 persons depending on the type of the course.