

Terms and Conditions

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The Career Workshop website and its use are governed by English law.

Our site provides researched content, information, downloadable documents, subscription services, links and other data. It is aimed at people working in the United Kingdom.

These terms and conditions apply to the use of this website, and by accessing this website and/or placing an order or subscribing, you agree to be bound by the terms and conditions set out here. Please read them carefully. They do not affect your statutory rights.

If you do not agree to be bound by these terms and conditions you may not use or access this website.

We recommend that you print out and keep a copy of these terms and conditions for future reference.

These terms and conditions only cover the Career Workshop website. Any other websites to which you link from this site are governed by their own terms and conditions. We accept no responsibility or liability for the content or operation of other websites, because they are not under our control.

How we define the users of this website

We aim our products and services at three main groups

- Individuals are defined as people looking for new jobs or in career transition, or who would be accessing the site in a personal and strictly non-commercial capacity.
- Career Coaches are career management or outplacement professionals who may use this website and its research content with their clients or in the course of their business.
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Copyright

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You may display our content on your screen and print one copy of any page or document for your own use, or for use with a client or employee.

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You may not, in any way, systematically store Career Workshop content in either print or electronic form. No Career Workshop content may be copied or posted to another website or network without prior agreement from Career Workshop.

You may not, in any way, copy our content and incorporate it into your own website or any published documents.

You must inform us immediately if you become aware of anyone infringing the intellectual property rights of Career Workshop.

Subscriptions

A subscription to Career Workshop allows you to download documents and access the content in the Research Library for a set period of time.

Only Individual job seekers or people who are using the service for non-commercial purposes are permitted to subscribe as an Individual.

Using an Individual subscription for commercial purposes is strictly prohibited. We monitor IP addresses and download history to check for unusual activity on accounts. Any subscriber found to be accessing Career Workshop under false pretences will be immediately barred from accessing Career Workshop.

A Career Coach or HR Professional may subscribe to Career Workshop and download materials for use with their clients or employees.

A subscription purchased through the website is for one coach or one HR professional only. Sharing access to one subscription, such as through sharing log in information with others is strictly prohibited. We monitor IP addresses and download history to check for unusual activity on accounts.

Any subscriber found to be facilitating unauthorised access to Career Workshop will be immediately barred from accessing Career Workshop. If you become aware of anyone sharing access to Career Workshop you must inform us immediately.

We offer discounts on subsequent users within the same organisation or for groups of clients or employees. Please contact us if you wish to purchase a multi-user subscription.

Ordering and Confirmation Process

All orders for documents or services will be deemed to be an offer to purchase documents or services, and are subject to acceptance by Career Workshop. We may choose not to accept an order for any reason.

When making an order through the website, the steps the buyer needs to take to complete the order process are described during the process. There is also a description of the process in the Help section.

You are able to correct errors on your order, or cancel, at any time up to the point when you click on Authorise at the final stage of the check out process.

You will receive an email confirmation of any transaction made on the Career Workshop site.

Prices, Payment and VAT

The prices of all our products and services are clearly displayed at the relevant points on our website.

Career Workshop reserves the right to update the prices on the Website, and we do not guarantee prices for any period of time.

The total cost of your order is shown clearly in My Basket and on the Payment Summary page.

Payment can be made by credit or debit card, and the cards we accept are listed in the Help section. You may also request a proforma invoice for documents or subscriptions from us if you are a Career Coach or HR Professional.

All Career Workshop sales are subject to VAT at 15%. You will receive an email confirmation of your purchase which shows the VAT element of your purchase(s).

Our VAT registration number is 843 2507 40.

Cancellation - Subscriptions

Under the Consumer Protection (Distance Selling) Regulations, Individuals have the right to cancel their subscription within 7 days. If you wish to cancel, please do not log in to Career Workshop and inform us in writing of your wish to cancel. We will then refund your subscription fee.

All Career Coach and HR Professional transactions (ie commercial transactions) are final.

Cancellation - Documents

Under the Consumer Protection (Distance Selling) Regulations, Individuals have the right to cancel their purchase within 7 days. If you wish to cancel, please do not download the document and inform us in writing of your wish to cancel. We will then refund your purchase fee.

All Career Coach and HR Professional transactions (ie commercial transactions) are final.

Disclaimer

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We do make every reasonable effort to ensure that all information and links provided on this website are accurate and up to date. However, despite our regular checking process, sometimes broken links may occur. You can help us by reporting these and we will update the link.

We are not responsible for the content of any linked-to websites, and you are responsible for judging whether the information provided by a third party website is relevant and helpful to your circumstances. Your use of third-party websites is at your own risk.

Privacy Policy

Career Workshop is committed to protecting your privacy, and at the same time we endeavour to use any data we collect from you to provide the best possible service.

We do not ever sell or share the personal data you supply to Career Workshop.

Our Privacy Policy describes in more detail how we collect and use your personal data. The Privacy Policy is available for you to view on the website.

Changes to Terms and Conditions

We may need to alter these terms and conditions at any time. Any changes will occur on the date they are posted to the site. You will be asked to read and accept the terms and conditions each time you place an order, this ensures you are aware of the most current version.

Although we are entitled to alter these Terms and Conditions at any time, this does not affect the existing Terms and Conditions accepted by the buyer when they made a purchase or subscribed to Career Workshop.

Any renewal of a Career Workshop subscription will be subject to the current Terms and Conditions on the date of renewal.

Contacting Career Workshop

If you have any questions about these terms and conditions please contact us

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