

Terms and Conditions

Website, course and learner terms

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Organisation	Roman Training & Jobs is a trading name of Roman Education & Careers Ltd (Company No. 15920257)
Effective / last updated	13 September 2026
Website	https://romantrainingandjobs.co.uk/

1. Purpose and scope

These Terms and Conditions govern use of the Roman Training & Jobs website and the public enquiry, application, booking, payment (where applicable), enrolment, learning and progression journeys connected with training, employability and related services advertised, arranged or delivered by Roman Education & Careers Ltd trading as Roman Training & Jobs (“Roman”, “we”, “us” or “our”).

These Terms do not replace any mandatory rights you have under law or any programme-, course-, contract- or funding-specific conditions that Roman clearly gives you before or during enrolment. Where Roman delivers services for a commissioner, funder, contracting authority, employer, college, referral partner or other organisation, additional eligibility, evidence, attendance, assessment or reporting requirements may apply to that particular service.

2. Training and services covered by these Terms

These Terms are intended to apply across Roman’s training and learner-facing services, including publicly funded, commissioned, employer-supported and fee-paying provision, unless Roman expressly provides different or additional terms for a particular service.

Service type	What these Terms may cover
Training and education courses	Accredited, non-accredited, tailored, short-course and skills provision delivered face-to-face, remotely or in blended formats.
Funded or commissioned provision	Services delivered under local, regional or national funding arrangements, contracts, grants, frameworks or call-offs.
Employer-funded or workforce training	Training, upskilling, compliance or workforce-development services arranged with an employer or client.

Service type	What these Terms may cover
Employer and recruitment pathways	Work-readiness, employer insight, interview, referral, vacancy or recruitment-related activity connected with Roman provision.
Fee-paying courses and services	Commercial or learner-paid provision where prices, payment, cancellation and refund information are provided separately where applicable.
Digital, remote and blended services	Online information, forms, learning activities, communications and remote delivery connected with Roman services.
Partner and referral delivery	Provision involving commissioners, colleges, local authorities, employers, referral agencies, venues, subcontractors or other delivery partners.

Where a place is confirmed as fully funded under a particular programme or contract, Roman will not charge the learner a course fee for that funded place. Where a service is fee-paying, partly funded or subject to another charge, the applicable price, payment arrangements and any additional cancellation or refund terms will be made clear before a payment obligation arises. Nothing in these Terms removes any statutory consumer rights that apply.

3. Applying is not the same as being enrolled

Submitting a website form, expression of interest or eligibility form does not by itself guarantee enrolment, funding, a course place, an interview, employment or any particular outcome. A place is confirmed only after Roman has completed the required checks and has told you that you are enrolled or booked.

- You must provide complete and accurate information and, where required, reasonable evidence of identity, age, address/residency, eligibility, prior learning or other funding criteria.
- Roman may ask for further information where it is necessary to establish eligibility, avoid duplicate funding, arrange learner support, meet audit requirements or protect safeguarding and public funds.
- If information is materially false or misleading, Roman may refuse or withdraw enrolment, correct records, notify the relevant commissioner where required, and take any other lawful or contractually required action.
- Roman will not require more personal information than is reasonably necessary for the relevant purpose.

4. Course dates, venues and changes

Roman aims to deliver the dates, venues, times and delivery arrangements shown on the relevant course page, booking information or joining instructions. However, provision can be affected by learner numbers, venue availability, tutor availability, commissioner or partner requirements, safety, severe weather, transport disruption or other circumstances outside Roman's reasonable control.

Where a material change is necessary, Roman will take reasonable steps to notify affected learners, preserve access to the learning where practicable, and offer an appropriate alternative where available. Roman will not make a material change simply to avoid its obligations to learners.

5. Learner attendance, participation and evidence

Where learning is funded, commissioned, regulated or otherwise subject to evidence requirements, Roman must be able to evidence genuine participation, learning and outcomes. Learners are therefore expected to:

- attend the agreed sessions and arrive on time, subject to disability, health, caring, transport or other circumstances that Roman should reasonably consider;
- notify Roman as soon as reasonably possible if they cannot attend or need support to continue;
- participate in initial assessment, individual learning planning, learning activities, reviews and reasonable assessment/evidence activities relevant to the course;
- complete learner feedback, progression or destination information where this is required and lawful; and
- behave safely and respectfully towards other learners, staff, venue staff, employers and members of the public.

Roman does not impose a single attendance percentage through these website Terms. Any attendance or evidence requirement will be applied in line with the actual course, commissioner and funding rules and with reasonable adjustments where appropriate.

6. Employer and employment pathways

Some Roman courses or programmes may include employer insight, work-readiness activity, interview preparation, introductions, recruitment activity or an employment pathway. Participation does not create a contract of employment and does not guarantee an interview, job offer, security clearance, licence, employer approval or any particular recruitment outcome. Employers and recruitment partners remain responsible for their own recruitment decisions. Roman will not describe an employer pathway as a guaranteed job unless a specific written arrangement lawfully provides otherwise.

7. Learning outcomes, qualifications and progression

Roman will describe accurately whether a course is non-accredited, RARPA/Tailored Learning, qualification-bearing or otherwise assessed. Completion of a course does not guarantee a qualification, employment, progression or other outcome unless Roman has expressly stated a specific guaranteed entitlement in writing. Where a qualification or external assessment applies, the relevant awarding-organisation rules also apply.

8. Accessibility and reasonable adjustments

Roman is committed to inclusive access. If a disability, health condition, neurodivergence, learning need, communication need, literacy/language barrier or other circumstance creates a barrier, tell Roman as early as you can so that reasonable adjustments and support can be considered. A late request will not automatically be refused. Roman will not charge a disabled learner for a reasonable adjustment.

9. Safeguarding, Prevent and safe conduct

Roman may take proportionate action where it has a safeguarding, Prevent, health and safety, harassment, fraud, assessment-integrity or serious conduct concern. This can include pausing attendance, changing arrangements, sharing information with an appropriate safeguarding authority, commissioner or emergency service where lawful and necessary, and applying behaviour or disciplinary procedures. Immediate safety takes priority over normal administrative processes.

10. Website use

- Do not attempt to gain unauthorised access to the website, forms, accounts, data or infrastructure.
- Do not introduce malware, interfere with security controls, scrape restricted information, impersonate another person or submit knowingly false or abusive content.
- You may use public website content for personal, non-commercial information purposes. Roman's branding, course materials and original content remain protected by applicable intellectual-property rights.
- Links to third-party websites are provided for convenience. Roman is not responsible for a third party's separate website, terms, recruitment decision or privacy practices unless Roman is legally responsible for that activity.

11. Personal data

Roman processes personal information in accordance with its Privacy Policy and Privacy Notice and its Cookies and Storage Technologies Policy. Learners and applicants should expect Roman to process information needed for enquiries, eligibility where relevant, enrolment, learning, attendance, support, safeguarding, achievement, progression, quality, payment where applicable, funding, audit and contract management, and to share relevant information with authorised commissioners, funders, contracting authorities, awarding organisations, referral or delivery partners and other bodies where required and lawful.

12. Complaints and concerns

If you are unhappy with a Roman service, raise the issue promptly so that it can be investigated and, where appropriate, put right. Complaints about funded provision may also be subject to commissioner escalation routes after Roman's own process has been used. Safeguarding concerns should not wait for the ordinary complaints process.

13. Liability and statutory rights

Nothing in these Terms excludes or limits liability where it would be unlawful to do so, including liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any statutory right that cannot lawfully be excluded. Subject to those protections, Roman is responsible only for loss that is a reasonably foreseeable consequence of Roman's breach of contract or legal duty. Roman is not responsible for a learner failing to secure employment, an employer's independent recruitment decision, or events that Roman could not reasonably prevent.

14. Changes to these Terms

Roman may update these Terms where law, regulatory guidance, programme or contract requirements, website functionality or services change. The version shown on the website applies from its stated effective date. A change will not retrospectively remove rights that have already accrued.

15. Governing law

These Terms are governed by the law of England and Wales. Consumers retain any mandatory rights they have to bring proceedings in another UK jurisdiction where applicable.

Contact and legal identity

Roman Training & Jobs is a trading name of Roman Education & Careers Ltd, a private limited company registered in England and Wales under company number 15920257.

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