

REGISTRATION FORM

NAME: _____ DATE OF BIRTH: _____

COMPANY NAME (if applicable): _____

RESIDENTIAL ADDRESS: _____

POSTCODE: _____

TELEPHONE: _____ BUS: _____ MOBILE: _____

FACSIMILE: _____ EMAIL: _____

DISABILITY DECLARATION

Do you have a disability, impairment or medical condition which may affect your studies? Yes / No

If yes, indicate the nature of your disability: Hearing Visual Mobility Learning Medical

Other please specify: _____

PROGRAM NAME: _____
PROGRAM COMMENCEMENT: _____ COMPLETION: _____

I have deposited the amount \$_____ (total) into: BSB: 082-778, Acc# 794622230

Please find my cheque/Money Order enclosed for \$_____ (total).

Please charge my credit card \$_____ (total). Visa Bankcard Mastercard AMEX

Card Number:

Card Holder Name: _____ Expiry Date: __/__/__

Signature _____ Date _____

The Australian Government regularly gathers non personal information from both public and private providers of Vocational Education and Training for the purpose of strategic planning. Your permission is sought for this information to be provided on request to the Australian Government for this purpose.

I hereby give permission for non personal information contained on this registration form to be provided to Australian Federal and State Government Departments for the purpose of statistical analysis.

Signature _____ Date _____

Your booking will be confirmed in writing when your payment is received

<p>PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO: AUSTRALIAN CONSTRUCTION TRAINING PH: 1300 798 012 FAX (02) 9666 3601 PO Box 191 BOTANY NSW 1455</p>
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CONDITIONS

- Payment is required with registration prior to the commencement date of the course/seminar.
- If unable to attend, a substitute delegate is welcome at no extra charge.
- A full refund will be made for cancellations advised in writing and received ten (10) working days (Monday to Friday) prior to course/seminar date.
- Cancellation advised five (5) working days (Monday to Friday) prior to course date will receive a 50% refund.
- Transfer fee of 10% will apply for all courses postponed at the request of the participant less than ten (10) working days (Monday to Friday) prior to course/seminar commencement.
- Regrettably, no refund can be made for cancellations received less than five (5) working days (Monday to Friday) before the scheduled commencement of the course/seminar.
- Recognised Prior Learning Assessment is available upon request.
- Australian Construction Training abide by all practices governing Equal Opportunity, Anti-Discrimination, and Access & Equity

Organisational Code of Practice

The Organisation agrees to abide by its Code of Practice by:

1. Delivering high quality services to its clients.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. Identifying problems and inadequacies of service delivery and to amend these issues quickly.

Literacy and Numeracy

To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate. At times it may be necessary for this organization to refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training.

Privacy

1. This organization collects and stores your personal details and during training we record your progress. We use this information to measure your and our performance and also to let you know about our future products and services. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes.
2. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the NSW Privacy ACT.

Enrolment & Selection

1. We need to be advised if you have a medical condition or disability and need assistance in attending a class. All applicants with a disability or impairment may need to be independently assessed as to their ability to meet the safety requirements of the program and the industry.
2. A fee must accompany your enrolment. As class placements are limited it is regretted class placements cannot be saved without your deposit payment. Your deposit secures your enrolment and course placement.
3. It is your responsibility to note the date, time and location of the course as advertised.
4. Courses with low enrolments may be cancelled and refunds will be given when the organisation cancels a course. Every effort will be made to contact students so please ensure we have your home and/or work telephone numbers.
5. Requests from you to transfer or credit your course placement before course commencement, due to changed personal circumstances, will be considered and every effort will be made to ensure a placement in an alternate course.
6. During your course, should changed personal circumstances arise and you are unable to complete the course, every effort will be made to ensure a placement can be made in alternate pre-scheduled workshops.
7. Students can only join after the course start date if they meet all prerequisites. Late enrolments must meet the full course fee.
8. This organisation reserves the right to decline admission to a course; terminate a student's enrolment in a class at any time; or change a course or tutor at any time without notice to course participants.
9. Students who participate in courses involving physical activity, field trips, practical demonstrations etc. do so at their own risk, however this organisation does have adequate public liability insurance for classroom activities.

Course Fees, Payments and Refunds

1. The minimum deposit accepted is one third of the course fee and must be paid 7 days prior to commencement.
2. A 3 payment plan is available under some circumstances and payments can be made as follows:
 - Deposit of one third 7 days prior to commencement
 - 2nd payment due halfway through the course e.g. 6 week course payments are due prior to commencing week 3
 - Final payment is due prior to commencing week 5
3. Certificates and Statements of Attainment are issued to students who are assessed as competent. The cost for all certificates is included in the course fee.
4. Deposits are non-refundable, but may be transferred to an alternate course or held in credit.
5. Refunds can be made in the following circumstances:
 - Participants have overpaid the administration charge
 - Participants enrolled in training that has been cancelled by this organisation
 - Participant advises this organisation prior to class commencement that they are withdrawing from training
 - In the opinion of this organisation, the participant would be unreasonably disadvantaged if not granted a refund. Eg a participant meets with a serious misadventure and is unable to continue their enrolment.

Course Requirements

1. Course information sheets will identify any significant equipment requirements
2. Participants will receive a complete list of essential equipment required at INDUCTION
3. You need to bring a pen and paper to each session.

Complaints and Appeals

This organisation recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Tell us if you are dissatisfied or have any concerns about our products, services, processes or policies
2. Tell us if you think you have been treated unfairly or unjustly
3. Out complaints/grievance officer will fully investigate all complaints/grievances and report the outcome to you
4. If you are not satisfied with the resolution we will refer the matter to an independent mediator
5. If a satisfactory solution cannot be reached by all parties you have the right to seek representation and appeal under the relevant State or Federal Law

Legislative and Regulatory Requirements

You acknowledge that you must observe your employers OH&S policies and all workplace practices as instructed by your employer including Equal Rights and Equal Opportunity and the anti-discrimination acts.

Occupational Health & Safety

This organisation is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

This organisation monitors and maintains the appropriate Occupational Health and Safety levels and obligations under the Federal and State rules and regulations of the NSW Occupational Health and Safety Act including the State and relevant local government health and hygiene regulations/legislation, Skin Penetration and infection control Acts.

In consideration of all clients and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the Training Manager.

Access and Equity

This organisation is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with the relevant Sex Discrimination act, Human Rights and Equal Opportunity Act, Racial Discrimination Act, NSW Anti-Discrimination Act and Disability Discrimination Act.

In the event of a situation that is considered by clients to be in violation of the organisation's Access & Equity Policy, students and clients are required to report the situation to the Training Manager.

Harassment, victimisation and bullying

This organisation does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexuality or age.

Harassment is unlawful under Commonwealth and State legislation and harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by clients to be in violation of the organisation's harassment, victimisation and bullying policy, the client should report the situation to the Training Manager.

Disciplinary Procedures

This organization has in place disciplinary procedures that are designed to encourage participants to evaluate and correct behaviour or practices that are detrimental to themselves or other participants. Participants will be supported in this process wherever possible; however in where this action does not resolve a participant's behaviour or practice they may be excluded from classes as seen fit by the Training Manager.

Client Support

Student counselling and support includes: language, literacy and numeracy support; assistance when applying for RPL and RCC; vocational/academic counselling for career and education/training pathways; personal counselling; and post program support to ensure access and equity principles provide the best possible outcomes for the student.