

## Course Information:

- Whilst most courses are GST exempt based on current information, NSCA reserves the right to add GST if required.
- Most courses can be tailored to your specific needs and conducted on-site. Please contact the Training Co-ordinator for more information.
- NSCA observes and supports current legal obligations for access and equity principles, and will endeavour to accommodate student needs where possible.
- If there is not a course being held in your area, please contact your local office – names will be added to a waiting list and participants will be contacted when a course is scheduled.
- The NSCA strives to provide a learning environment of the highest standard and asks that students support this through appropriate behaviour whilst attending the course.
- Fees subject to change without notice.

## Cancellation and Refund Policy for Public & On-Site Training Courses:

### 1. Standard Training Course Enrolment Conditions

1. Full payment must be made before commencement of training, unless prior arrangements with NSCA have been made. For on-site training a 50% deposit prior to training must be made.
2. Cancellations received more than 10 working days in advance of the start of the course will be able to transfer to a future course without penalty. Cancellations will otherwise attract a 10% administration fee, and the balance of the course fee refunded.
3. Cancellations received between 5 and 10 working days before commencement of the course will forfeit 50% of the course fee.
4. Cancellations within 5 working days of the start of the course will forfeit 100% of the course fee.
5. Substitution of participant is acceptable without incurring additional costs.
6. Transfer to another course date is acceptable up to 5 working days before commencement of the course. A 10% administration fee will apply.
7. Non-attendance without notice will result in the full course fee being charged.
8. In all cases a substitute may be nominated to attend the original course without penalty.
9. Cancellation policies for specific courses may apply to override this general policy, where special arrangements for the conduct of some courses involve significant advance commitments by the NSCA.
10. Enrolment is accepted on the basis that NSCA will not be held liable for costs incurred due to course cancellation or rescheduling. NSCA will use all endeavours to give as early advice as possible of any course changes, and the above cancellation conditions will not apply where the NSCA cancels any training course.
11. Course dates and fees are subject to change without prior notice.
12. Clients who have a grievance with the application, or this policy may take action in accordance with the NSCA Grievance and Appeal Procedure.

### 2. Recognition of Prior Learning (RPL)

Our policy commits NSCA to the principals governing the recognition of prior learning. RPL focuses on identifying the endorsed industry/enterprise competency standards currently held by individuals as a result of formal and informal training, not how, when or where the learning occurred.

#### 2.1 Assessment Methods

NSCA will conduct assessments in a fair and equitable manner as appropriate to the course objectives, learning outcomes or competencies.

#### 2.2 Literacy and Numeracy

NSCA endeavours to enhance effective participation by all adults in vocational education and training, in the workplace and the communities, by providing access to quality English literacy and numeracy programs and services, where a participant requests such support.

## Privacy Policy :

The NSCA is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you will be used for the purposes of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of affecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please indicate by crossing the box. Details of our Privacy Policy are available from the contact specified on this form.

## Membership Services

Not a member? Membership includes great discounts on NSCA products & Services, all the latest OHS information and our monthly journal, invitations to our networking functions, participation in our workplace health & safety awards, and more! Call your local NSCA office and ask for a membership pack to be sent out to you.

**For further information on any of these courses, please contact your local NSCA office:**



Freecall: 1800 655 510 Website: [www.nasca.org.au](http://www.nasca.org.au)

**NSCA – Workplace health and safety. Solved**



# TRAINING COURSE ENROLMENT FORM

**PLEASE NOTE: ALL SECTIONS OF THIS FORM MUST BE COMPLETED and faxed back to your local NSCA office**

Sydney: 02 9213 6222  
 Canberra: 02 6247 9555

Melbourne: 03 8562 1590  
 Townsville: 07 4779 3199

Brisbane: 07 3255 3281  
 Mackay: 07 4952 3040

## 1. Participants Personal Contact Details

Given Name:		Surname:	
Home Address:			
Suburb:		State:	PCode:
Phone:		Fax:	Mobile:
Date of Birth:		email	
Special Dietary Requirements:			

## 2. Authorising Officer's Signature - must be signed, enrolments cannot be processed without signature

Signature:		Name in Print:	
<input type="checkbox"/> I have read, understand and agree to the application of the Cancellation / Refund Policy (on previous page)			

## 3. Employer Details (if applicable)

Organisation:		If NSCA Member – Membership No:	
Contact Name:			
Street Address:			
Suburb :		State:	PCode:
Phone:		Fax:	Email:

## 4. Course Details: \*\*Confirmation Letter for course will be sent on enrolment\*\*

→ If enrolling in a refresher course, please attach evidence of completion of original course.  
 → If enrolling on a course that has prerequisites, please provide appropriate evidence that they have been met.

Course name:	
Date:	Location:

## 5. Payment/Invoice Details: Full payment must be made before commencement of training, unless prior arrangements with NSCA have been made. For on-site training a 50% deposit prior to training must be made.

Organisation:			
Postal Address:			
Suburb:		State:	PCode:
Contact Name:		Phone:	

## 6. PAYMENT METHODS

Cost of Course: \$  Credit Card  Purchase Order No:  Cheque Attached

Please charge my:  MasterCard  Visa  Amex  Diners

Card No.:	Expiry Date:
Cardholders Name:	Signature:

### Electronically from your Bank Account

Payments to: National Safety Council of Australia Ltd	Mail your payment to: NSCA
BSB No 082 282. Account No. 649984825	Bld 4, Brandon Office Park
Enter your Name and Course Name as payment reference	540 Springvale Rd, Glen Waverley, Vic. 3150

## 7. How did you hear about this course?

Word of Mouth       Internet       Training Handbook       Advertising  
 Magazine Subscription – Special Offer       Other:

Office Use Only:	Cheque No:	Receipt No:	Invoice No:
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