

## NSW PUBLIC COURSE REGISTRATION FORM

Course Location	→	Unit 12, 70 Holbeche Rd Arndell Park, NSW, 2148
Times	→	7.45am to 4.30pm
Dress	→	Neat casual clothes, long pants and closed footwear.
Lunch	→	Lunch as well as tea and coffee making facilities are provided.

**COURSE DETAILS**

COURSE NAME: \_\_\_\_\_

COURSE DATE(S): \_\_\_\_\_

**PARTICIPANT DETAILS**

MR / MRS / MS \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

MR / MRS / MS \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

MR / MRS / MS \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

MR / MRS / MS \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

COMPANY (if applicable): \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CONTACT PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARE THERE ANY SPECIAL NEEDS OF THE PARTICIPANT? (e.g wheelchair access, special meals, literacy & numeracy etc)

**PAYMENT DETAILS**

Please indicate your preferred method of payment (please tick)

	<b>Account (Current Account Holders Only)</b> – Please attach you purchase order or supply order number _____
	<b>Credit Card</b> – Please complete details below

Please debit the following credit card as per the details provided below:

Visa                       MasterCard                       AMEX

Card #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

*Please note a 1.95% surcharge applies on Visa and MasterCard transactions. Amex transactions attract a 2.75% surcharge.  
Transactions will be processed at the commencement of the course.*

- I have read, understood and agree to the Registration Policy / Terms & Conditions (attached or the reverse side); and
- I acknowledge that all information provided on this form is true and correct.

\_\_\_\_\_

Participant / Authorising Officers' Name	Signature	Date
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Completed Course Registration Forms are to be faxed to Baseline Training & Consulting on (07) 3902 1920 or emailed to [admin@baselinetraining.com](mailto:admin@baselinetraining.com) at least one week prior to the commencement of the course.

## **REGISTRATION POLICY / TERMS & CONDITIONS**

(Parties are: Baseline Training & Consulting Pty Ltd, (and any of its subsidiaries) hereinafter called the Company; the signatory on the Course Registration Form hereinafter called the Purchaser)

### **General**

The placing of an order with the Company is deemed to be acceptance by the Purchaser on the following terms and conditions. No variation or modification of, or substitution for, this policy / terms and conditions shall be binding unless otherwise agreed in writing by the Company.

### **Orders**

An order shall be deemed as accepted by the Company and binding on both parties when it is received with the signed Course Registration Form and a confirmation has been supplied back to the Purchaser.

### **GST**

All Nationally Recognised Training is GST exempt. Any training delivered that is not under the Company's scope of registration (non-accredited training) will attract GST. Any charges relating to GST, or otherwise, will be advised to the Purchaser prior to completing the Course Registration Form.

### **Quality**

The Company is a Registered Training Organisation (RTO) and as such, is compliant with the relevant standards set under the Australian Quality Training Framework, ensuring systems are in place to plan for and provide quality training and assessment across all of its operations.

### **Access & Equity**

The Company applies access and equity principles and provides timely and appropriate information, advice and support services which assist clients to identify and achieve their desired outcomes as required under the Australian Quality Training Framework. Should the Purchaser have any specific access or equity requirements or queries, please contact the Company prior to undertaking training.

### **Cancellations & Refunds Policy**

- Should a cancellation of enrolment be advised within 3 - 10 days prior to the course, the Purchaser will be automatically enrolled into a future equivalent course, or may request a full refund.
- Should a cancellation of enrolment be advised within 3 days prior to the course, a cancellation fee of 50% of the course fee is applicable.
- The full course fee will be charged to the Purchaser for cancellations made within 24 hours prior to the course.
- Should a non-attendance occur (the course has commenced with no notice given), no refund or transfer is applicable and the entire cost of the course will be due and payable in full.
- Any cancellations must be supplied by the Purchaser in writing to the Company.

### **Appeals and Complaints Procedure**

As a Registered Training Organisation (RTO), the Company has a formal appeals and complaints procedure. Should further information be required, please contact the Company.

### **Legislation**

The Company ensures all relevant Commonwealth and State legislative and regulatory requirements, including Australian / New Zealand Standards are both incorporated into training courses and are followed in the conduction of its' business.

### **Recognition of Prior Learning (RPL)**

As a Registered Training Organisation (RTO), the Company has a formal process in respect to RPL. Should further information be required, please contact the Company.

### **Assessment Methods**

The Company will conduct assessments in a fair and equitable manner. The Company's assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within the scope of its registration.

### **Literacy & Numeracy**

The Company endeavours to enhance effective participation by all students, in the workplace and communities. Most of our training courses require the participant to have basic literacy and numeracy skills. Should the Purchaser have any concerns in this regard, please contact the Company to ensure a learning strategy is developed to ensure effective delivery of training.

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