

## BOOKING FORM

### TFOET – One day course

Thank you for booking your course with Accrete. Your booking will be confirmed when we have received your completed form with payment details or purchase order.

**PLEASE READ CONDITIONS CAREFULLY**

1. Certification cannot be issued until payment for the course is received.
2. Participants must provide a current medical certificate no older than three months.
3. **A minimum standard of clothing consisting of short trousers, sleeved shirt and fully enclosed footwear is required, please bring bathers and towels also. Coveralls and footwear are provided for water based activities.**
4. Cancellation must be received in writing no less than 5 working days prior to the course or the full cost of course will be charged.
5. Another participant may be substituted if the nominated person is unable to attend.
6. Accrete endeavors to run all courses but reserves the right to cancel or postpone a course.
7. Late arrivals will be accepted at the facilitators discretion, if refused will be classified as a late cancellation and charged accordingly.

Course Dates ...../...../..... to ...../...../.....

Participant	Contact Number/email address	Medical Certificate Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Details of person completing form: Name:.....

Email: ..... Ph: .....

Payment may be made via credit card or on account if prior arrangement is made.

<p><b>Credit Card Details:</b>          Card Holder Name..... Contact Number.....          Card Type - Visa <input type="checkbox"/> M<sup>3</sup> card <input type="checkbox"/> Bankcard <input type="checkbox"/>          Card Number - _____          Expiry Date - ____ / ____          Signature: .....</p>
<p><b>Account Details:</b>          Account Name:..... Purchase Order No:.....          Postal Address : .....          Contact Name :..... Contact Number: .....</p>

I confirm bookings on the above course, and in doing so acknowledge my understanding and acceptance of all conditions and requirements for this course

Name: .....

Signature:.....

Date:...../...../.....

- Venue:** ACCRETE 24 Mendis Road, Hudson Creek, Northern Territory **Or** as arranged with the client
- Times:** Please be present at Accrete by **7.45pm** for course registration. Course will commence at **8:00am** sharp Unless otherwise agreed) **Late arrivals may be refused attendance.**
- Catering:** Tea and coffee is provided. Unless otherwise arranged with you employer, lunches are not provided. Please bring your own lunch. Alternatively lunches can be purchased from nearby local take-away shops. Please feel free to eat your lunch in our airconditioned tea room.
- Clothing:** **TRAINEES MUST WEAR ENCLOSED SHOES (Thongs & sandals are prohibited).**
- For OPITO and HUET training, please bring bathers and towel. Coveralls & footwear are provided for water-based exercises. Showers and change facilities are available.
- For all other courses the minimum standard of clothing consists of short trousers and sleeved shirts.
- Medical:** **For OPITO and HUET Trainees MUST present a current medical certificate** (completed within three months prior to the scheduled course) to reception at registration confirming their fitness to undergo this training. Please use the attached medical certificate template. Alternative certificates will be accepted only with prior approval.
- In addition to providing a current medical certificate, all trainees will be required to complete and sign a Health Questionnaire and a Statement of Participation.
- For other courses,** participants will need to declare to the course Trainer any medical condition (existing or historical) which may adversely place the trainee in a situation of harm.

**Competency Based Assessment:** Competency Assessment is the collection of evidence by the Registered Training Organisation (RTO) demonstrating that the trainee can perform to the standard expected in the workplace as expressed in the relevant endorsed industry competency standard. As a trainee on a competency based training course you will be required to complete the following methods of evidence collection: Theory, quiz and practical skills demonstration of the elements listed in the course information.

- Appeals:** All trainees who find themselves deemed "Not Yet Competent" have the right to appeal that decision. All appeals shall be directed, in writing, to the General Manager, Accrete, within one month of the completion of the course. The appeal must identify and provide evidence of one of the following:
- The judgement as to whether competence has been achieved and demonstrated was made incorrectly.
  - The judgement was not made in accordance with the Assessment Plan.

Where there is no satisfactory solution, provision will be made for reassessment.

- Evidence of Prior Training:** Accrete has a recognition policy in relation to trainees gaining recognition for any Nationally Accredited qualifications or units of competency. Evidence may be submitted in the following forms:
- Evidence of current competency during the recognition process itself
  - Relatively recent evidence presented by the trainee that provides a good indication of current competence
  - Historical evidence provided by the trainee showing proof of prior learning at an earlier time