

RTO ID: 91173

Course Name

Thank you for choosing SpanSet Australia. Please photocopy this form for multiple use or alternately, you can fill it out electronically using Acrobat Reader. Please complete the details to reserve a place(s) for our Training courses. Once completed, fax this form directly to us on 02 4735 3630 or, if filling out electronically, email to: training@spanset.com.au

Contact Name	Job Title
Company Name	Company Address
Phone	
Fax	Postcode
Email	Website

Candidate and Course Details

Course Title	Course Date	
Venue	Quote Number	Agreed Cost

Candidate's Names

USI*

USI*

	USI*		USI*
1		6	
2		7	
3		8	
4		9	
5		10	

SpanSet Australia Ltd Course Transfer and Cancellation Policy

I have read and understood SpanSet Australia Ltd's Terms and Conditions of booking Y N

Date	Purchase order number
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The above listed address will be used as the postal address for completed certificates. Please specify if you would like to use an alternative postal address.

Alternative Address	Postcode
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Please ensure the address above is the same as the invoice address. If not please specify the correct invoice address on letterhead paper.

Payment Details (please tick)	Cash <input type="checkbox"/>	EFT <input type="checkbox"/>	Cheque <input type="checkbox"/>	Credit Card <input type="checkbox"/>
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Credit Card No. Please Note: 1.65% charge on credit cards (Visa or Mastercard)

Expiry Date	Name on Card	CCV No
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Direct Deposit Details	Company Name SpanSet Australia Ltd	BSB Number 112-879	Account Number 464868983
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Where did you hear about SpanSet Training?

- Internet / Google Word of mouth Retailer Other - please specify
- Through your employer Used SpanSet before Industry magazine
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Terms and Conditions

Fees and Refund Policy

Fees are levied on all of our training programs. The fees and charges applicable to each training program are negotiated directly with the candidate, or with a candidate's employer and must be paid in full prior to commencement of the course.

Any fees due must be paid by the method agreed in the course information sheet or as agreed with the candidate's employer as per our agreed commercial terms.

All payments will be recorded in our SAGE accounting system and receipts issued.

Where fees are paid in advance, these payment records will ensure that the candidate's payments are recorded separately within our SAGE accounting system in sufficient detail so that training progress can be monitored against fees paid.

Refunds

We will ensure that a full refund of enrolment fees will be offered if a course is cancelled by us.

If a candidate fails to attend a scheduled course with less than 48 hours notice of inability to attend, the course fees will be forfeited.

If a candidate can provide 48 hours notice or greater of his inability to attend they can reschedule to another course without penalty.

Candidates in exceptional circumstances can make application for special consideration to the RTO Chief Executive Officer.

Please direct any of these enquiries initially to our RTO administration officer at our Head Office.

English Language Competency

Will anyone attending this course require English language assistance?

YES NO

Note: Due to the nature of our training courses, learners must possess English language reading, writing and verbal communication skills which will enable them to undertake up to AQF Level II course content.

This course level will require a sound grasp of English.

You must advise us if any learners may have difficulty with this requirement before the course. If you have any questions regarding this minimum English language requirement, please talk with us and we will be pleased to assist you.

Please contact our Training Coordinator for assistance on +61 2 4735 3955.

Language, Literacy and Numeracy (LLN) Assistance

Our course standard reference and assessment materials contain written documentation.

We recognise that not all people are able to read, write and perform calculation to the same standards. We will endeavour to help anyone with Language, Literacy or numeracy difficulties.

In the event that a candidate's needs exceed our skill we will refer the candidate to an external support provider such as:

TAFE Penrith Campus
117 Henry Street Penrith NSW 2750
Phone: 131 870
Fax: (02) 4724 8288
Email: nepean.wsi@tafensw.edu.au

The TAFE website for students with disabilities is: https://www.tafensw.edu.au/services/disability/#.VH4sqUuR_nc

Lost or stolen ID cards/Certificates

Duplicate cards/certificates will be issued after verification and validity of candidate. Candidates will be charged a fee.

The costs for all duplicate Certificates and ID cards are as follows:

- Fee for issuance of duplicate certificate - \$15.00 + 10% GST
- Fee for issuance of duplicate ID - \$15.00 + 10% GST
- Standard post (within Australia and overseas) - Free
- Standard airmail post (outside of Australia) – Chargeable based of the postage cost at the time of order
- Express Post (within Australia) – Chargeable based of the express post cost at the time of order
- Express Courier International (outside of Australia) - Chargeable based of the express post cost at the time of order.

Students shall complete a Q374 – Application for Student Records form. A 100-point ID check will be required as part of your application. This form must be completed and sent by post to:

PO Box 164, 150 Old Bathurst Road
Emu Plains NSW 2750

* Unique Student Identifier No.

A USI number is now required by the Federal Government before a certificate can be issued. To obtain this number go to www.usi.gov.au