



ESSENTIAL TRAINING

ENROLMENT FORM 2024 – CORPORATE/GROUP BOOKINGS

THIS ENROLMENT FORM IS FOR CORPORATE AND GROUP BOOKINGS ONLY FOR SHORT COURSES

Please complete this fillable form, save it and email to info@et.wa.edu.au

Alternatively, you can download/save this form and print it. To complete manually, please use black ink and write clearly in CAPITAL LETTERS (in English)

Don't forget to attach any additional pages with candidate details or supporting documents.

Note: Information contained in this document is utilised in accordance with Essential Training's Privacy Policy

COMPANY DETAILS AND CONTACT INFORMATION

Company Name		
Company ABN		
Company Address		
Contact Person for Course Booking		
Contact Details	Phone:	Email:
COURSE INFORMATION <i>(Please provide details of the Training you wish to book)</i>	Course Name/Type	
	Number of staff/candidates requiring training	
	Location: <input type="checkbox"/> Essential Training Campus in East Perth <input type="checkbox"/> On site	
	For on site training, please provide address for training delivery:	
	Building Name	
	Street Number and Name	
	Suburb/Town	
	State	Postcode
Any building access or safety information required:		
Course Dates <i>(Please provide desired dates for your training)</i>	Preferred date(s)	
	Second option	Third option
Course Notes <i>(Please provide any details regarding training requirements/customisation for your business needs)</i>		
Contact Person for Invoicing		
Contact Details for Course Payments	Phone:	Email :
<i>Any other comments or information to assist us with your booking?</i>		

COURSE OPTIONS

- i) This enrolment form covers Group Bookings for Non-Award/Short Courses only. For all accredited training options, participants will be contacted individually by our administration team to complete the required additional information relative to AVETMISS data.
- ii) Discounts may be applicable for units of competency and the HSR course via CTF rebates for those working in the construction industry – conditions apply. HSR course discounts are also available to CCIWA Members and Essential Training clients.
- iii) ½ Day Training equates to approximately 3-4 hours in total. 1 Day Training Courses equate to 6-8 hours per day depending on class/group sizes, learner prior knowledge and capabilities.
- iv) Group discounts are offered on Group Bookings, a comprehensive quote will be provided to you prior to confirming the booking.





Essential Training

ENROLMENT FORM – CORPORATE/GROUP BOOKINGS

NON-AWARD / CUSTOMISED TRAINING/ SHORT COURSES	<input type="checkbox"/> Fire Warden/ECO Training	<input type="checkbox"/> First Attack/Fire Extinguisher Training	<input type="checkbox"/> Health and Safety Representative (HSR) Training	Mental Health First Aid (MHFA) <input type="checkbox"/> Standard <input type="checkbox"/> For Youth
ACCREDITED TRAINING <small>(Please note if you select Accredited Training options on this group booking form, additional information will be required for each participant as directed by our admin team)</small>	<input type="checkbox"/> Provide First Aid HLTAID011	<input type="checkbox"/> Provide Cardiopulmonary Resuscitation HLTAID009 (CPR)	<input type="checkbox"/> Operate as part of an emergency control organisation PUAFER005	<input type="checkbox"/> Lead an emergency control organisation PUAFER006 (Chief Warden)
	<input type="checkbox"/> Provide basic emergency life support HLTAID010	<input type="checkbox"/> Provide First Aid in an Education and Care Setting HLTAID012	<input type="checkbox"/> Prepare to work safely in the construction industry CPCWHS1001 (White Card)	<input type="checkbox"/> Demonstrate first attack firefighting equipment CPPFES2005

CANDIDATE INFORMATION

<p>Please provide details for all candidates joining the training.</p> <p>If you require additional space for candidate details please attach additional pages.</p>	Title	Full Name	D.O.B	Email Address

Candidate Learner Support	Is any additional learner support or LLN Support Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:
---------------------------	---	---------------------------------

PAYMENT DETAILS

Payment Method	<input type="checkbox"/> Payment will be made via credit card (credit card payments attract a 1.75% surcharge) <input type="checkbox"/> Payment will be made via direct deposit to Essential Training's bank account <input type="checkbox"/> The company requires a Purchase Order Number to be stated on the Tax Invoice to be sent to the Accounts Department : Purchase Order Number: Contact Name (Accounts Department): Contact Email Address (Accounts Department):
-----------------------	---

Fee Protection & Refund Policy	<ul style="list-style-type: none"> - A comprehensive quote and/or proposal will be provided and agreed on prior to training commencement - All fees charged are in Australian Dollars (AUD) - GST applies to non-award training. No GST is charged for accredited vocational education and training courses delivered. - Pre-paid fees relate to any fees collected before the relevant services are provided (course commencement). All short courses require full payment prior to course commencement. - Essential Training will not collect more than \$1500 AUD prior to course commencement for any individual learner enrolled in domestic training programs. - You will receive a Tax Invoice as part of your enrolment confirmation documentation which contains further information on how to pay for the course (credit card and bank transfer options are available).
---	---





Essential Training

ENROLMENT FORM – CORPORATE/GROUP BOOKINGS

- For cancellations or course deferrals, 7 days notice is required. Administration fees are charged for cancellations with less than 7 days notice - please refer to your quote or proposal for full details of applicable fees and charges.
- To view our College information or for further details on our College offerings, policies or cancellation information – please refer to our Learner Handbook and Terms & Conditions - A current digital copy is available at : www.et.wa.edu.au

GENERAL ENROLMENT TERMS AND CONDITIONS

Please read the below information to ensure an informed decision is made about your course selection and booking:

1. Enrolment & Course Selection

Please refer to the course flyers or the RTO’s website for detailed information on the course including fees, duration and outcomes

- a) Learners are responsible for notifying the RTO if they have a medical condition, disability, or require assistance in their training.
- b) It is the learner’s responsibility to note the date, time and location of the course.
- c) Requests from the Learner to transfer to another course/commencement date due to changed personal circumstances will be considered and every effort will be made to ensure placement into an alternative scheduled course. Please advise Essential Training with at least 7 days’ notice where possible.
- d) Full course fees are still payable for late enrolments/commencements and approval is required by the Trainer to join the class
- e) The RTO reserves the right to decline admission to a course, terminate a Learner’s enrolment in a class due to not meeting entry requirements, or due to misconduct of any kind. The RTO may change the allocated Trainer/Assessor at any time without notice.
- f) Learners participating in courses involving physical activity; field trips, practical demonstrations etc. do so at their own risk. Essential Training’s Staff, Contractors and Learners are covered by public liability insurance whilst working within the RTO’s approved premises or approved work sites.

2. Course Fees, Payments and Refunds

- a) Course Flyers, Pricelists, Quotations and the RTO’s Website will ensure all course fees, including any required deposits; administration fees; material fees, and any other charges (if applicable) are clearly stated.
- b) The RTO is responsible for the issuance of certification documentation in a timely manner where required. Where certification is required, the cost of this will be included in the course fees.
- c) Refunds are issued in accordance with the RTO’s Refund Policy and Procedure

3. Consumer Protection and Guarantee

Essential Training strives to deliver high quality training and assessment at all times in line with its accreditation and registration compliance standards. Therefore Essential Training guarantees that services provided by the RTO will be provided in agreed timeframes, by suitably qualified staff, provided with due care and skill and will be fit for any specified purpose.

> Cooling Off Period

Essential Training protects the rights of the learner including but not limited to the Statutory requirements for cooling-off periods. Learners are eligible to cancel their enrolment by submitting formal notice of cancellation in writing to the Training Manager (a letter or email is acceptable to training@et.wa.edu.au) within **48 hours** of enrolment, unless the learner has already commenced the training. Please refer to the Refund Policy for process on acquiring a refund.

> Complaints and Appeals

If a learner is experiencing any difficulties, they are encouraged to discuss their concerns with their Trainer during the course.

If a client or Learner wishes to make a formal complaint, they are required to complete a Complaints and Appeals Form. Once the form has been completed, the form should be submitted to Essential Training for actioning by the Management Team. Please refer to the Learner Handbook for more details on the Complaints and Appeals Process.

> Changes to Agreed Services

Where there are any changes to the agreed services that will affect the learner, the RTO will advise the company and learners as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.

4. Learner Support

All learners undertaking training with Essential Training must observe Essential Training’s policies and procedures applicable to them/their course, according to State and Federal Government legislative and regulatory requirements, as set out in the Learner Handbook.

Essential Training caters to diverse client learning needs and aims to identify and respond to the learning needs of all Learners.

Learners are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage, to course completion, via their Trainer/Assessor or Essential Training administration or support staff.

Essential Training is committed to providing learners requiring additional support, advice or assistance while training. Please see the Learner Handbook on the various types of support provided by Essential Training.

5. Privacy Protection

Essential Training respects the importance of securing any form of personal information which is collected from the learner(s) and/or other Stakeholders. Information collected is only utilised for the purpose of gathering required information on the learner as part of their enrolment, training and certification process. The full Privacy Policy can be found online at: www.et.wa.edu.au

ESSENTIAL TRAINING SHORT COURSE/GROUP BOOKING ENROLMENT FORM 2024 (Non-award or short course accredited training)

Current Version
2.2

Current Version Issue Date:
12/02/2024

Next Review Date:
01/02/2025

