



SA UNIONS

# SA UNIONS

is a provider of WHS training in SA  
**2018 Commonwealth Course Enrolment Form**

**As a HSR you are entitled to attend training with a provider of your choice, in consultation with your Person, Business or Undertaking (PCBU)**

### WHAT TO DO:

1. Fill out the enrolment form
2. Pass to your employer or manager to be signed and for payment to be arranged
3. Send the enrolment form to us
  - Fax: 8279 2223
  - Email: [saunions@saunions.org.au](mailto:saunions@saunions.org.au)

### PAYMENT: SA UNIONS ABN : 49 207 741 085

- A tax invoice will be sent 2 weeks prior to course date
- Please indicate if you will be paying by :
  - cheque (payable to SA Unions)
  - EFT payments (details on invoice)
  - credit card payment (2.02% surcharge)

### COURSE FEES (GST inclusive) effective as of 1/1/18

Commonwealth WHS Initial (5 days): \$929

Commonwealth WHS Refresher (1 day): \$315

- A light lunch is provided daily - **if you have any special dietary requirements please advise us prior to the course.**
- If you have any mobility/disability problems please advise us.
- If you need more information phone us on 8279 2222 or email [saunions@saunions.org.au](mailto:saunions@saunions.org.au). Web: [www.saunions.org.au](http://www.saunions.org.au)

### WE WILL:

1. Send you a confirmation letter with details of the course two weeks before the course starts.
2. If a course is cancelled we will fax notification of the cancellation to your employer 2 weeks prior to the course commencement date. A cancellation letter will be posted directly to the course participant.
 

**Note:** Should we not reach our minimum no of enrolments two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in a course date that suits their schedule.

### CANCELLATION POLICY:

If you are unable to attend the course – you need to notify us at least 2 weeks prior to the course starting date to avoid any charge. When an enrolment is cancelled the following cancellation fees will apply:

- >than 14 days before course commencement date = Full refund
- Between 7-14 days before commencement date = 50% refund
- < than 7 days = No refund

Under the WHS Regulations and outlined in section 72 of the WHS Act HSR's are entitled to attend a training course in work health and safety that is approved by the regulator.

### YOUR DETAILS:

Name .....

Postal Address .....

.....

.....

Are you an elected Health and Safety Representative?  Yes  No

Are you a union member?  Yes  No  
If Yes, name of union .....

Phone .....

Fax .....

Email .....

**YOUR SIGNATURE** .....

How did you find about this course?  
.....

### YOUR EMPLOYER'S CONTACT DETAILS:

Name .....

Postal Address.....

.....

Type of Organisation:.....

Phone .....

Fax .....

Email .....

**Employer Information:** It is a requirement of Commonwealth Initial Training that participants attend off-site training. Employer permission must be given for participants to use their own vehicle if they wish.

### ADDRESS FOR INVOICING:

Name .....

Postal Address .....

.....

Phone .....

Fax .....

Email .....

**Purchaser Order:** ..... **Date:** .....

Please ensure a Purchase Order number is quoted if it is a requirement of your organisation.

**Credit Card Details:** Payment Method [ ] Visa [ ] Mastercard

Name of Card Holder: ..... Card Holder's signature .....

Card Number: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ Expiry of Date : \_\_\_ / \_\_\_ nb: 2.02% surcharge applies

### ENROLMENT DETAILS:

COURSE NAME	COURSE DATE (S)	FEE (inc. GST)

**EMPLOYER/MANAGER NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

## **SA Unions Work Health and Safety Training Enrolment Policy**

### Terms and Conditions

#### **Enrolment of Individual Participants**

Enrolment into training programmes will be conducted in an ethical and responsible manner at all times, ensuring fairness and compliance with the Equal Opportunity Act 1984, Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984 legislation. Participant enrolments are subject to availability of places on the training program, based on the maximum number (20) of participants SafeWork SA and Comcare allow. The training venue will also be considered when deciding how many participants can be enrolled in any particular course. SA Unions will consider the number of participants that can be accommodated under the particular circumstances eg safety, capacity of training venue, type of course and learning structures within the course. If a training course is fully booked, participants will either be placed on a “reserve” list or offered a place on another date. Participants on the “reserve” list of a fully booked course are given priority should a place become available. Enrolments will be considered tentative until an enrolment form has been received. Should participant numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment, SA Unions will contact the tentative booking and request that an enrolment form be received by cob the following work day in order to confirm enrolment.

#### **Code of conduct**

Dress code is neat casual. Participants attending SA Union courses who demonstrate behaviour of a disruptive, objectionable or anti-social behaviour will be asked to leave the course. The employer will be contacted and payment of any fees owing will be due within 5 working days of the participant leaving the course.

#### **Code of Practice – Grievance Procedure**

SA Unions is committed to resolving grievances with fairness, equity and efficiency. The grievance process provides for grievances to be raised in the first instance with the WHS Training Coordinator.

#### **Special Needs**

If you have any physical or other impairments (eg English language difficulties, dyslexia) that may affect your ability to successfully undertake the training, please advise us on enrolment. We can, with your participation implement flexible delivery options, to optimise the ease and benefit of your learning.

#### **Length of the course**

Participants are expected to attend the full length of the course. If you require flexibility in attendance please contact us to discuss options as you may need to return to complete the course.

#### **Refunds and Cancellation**

Full refunds are offered in the event that SA Unions is unable to deliver the course.

The following percentage of refund will apply to all training cancellations:

- Where >14 days notice- full refund
- Where 7-14 days notice – 50% refund
- Where < 7 days notice – no refund

I acknowledge I have read the terms and conditions above

\_\_\_\_\_  
Participant name

\_\_\_\_\_  
date

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Employer name

\_\_\_\_\_  
date

\_\_\_\_\_  
Employer signature