

CONTACT / ORGANISATION DETAILS				
Contact Name:			Company Name:	
Postal Address:				
Phone:		Fax:		ABN #:
Email:				

PARTICIPANT(S) DETAILS		
Name/s	SGS # or D.O.B.	Company Name
1.		
2.		

COURSE SELECTION					
1st DATE:		2nd DATE:		LOCATION:	
Tick	Induction	Price	Tick	Induction	Price
	QCS – Qld Coal Surface Generic Core (2days) [^]	\$444.00		BHS – BMA Surface Induction (1Day) *	\$325.60
	QCU – Qld Coal U/Ground Generic (1Day) [^]	\$210.00		BMAG – BMA/QLD Coal Surface Generic Core (2days) *	\$751.60
	QCSR – Qld Coal Surface Generic Core Re-Induction (1Day) [^]	\$314.00		BMGR – BMA/QLD Coal Surface Generic Core Re-Induction (1day) *	\$544.40
	QCS/UR – Qld Coal Surface & Underground Re-Induction [^]	\$414.00		BMUR – BMA/QLD Coal Surface & Underground Generic Re-Induction (1day) *	\$644.40
	QCS RPL – Qld Coal Surface Generic Core [^]	\$300.00		MNCG1001A – Apply Risk Management MNCG1008A -Safety & Health Investigation MNCG1009A – Communicate Information [^]	\$435.00
	HLTFA301B – Apply First Aid [^]	\$160.00			
	HLTCPR201A – Perform CPR [^]	\$55.00		MNCG1002A – Implement & Apply Risk Management Process [^]	\$435.00
	MNMG237A – Work safely at heights [^]	\$260.00		MSAPMPER205A – Enter Confined Space [^]	\$260.00

[^] Exempt from GST / * Includes Drug & Alcohol Testing

PAYMENT DETAILS – Course Fees Must Be Paid Before Class Commencement			
Total Amount Payable \$			
Payment Options: <i>Please Tick</i>		Credit Card Details: _____ \ _____ \ _____ \ _____	
<input type="checkbox"/> Cheque – Payable to SGS Australia	<input type="checkbox"/> Visa	Exp _____ \ _____	Verification # _____ (Located back of card)
<input type="checkbox"/> Cash	<input type="checkbox"/> M/Card	Cardholder Name: _____	
<input type="checkbox"/> Eftpos (available at training centres)	<input type="checkbox"/> B/Card	Signature _____	
<input type="checkbox"/> Direct Deposit	Bank: Westpac Banking Corp BSB No: 032 – 010 Account No: 143052 Account Name: SGS Australia	When making payment, place your Booking ID in the payment reference field and send the remittance to: e: au.ohs.finance@sgs.com or f: 07 4951 3138 PO Box 320 Mackay QLD 4740	
<input type="checkbox"/> Invoice - Companies that have an Existing Account may be Invoiced			Purchase Order: _____

<input type="checkbox"/> I have read and understood the Terms and Conditions (Page 2 & 3) relating to SGS Induction Training Courses
Name: _____ Position: _____
Signature: _____ Date: _____

CONFIRMATION DETAILS	
BOOKING ID:	<ul style="list-style-type: none"> The Induction is confirmed upon receipt of the BOOKING ID All Bookings will be confirmed by Fax, Email or Phone WITHIN 24 HOURS upon receipt of booking form Please quote this Booking ID for all further enquiries relating to the induction booked

1. CONDITIONS OF TRAINING AT SGS

- Site specific classes may have certain age or employment conditions.
- Attendees participating in courses involving physical activity, practical demonstrations etc, at their own risk.
- Courses with low enrolments may be cancelled or rescheduled.
- SGS reserves the right to decline admission to a course and/or to terminate an attendee's enrolment in a class.
- SGS reserves the right to change a trainer at any time without notice to course attendees.
- **The attendee may be asked to provide proof that they hold a prerequisite for a certain course prior to their enrolment.**
- **Proof of identity and qualifications (eg trade) will be required via presentation by the attendees of original documents.**

2. SELECTION POLICY

SGS courses (subject to site policies) are available to all persons in compliance with the provisions of the Anti-Discrimination Act 1977.

Client Support Services exist for those attendees that have language, learning difficulties or other disabilities. Attendees should notify the Course Co-ordinator at the time of booking to ensure SGS can provide resources to ensure quality training for all course attendees.

3. CONFIDENTIALITY POLICY

SGS will ensure that confidential information related to its employees will be respected and maintained at all times.

The Company guarantees that it has made the attendees aware of their rights under the Privacy Act 1988, and its amendments. SGS may refuse access to the STAX database to employees who refuse to consent to the collection, storage, use and disclosure of the personal information to be stored on the Site Access Card (SAC).

No personal details will be released to third parties without written consent of the employees, except to the Company and the Client for which the Company is acting as a Contractor and on which premises the SAC is being used.

4. ACCESS TO OWN RECORDS POLICY

SGS ensures that all attendees are provided with access to their records in line with the requirements of the Privacy Act and its amendments. A retrieval fee may apply.

5. REFUND AND CANCELLATION/ NON-ATTENDANCE POLICY

Refund: Courses that are cancelled by SGS will either be rescheduled or payments fully refunded.

Cancellation / non-attendance / booking changes: with less than two (2) working days written notice will result in the full cost of the original course fee being charged (plus GST if applicable).

Non Negative Drug & Alcohol Test Results: Where Drug &/or Alcohol Testing is required as a pre-requisite for a course, a non negative result to alcohol or illicit drugs or non provision of a test sample will result in the attendee being refused admission to the course. This will attract the same charges as Cancellation / non-attendance fees.

Administration Fee: Changes to bookings may attract a fee of \$50.

Disputes: An individual or company has the right to dispute a Cancellation / non-attendance / booking change charge through the Cancellation Fee Appeal Process.

6. SITE ACCESS CARD

To attendees who have successfully attended courses and assessment, and who have provided all information as per clause 1 above, SGS issues Site Access Card (SAC).

The SAC, and the data contained thereon, is the property of the Company and the attendee.

The Company are responsible for the safe keeping and correct use of the SAC by the attendees. SGS reserves its right to withdraw and/or block any SAC from attendee who misuses the SAC.

A fee may be charged for the re-issue of cards if lost, stolen, missing, damaged or alteration of details is required.

7. NON-PAYMENT POLICY

All fees are to be received prior to the commencement of the course. Companies which have an existing account with SGS may be invoiced with a payment term of 30 days from the invoice. Conditions for obtaining an account are available upon request.

Should SGS not receive payment of the fees as above, it shall have the following cumulative rights:

- To inform in writing the clients for which the company is acting as contractor of the default of the company,
- To refuse access to the courses to the attendees until full payment of all monies due to SGS,
- To withhold the SAC and related training documentation,
- To block the SAC issued to the Company's employees until full payment of all monies due to SGS,
- To claim from the Company all damages and expenses caused by this default.

Should any invoice fail to be paid within the payment date, interest will become due at a rate of 1.5% per month (or such other rate as may be established in the invoice) from the payment date up to and including the date payment is actually received.

The Company shall not be entitled to retain or defer payment of any sums due to SGS on account of any dispute, counter claim or set off which it may allege against SGS.

SGS may elect to bring action for the collection of unpaid fees in any court having competent jurisdiction.

The Company shall pay all of SGS' collection costs, including attorney's fees and related costs.

8. CLIENT FEEDBACK

A written course evaluation is conducted for each course, and suggestions and comments are welcome.

SGS conducts regular reviews of its training. All feedback from attendees is welcome and will be considered in all internal reviews.

9. COURSE ASSESSMENT POLICY

Each attendee who enrolls in a course must be assessed to demonstrate they are competent for each learning outcome.

Assessments will be valid, reliable, fair and consistent with the training and assessment strategy, and meet the requirements of the Training Package or accredited course.

10. RECOGNITION OF PRIOR LEARNING (RPL)

In line with the Australian Qualifications Training Framework (AQTF), SGS offers the option of Recognised Prior Learning (RPL) to attendees of Nationally Accredited Training Courses.

RPL will include consistent and fair assessment and is available as part of the SGS Training Schedule.

Bookings can be made on request.

11. MUTUAL RECOGNITION

SGS as a Registered Training Organisation will recognise (AQTF) qualifications and Statements of Attainment issued by another Registered Training Organisation.

12. COMPLAINTS & APPEALS POLICY

SGS has a fair and equitable process for dealing with customer complaints and appeals. In the event that complaints cannot be resolved internally, SGS will advise the customer of the appropriate body where they can seek further assistance.

All written appeals will be treated in confidence and a decision relayed to the customer as soon as possible.

13. OCCUPATIONAL HEALTH & SAFETY

SGS aims to ensure the health, safety & welfare of all its employees and others who enter its work premises and training venues. Similarly, attendees must also be aware of their duty to take reasonable care of the health and safety of others. This includes no smoking inside buildings. The attendee must comply with EEO, WorkCover and general personnel practices/directives of SGS.

DRESS CODE FOR ALL INDUCTIONS – LONG PANTS, LONG OR SHORT SLEEVED SHIRT AND CLOSED IN FOOTWEAR

PLEASE FEEL FREE TO SPEAK WITH SGS REGARDING CONCERNS WITH LITERACY AND NUMERACY AT TIME OF BOOKING YOUR COURSE

❖ **PLEASE NOTE THAT ALL INDUCTIONS COMMENCE AT 7.30AM**

BMA Surface – Conditions of Enrolment in Class

- Individuals cannot enrol in a BMA Surface course, unless they have a current QCS Coal Surface Generic Induction.

BMA / BMAG / BMGR / BMUR - Conditions of Induction Attendance

- Attendees can still sit the BMA, BMAG, BMGR or BMUR induction without supplying a Coal Board Medical or Confirmation of employment, **however**, SGS will not issue any Smart Cards or Certificates until all required documentation has been provided.

DRUG & ALCOHOL TESTING

BMA / BMAG / BMGR / BMUR:

To attend one of the above inductions, the attendee must prove that they are 'fit for work'.

- A Drug test (urine sample) is conducted prior to commencement of the training class.
- Inability to provide a sample will result in exclusion from the course.
- A previous negative drug result (**taken within 48hrs of course**) can be provided on morning of course.
- An Alcohol test (breathalyser) is conducted prior to commencement of the training class.
- A reading of more than 0.02 on your Alcohol test will result in exclusion from the course.

Prescribed / Non Prescribed Medication:

Any person on medication may test non-negative to the drug test.

If this occurs the following may apply:

- Dependant on the test result, you may be excluded from the course unless you provide a **current** letter from your Doctor stating that you are "Fit for Work" whilst on the medication.

****Please be aware that some 'over the counter' medications may trigger a non-negative result**

VENUES

SGS TRAINING CENTRE LOCATIONS

Blackwater Brisbane	10 Railway Street Building 1 Construction Training Centre 460 Beaudesert Road Salisbury	Ph: 4982 6308 Ph: 3274 2423
Kingaroy Emerald Gladstone Mackay Moranbah Rockhampton	RSL, 126 Kingaroy Street 6 Retro Street To be advised 17 Chain Street St Francis Drive - behind Coles Rockhampton Enterprise Centre 214 Quay Street	Ph:1300131726 Ph: 4982 3824 Ph: 4951 5400 Ph: 4951 5400 Ph: 4941 9168 Ph: 4927 9011

INDUCTION PRE- REQUISITES

Induction	Long Pants, Sleeved shirt & Covered Shoes	ID (Drivers Licence, Medicare Card or Passport)	Trade Qualifications	Other Qualifications (BCC / Operator tickets / First Aid)	Old Generic/SGS Card	Negative Drug & Alcohol Test (Urine Sample)	Coal Board Medical (Section 4)	Chest X-ray	Confirmation of Employment	Current QCS Induction	Current QCU Induction	Current Kestrel Surface Induction
QLD Coal Surface Generic Core	●	●										
QLD Coal Underground Generic	●	●								●		
QLD Coal Surface Generic Core Re-Induction	●	●			●							
QLD Coal Underground Re-Induction	●	●			●					●		
QCS RPL QLD Coal Surface Generic Core	●	●			●							
BMAG - BMA / QLD Coal Surface Generic Combined	●	●	●	●		●	●		●			
BMGR – BMA / QLD Coal Surface Combined Re-Induction	●	●	●	●	●	●	●		●	●		
BMUR – BMA / QLD Coal Surface & Underground Combined Re-Induction	●	●	●	●	●	●	●		●	●	●	
BMA Surface Induction	●	●	●	●	●	●	●		●	●		
Kestrel Surface Induction	●	●	●	●			●	●		●		
Kestrel Underground Induction	●	●	●	●			●	●		●	●	●
HLTFA301B - Apply First Aid	●	●										
HLTCPR201A - Perform CPR	●	●										
MNMG237A - Work Safely at Heights	●	●										
MSAPMPER205A - Enter Confined Space	●	●										
MNCG1002A - Implement & Apply Risk Management Processes	●	●										
MNCG1001A - Apply Risk Management MNCG1008A - Safety & Health Investigation MNCG1009A - Communicate Information	●	●										

NOMINATED MEDICAL ADVISERS (NMAs)

Location	NMA	Phone	Fax
Biloela PO Box 153 BILOELA QLD 4715	Dr Ross WOODWARD	(07) 4992 2166	(07) 4992 2765
Blackwater Blackwater Medical Centre Cnr Seeman and McKenzie Streets BLACKWATER QLD 4717	Dr Mehrul HUDA	(07) 4982 7462	(07) 4982 7494
Brisbane Health for Industry Levels 7, 10 340 Adelaide St BRISBANE QLD 4000	Dr Keith ADAM Dr Matthew BRANDT Dr Stephen BUCKLAND Dr Ron EDMONDS Dr Graeme EDWARDS Dr Rob MCCARTNEY Dr Carol TOFT	(07) 3307 9477, (07) 3307 9401, (07) 3307 9443	(07) 3832 6613, (07) 3839 6516, (07) 3307 9453
Brisbane Brisbane Industrial Health Services 41 Nudgee Road HAMILTON QLD 4007	Dr Greg CUNNINGHAM	(07) 3268 7411	(07) 3868 2063
Brisbane Queensland Vocational Health Services 295 Chatsworth Rd PO Box 202 COORPAROO QLD 4151	Dr David EATON Dr David IMLAH Dr John SOWBY	(07) 3847 9844	(07) 3847 9833
Brisbane Mater Private Clinic Suite 7, Level 5 550 Stanley St SOUTH BRISBANE QLD 4101	Dr Edward FOLEY	(07) 3010 3355	(07) 3010 3356
Brisbane Nundah Village Family Practice 1262 Sandgate Rd NUNDAH QLD 4012	Dr Ian HADWEN	(07) 3266 6622	(07) 3260 7556
Brisbane Calamvale Family Practice 18/2605 Beaudesert Rd CALAMVALE QLD 4116	Dr Sam KHALIL	(07) 3272 4533	(07) 3272 5815
Bundaberg Family Practice at Hinkler Hinkler Central Shopping Centre BUNDABERG QLD 4760	Dr Abid MAJID	(07) 4152 6222	(07) 4153 5197

Location	NMA	Phone	Fax
Cairns Cairns Tourist and Local Medical Services Ground Floor 15 Lake St Cairns Corporate Tower CAIRNS QLD 4870	Dr Campbell CRILLY Dr Gary LITHERLAND	(07) 4041 1699	(07) 4041 1682
Chinchilla PO Box 20 CHINCHILLA QLD 4413	Dr Tom CLARKE	(07) 4662 7188	(07) 4668 9125
Dysart Dysart Medical Centre Suite 3 Jacaranda Court Queen Elizabeth Drive DYSART QLD 4745	Dr Sunday ADEBIYI	(07) 4958 2288	(07) 4958 2255
Emerald 47 Anakie St PO Box 1846 EMERALD QLD 4720	Dr Michael BELONOGOFF	(07) 4987 4100	(07) 4982 1588
Emerald McPhee Medical 53 Ruby Street PO Box 1307 EMERALD QLD 4720	Dr John EVANS Dr Ewan McPHEE	(07) 4987 5555 (07) 4982 4544	(07) 4987 5466 (07) 4982 4139
Gladstone Occupational Medical Services 20 Tank St GLADSTONE QLD 4680	Dr Maria MAZAHERI Dr Beryl TURNER	(07) 4972 0329	(07) 4972 9539
Glenden Glenden Family Medical Centre Shop 19 Town Centre GLENDEN QLD 4743	Dr Rachel HARVEY	(07) 4958 9258	(07) 4958 9831
Gracemere Shop 5 Gracemere Plaza Cnr Russell and Lawrie Streets GRACEMERE QLD 4702	Dr Vijay PRAHLAD	(07) 4933 3334	(07) 4933 3121
Kallangur Family Practice at Kallangur Cnr Anzac Ave & School Rd KALLANGUR QLD 4503	Dr Niranjan SOMASHEKAR	(07) 3204 4222	(07) 32045922
Kingaroy Kingaroy Family Care PO Box 776 KINGAROY QLD 4610	Dr Isabelle JONSSON	(07) 4163 6255	(07) 4162 7857
Kingaroy 25 Markwell St KINGAROY QLD 4610	Dr Robyn OGLE	(07) 4162 2033	(07) 4162 5514

Location	NMA	Phone	Fax
Ipswich Queensland Vocational Health Services 2 Wharf St IPSWICH QLD 4305	Dr William SUTHERLAND	(07) 3812 4366	(07) 3812 4377
Mackay My Med Pty Ltd Slade Point Surgery 358 Slade Point Road SLADE POINT QLD 4740	Dr Vishwa BHARTIYA Dr Sandra DELA CRUZ Dr Murshed KHAN	(07) 4955 2300	(07) 4955 2344
Mackay South Side Medical Shop 6A The Gasworks Complex 137 Shakespeare St MACKAY QLD 4740	Dr Peta CORNWELL Dr Robert CRUICKSHANK Dr Nicole HIGGINS Dr Hendrick VAN WYK	(07) 4957 4004	(07) 4957 3077
Mackay North Mackay Occupational Medicine Pioneer Valley Hospital 57 Norris Rd NORTH MACKAY QLD 4740	Dr Norman DAWES Dr David PARKER	(07) 4942 9559	(07) 4942 9551
Mackay PO Box 3080 NORTH MACKAY QLD 4740	Dr Peter FENNER	(07) 4953 2566	(07) 4953 1241
Mackay My GP Mater Hospital Willets Road MACKAY QLD 4740	Dr Robin FERGUSON Dr Helen HAWKINS	(07) 4942 8500	(07) 4942 8599
Mackay Walkerston Medical Service 10 Dutton St WALKERSTON QLD 4751	Dr Bandu HERAT Dr (Harold) John MCINTOSH	(07) 4959 2609	(07) 4959 2827
Mackay Pioneer Medical Centre 10 Grandview Drive Greenfields MACKAY QLD 4740	Dr Richard HOGBEN Dr Kevin NAICKER Dr Anne NIXON Dr Andre VENTER	(07) 4942 2777	(07) 4942 5033
Mackay Concordia Medi-Clinic 2/33 Evans Avenue NORTH MACKAY QLD 4740	Dr Rasheed LAWAL	(07) 4957 5177	(07) 4957 5033
Mackay Loyds Northside Clinic 81 Phillip St Mount Pleasant MACKAY QLD 4740	Dr Max MANSOOR Dr Lutie VAN DEN BERG	(07) 4942 9910	(07)4942 9925
Mackay PO Box 3080 NORTH MACKAY QLD 4740	Dr Ian MATHEWSON	(07) 4951 2063	(07) 4957 8601

Location	NMA	Phone	Fax
Mackay Bucasia Road Medical 3 Rosewood Dr RURAL VIEW QLD 4740	Dr Lovemore NCOMANZI	(07) 4954 8866	(07) 495 48322
Mackay One Stop Medical Suite 14, The Dome 134 Victoria St MACKAY QLD 4740	Dr Yan PERUMAL Dr Steven SORNACHALAM	(07) 4951 1411	(07) 4951 1599
Mackay My Med Pty Ltd Mackay Family Medical Practice 4 Ways, Cnr Nebo & Bridge Rd PO Box 5832 WEST MACKAY QLD 4740	Dr Ash HANSRAJH Dr Masud HAQUE Dr Gurcharan SAINI	(07) 4957 6999	(07) 4957 6555
Moranbah Town Centre Surgery MORANBAH QLD 4744	Dr Graham ROWLES	(07) 4941 7268	(07) 4941 6086
Moranbah Moranbah Medical Centre St Francis Drive PO Box 224 MORANBAH QLD 4744	Dr Johann SCHOLTZ	(07) 4941 5311	(07) 4941 5106
Nambour Image Flat Medical Centre 19 Image Flat Rd NAMBOUR QLD 4560	Dr John HARLAND	(07) 5441 3444	(07) 5441 3544
Nerang 8 Nerang St NERANG QLD 4211	Dr Neil BARTELS	(07) 5596 1911	(07) 5596 0842
Pittsworth Pittsworth Medical Centre 43 Yandilla St PITTSWORTH QLD 4356	Dr David Murray REID Dr Yousef SA-ADI	(07) 4693 1900	(07) 4693 2377
Rockhampton Family Practice at Glenmore Shop 5 309 Farm St NORTH ROCKHAMPTON QLD 4701	Dr George BELONOGOFF	(07) 4928 0485	(07) 4928 5000
Rockhampton Northside Plaza Medical Centre 222 Musgrave Street NORTH ROCKHAMPTON QLD 4701	Dr Mark BROWN Dr Joan CHAMBERLAIN Dr Phillip ESDALE Dr Keh KHOR	(07) 4927 7611	(07) 4927 7313
Rockhampton Mt Archer Medical Centre 438 Dean St NORTH ROCKHAMPTON QLD 4701	Dr James O'REGAN	(07) 4928 6977	(07) 4926 3395

Location	NMA	Phone	Fax
Sarina PO Box 448 SARINA QLD 4737	Dr Marsh GODSALL	(07) 4956 1355	(07) 4943 0448
South Australia Jobfit Health Group 10 Greenhill Road WAYVILLE SA 5034	Dr Christopher KELLY	(08) 8373 4068	(08) 8373 1215
Sunshine Coast Coolum Beach Medical Centre Shop 17-18 Pacific on Coolum 21-37 Birtwill Street COOLUM BEACH	Dr Peter RUSCOE	(07) 5446 1466	(07) 5446 2866
Sunshine Coast Caloundra Central Family Practice 45 Bulcock Street CALOUNDRA QLD 4551	Dr Peter RUSCOE	(07) 5446 1466	(07) 5446 2866
Theodore Theodore Medical Centre 4 Hamilton St THEODORE QLD 4719	Dr Bruce CHATER	(07) 4993 1371	(07) 4993 1857
Tieri Tieri Medical Practice 6 Talagai Avenue TIERI QLD 4709	Dr Alvan OKONKWO	(07) 4984 8386	(07) 4984 8377
Toowoomba The Health Advantage Suite 8 Ground Floor St Andrew's Day Hospital 280 North St TOOWOOMBA QLD 4350	Dr Joan BYRNE Dr Vern MADDEN	(07) 4631 4136	(07) 4633 7802
Toowoomba Dr Andrew West Toowoomba Medical and Dental Corner James and West Street TOOWOOMBA QLD 4350	Dr Andrew WEST	(07) 4642 2000	(07) 4642 2001
Townsville Kirwan Family Practice 6/48 Thuringowa Drive KIRWAN QLD 4817	Dr Katrina FORSTER	(07) 4723 5877	(07) 4723 5866
Townsville Fulham Road Family Physicians 421 Fulham Rd HEATLEY QLD 4814	Dr Richard KEYES	(07) 4773 1666	(07) 4773 1224
Townsville Northside Medical 89 Bundock St Belgian Gardens TOWNSVILLE QLD 4810	Dr Joshua MUNN Dr David Alan WALLACE	(07) 4721 2455	(07) 4721 4757

Location	NMA	Phone	Fax
Yeppoon Yeppoon Family Practice 48 Normanby St YEPPOON QLD 4703	Dr DONOHUE Dr Julian GREGORY	(07) 4939 3501	(07) 4939 2837
Yeppoon 19 Hill St YEPPOON QLD 4703	Dr John LLOYD	(07) 4939 4355	(07) 4939 3637

NOTE 4: A fee may be charged by NMAs to sign off on Section 4 of Coal Mine Workers Health Scheme medicals, if the medical examination was done by another doctor.