

CONTACT / ORGANISATION DETAILS

Contact Name:		Company Name:	
Postal Address:			
Phone:		Fax:	
		ABN #:	
Email:			

PARTICIPANT(S) DETAILS

Name/s	SGS # or D.O.B.
1.	
2.	
3.	
4.	
5.	
6.	

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: 02 4960 7887 PO Box 274 Hunter Region MC NSW 2310
<input type="checkbox"/> Invoice - Companies that have an Existing Account may be Invoiced		Purchase Order: _____

☆ PLEASE ENSURE THAT BOTH PAGES 1 & 2 ARE RETURNED TO SGS TO ENSURE YOUR BOOKING IS PROCESSED IN A TIMELY MANNER.

COURSE SELECTION

DATE:	LOCATION:
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Tick	Induction	Price
	Coal & Allied Generic Induction (Including Restricted Isolator) *	\$379.50
	Restricted Isolator	\$132.00
	NSW Coal Surface/GI Combined Induction (Commencing 30 th April 2010)	\$390.50
	Onesteel Waratah Generic Induction	\$176.00
	Onesteel Waratah Re-Induction (If current Induction has expired < 90 days)	\$88.00
	BMA/QLD Coal Surface Generic Core (2 Days) *	\$751.60
	Manual Handling	\$88.00
	OHS Consultation (4 Days) ^	\$520.00
	CPCCOHS1001A Work Safely in the Construction Industry ^ (White Card)	\$130.00
	MNMG237A Work Safely at Heights ^	\$260.00
	MSAPMPER205B Enter Confined Space ^	\$260.00
	HLTFA301B Apply First Aid ^	\$130.00
	HLTCPR201A Perform CPR ^	\$55.00
	MNCG1001A – Apply Risk Management MNCG1008A -Safety & Health Investigation MNCG1009A – Communicate Information ^ (2 Days)	\$435.00

^ Exempt from GST / * Includes Drug & Alcohol Testing

I have read and understood the Terms and Conditions (Page 3 & 4) 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
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Administration Only:

Booking Date: _____ **Time:** _____ **Confirmation Sent By:** Email Fax Mail

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 NOTE THAT THIS WILL BE STRICTLY ADHERED TO**

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

COAL & ALLIED - Conditions of Induction Attendance

- Individuals cannot enrol in a Coal & Allied course, unless they are employed by a company.
- Apprentices must contact their Job Co-ordinator before sitting the induction to ensure that the site where work is to be performed will permit Apprentices access (some sites have restrictions due to high risk areas).
- All Apprentices must provide their Indenture papers on the day of the induction.

Contractors with Minimum of 2000 Hours on Site

Coal & Allied have implemented a policy using the SGS Contractor Management System that will allow people who have a minimum of 2000 hours registered onsite (at a Coal & Allied Site/s), **NOT** to attend a Coal & Allied Re-Induction training course.

** SGS will measure the minimum hours within our database and you will be notified in you re-induction letter regarding those who qualify.

DRUG & ALCOHOL TESTING**Coal & Allied:**

To attend a Coal & Allied induction, the attendee must prove that they are 'fit for work'.

- A random Drug & Alcohol selection process of five (5) attendees is completed 10 minutes after the advertised start time.
- Any attendee, who turns up after the random Drug & Alcohol Selection Process has been completed, is automatically added to the list for testing. If testing has been completed, the attendee will not be able to attend the Coal & Allied Induction.
- 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 Coal & Allied Induction.
- Until such a time that a sample can be provided for testing, or a previous non-negative result is tested and returned negative, the participant cannot attend the Coal & Allied induction.
- 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 Coal & Allied Induction.

Prescribed / Non Prescribed Medication:

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

If this occurs any or all of 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.
- Prescription or proof of the medication to be produced
- Sample may be required to be sent to a pathology laboratory depending on employer decision (current cost \$107.80)

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

What do you need to bring to your Training?

Induction	Long Pants, Sleeved Shirt & Covered Shoes	Photo ID (Drivers Licence or Passport)	Work Cover NSW 100 Points Evidence of Identity	Occupation Verification (Trade Qualifications)	Other Qualifications (First Aid / Operator Tickets etc)	Previous SGS Card	Confirmation of Employment	Coal Board Medical (Section 4)	Lunch
Coal & Allied Generic Induction	●	●		●	●		●		
Restricted Isolator	●	●		●	●				
NSW Coal Surface/GI Combined Induction	●	●		●	●				
Onesteel Waratah Generic Induction	●	●		●	●				
Onesteel Waratah Re-Induction	●	●		●	●	●			
BMA/QLD Coal Surface Generic Core	●	●		●	●		●	●	
Manual Handling	●	●							
OHS Consultation Induction	●	●	●						
CPCCOHS1001A Work Safely in the Construction Industry	●	●	●						●*
MNMG237A Work Safely at Heights	●	●							
MSAPMPER205B Enter Confined Space	●	●							
HLTFA301B Apply First Aid	●	●							●
HLTCPR201A Perform CPR	●	●							
MNCG1001A – Apply Risk Management MNCG1008A -Safety & Health Investigation MNCG1009A – Communicate Information	●	●							

NOTES:

The **CPCCOHS1001A Work Safely in the Construction Industry** (White Card) and the **OHS Consultation** Courses require participants to provide 100 points Evidence of Identity (EOI) to a WorkCover NSW Accredited Trainer or Approved Provider prior to the training being conducted as per the Evidence of Identity Information Sheet.

Onesteel Waratah Induction – a re-induction applies if previous Onesteel Waratah Induction has expired < 90 days.

●* - Muswellbrook Only



EVIDENCE OF IDENTITY

INFORMATION SHEET FOR EMPLOYERS AND COURSE PARTICIPANTS

On 1 September 2009 WorkCover revised the evidence of identity (EOI) requirements for participants attending general induction training under the *National Code of Practice for Induction for Construction Work* (National Code) in NSW. These changes supersede the EOI requirements that were introduced on 1 July 2008.

This information sheet is designed to assist course participants in meeting the requirements and in completing the new EOI form for Registered Training Organisations (RTO) approved by WorkCover prior to delivering general induction training or undertaking assessment for RPL.

Effective 1 September 2009 participants attending general induction training or being assessed for RPL are required to provide 100 points EOI to a WorkCover approved Registered Training Organisation's delegate (Nominated Trainer) prior to the training being conducted. The EOI presented is to be recorded on the WorkCover Evidence of Identity form (CIC-EOI1).

The acceptable documents are listed in the table below and contain both primary and secondary documents. You can provide only one (1) primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points. The combination of documents must contain a date of birth, current residential address, photograph and signature. **Please bring original evidence of identity documents with you. Certified copies will not be accepted.**

The table below outlines the acceptable evidence of identity and points value allocated.

EVIDENCE OF IDENTITY (EOI) TABLE		
Document Type	Document	Points
Primary Documents <i>Only use ONE primary document.</i>	Australian Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages (minimum age 14 years)	70
	Passport (Australian/International) that is current, or expired within the last 2 years but not cancelled	70
	Australian Citizenship Certificate	70
Secondary documents <i>Allowed to use a combination of secondary documents.</i> <i>If you want to use credit and savings account cards, these must be from different banks.</i> <i>If you want to use more than one utility bill, they must be from different utilities.</i>	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40
	Current Australian Boat Operator's Photo Licence	40
	Current NSW Firearm's Licence	40
	Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	40
	Current Australian State or Territory Proof of Age/Photo Card (eg NSW RTA issued)	40
	Australian Defence or Police photo identification card	40
	Department of Veterans Affairs card	25
	Centrelink card	25
	Property (council) rates notice	25
	Property lease agreement	25
	A Utility bill (eg water, electricity, gas)	25
	Telephone account	25
	Credit cards/savings accounts cards/bank statements	25
	Medicare card	25
Motor vehicle registration or insurance documents	25	

It is important that if you do not possess 100 points EOI, or meet the criteria listed under the special provisions (see below), that you may not be eligible to attend the training without prior approval from WorkCover. Please discuss with the WorkCover approved RTOs prior to enrolling or attending the training.

EVIDENCE OF IDENTITY

SPECIAL PROVISIONS (Please provide original documents only. Certified copies will not be accepted)

WorkCover NSW EOI requirements have been extended to include Special Provisions for the following groups:

- School Students
- Correctional Centres
- Aboriginal and Torres Strait Islanders
- Overseas Persons recently arrived in Australia (less than 6 weeks).

Special provisions may apply to participants attending general induction training or for Recognition of Prior Learning (RPL) assessment under the National Code.

All EOI documents provided must be original.

SCHOOL STUDENTS (points value does not apply)

Special provisions apply to school students. The special provisions are based on the *Financial Transactions Regulation 1990 Child under 18*. WorkCover NSW will accept **any one** of the following **original** EOI documents for school students:

- Australian Birth Certificate or Birth card issued by the Registrar of Births, Deaths and Marriages (minimum 14 years)
- Australian Citizenship Certificate
- Current Australian Driver's Licence or Learner Driver's Licence
- International travel documents including a current passport or a passport that has expired in the last 2 years but not cancelled.

OR

The identity of the student may be verified by sighting a written statement signed by **one** of the following school officials:

- Principal or Deputy Principal
- Head Teacher or Deputy Head Teacher
- Secretary or Deputy Secretary
- Chief Administrator or Deputy Chief Administrator.

The statement must be written on the school letterhead and include the student's date of birth.

OR

The identity of the student may be verified by sighting a Student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

EVIDENCE OF IDENTITY

CORRECTIONAL CENTRES (Points value applies)

The following provisions apply to the EOI requirements for Correctional Centre inmates. The special provisions are based on an existing agreement between WorkCover NSW and the Department of Corrective Services. Correctional Centre inmates will need to provide documentary evidence equating to 100 points of identity using the acceptable evidence of identity listed below. 100 points of EOI must be provided.

EVIDENCE OF IDENTITY (EOI) TABLE		
Document Type	Document	Points
Primary Documents <i>Only use ONE primary document.</i>	Australian Birth Certificate/Birth Card	70
	Passport (Australian/International) current or expired in the last 2 years but not cancelled	70
	Australian Citizenship Certificate	70
Secondary documents <i>Allowed to use a combination of secondary documents.</i> <i>If you want to use credit and savings account cards, these must be from different banks.</i>	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40
	Current Australian State/Territory Proof of Age or Photo ID card	40
	Current Australian Boat Operator's Photo Licence	40
	Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	40
	Medicare card	40
	Department of Veterans Affairs card	40
	Centrelink card	25
	Credit card or account card	25
	Bank statement	25
	Motor vehicle registration or insurance documents	25
	Property (council) rates notice	25
	Property lease agreement	25
	Telephone account	25
	Home insurance papers	25
	Letter of Verification of Identity from the Department of Corrective Services	25
	Correctional Centre inmate MIN card	5

The RTO delegate **must** sight the original EOI documents on the day training is conducted.

ABORIGINAL AND TORRES STRAIT ISLANDERS

Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background. WorkCover NSW will accept original EOI documents verified by **two persons** recognised as Authorised Referees.

Authorised Referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, Secretary or CEO of an incorporated Indigenous organisation (including Land Councils, community councils, housing organisations etc)
- Structured Training and Employment Projects Employment and Related Services (STEPERS) panel member formerly known as Community Development Employment Project (CDEP) Coordinator
- School Principal/School Counsellor
- Minister of Religion
- Treating Health Professional or Manager in Aboriginal Medical Services or Health Services
- Centrelink Agent or Government employee with at least 2 years continuous service.

EVIDENCE OF IDENTITY

The Authorised Referee is to verify the person's identity by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth
- evidence that the Authorised Referee has witnessed the person's signature
- the period of time the Authorised Referee has known the person and how they know the person eg professionally or personally
- the Authorised Referee's signature and the date.

OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN 6 WEEKS)

Special provisions apply to the EOI for overseas persons that have recently arrived in Australia (less than 6 weeks), and were not ordinarily a resident of Australia before arriving.

The identity of an overseas person recently arrived in Australia (less than 6 weeks) is verified by using one of the following original international travel documents:

- Current passport or a passport that has expired in the last 2 years but not cancelled
- Other international travel documents, which have the same characteristics of a passport eg Diplomatic documents.

AND one of the following original EOI documents

- Driver's Licence (Overseas or Australian)
- Savings/Credit card or statement (Overseas or Australian)

A full 100 point check is required where the person has been lawfully in Australia for more than 6 weeks.

Catalogue No. **WC02097** WorkCover Publications Hotline 1300 799 003



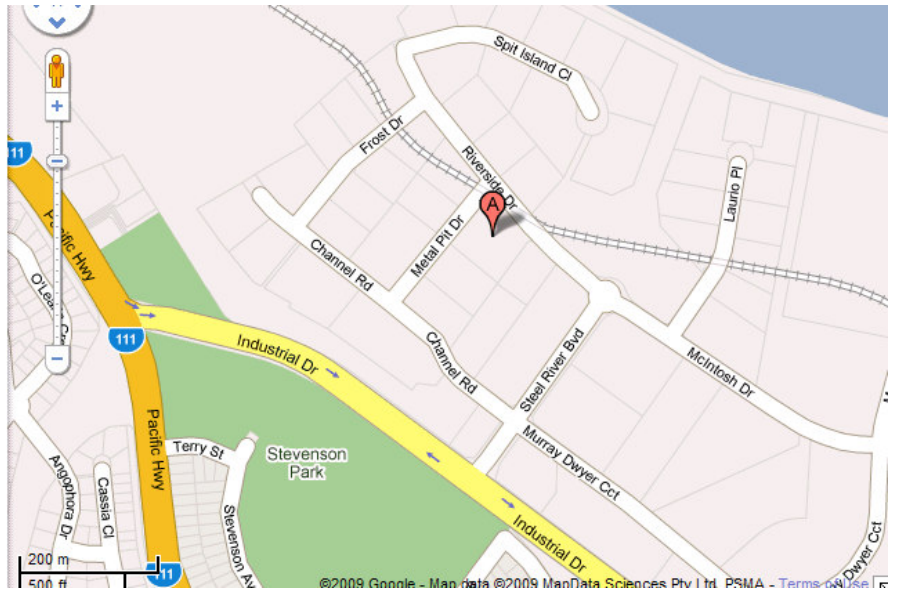
WorkCover NSW 92-100 Donnison Street Gosford NSW 2250
Locked Bag 2906 Lisarow NSW 2252 WorkCover Assistance Service 13 10 50
Website www.workcover.nsw.gov.au

ISBN 978 1 74218 225 4 © Copyright WorkCover NSW 0709

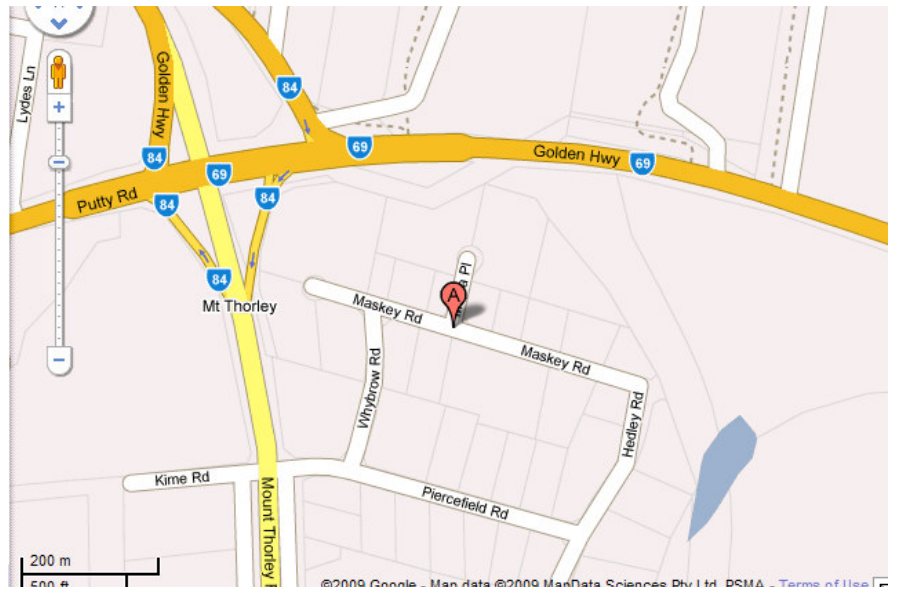


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