



SGS INDUCTION TRAINING REGISTRATION FORM
Course Schedules / Bookings Available Online at <http://www.au.sgs.com/stax>

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 FEE MUST BE PAID BEFORE CLASS COMMENCEMENT				
Total Amount Payable \$				
Payment Options: (Please Tick)	Credit Card Details:	Card # _____ / _____ / _____ / _____		
<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	Card Holders Name: _____		
<input type="checkbox"/> Eftpos (Available at training centre)	<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 Existing Account may be invoiced		Purchase Order: _____		

Please note: The Kestrel Induction Request Form must be signed off by a KESTREL Representative before your booking can be processed or confirmed

☆ PLEASE ENSURE THAT ALL PAGES ARE RETURNED TO SGS TO ENSURE YOUR BOOKING IS PROCESSED IN A TIMELY MANNER.





SGS INDUCTION TRAINING REGISTRATION FORM

COURSE SELECTION

DATE:

LOCATION:

Tick	Induction	Price
	KSI - Kestrel Surface Induction	\$230.00
	KUI - Kestrel Underground Induction	\$148.50

* The Kestrel Surface Induction (with an expiry date of more than 3 months from time of booking) is a pre-requisite to completing the Kestrel Underground Induction

^ Exempt from GST

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:

- 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.

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.

What do you need to bring to your Training?

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
Kestrel Surface Induction	●	●	●	●			●	●		●		
Kestrel Underground Induction	●	●	●	●			●	●		●	●	●

NOTE: In the case of Companies arranging bookings for employees it is essential that this page be passed onto the course participant to ensure they are aware of course requirements & venues.

Rio Tinto

Rio Tinto - Kestrel Mine

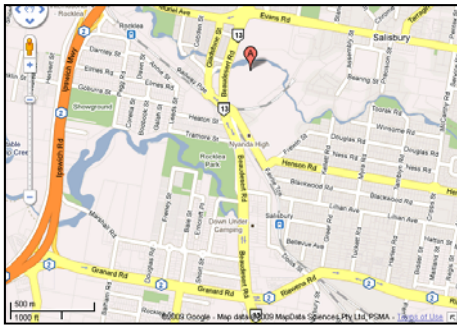
Contractor Induction Request Form Instructions

- 1 This form is required for all contractors requiring a SGS Kestrel Induction
- 2 All columns on each page must be completed for each contractor you are requiring to undertake the induction
- 3 The form is then signed by the originator (Contractor Manager/Supervisor)

Once complete

- 4 You must verify that the contracting company is a pre-qualified contractor for Kestrel
- 5 It must be approved via signature by the Kestrel area Superintendent and the Kestrel Contract Owner (SIII)
- 6 The form is then either faxed or scanned and emailed to SGS as their authority to perform the induction
Fax: [07] 495 13 138 or email: au.ohs.qld.training@sgs.com
- 7 SGS Kestrel inductions are held Monday of each week excluding public holidays
- 8 Approved request forms must reach SGS no later than as three days prior to the induction date
- 9 You must inform the contractor that the cost of SGS Kestrel inductions and that SGS Access cards are the responsibility of the Contracting Company

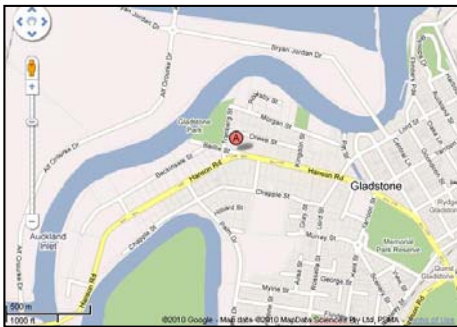
NB: SGS will not permit anyone to undertake a Kestrel Induction without evidence of a Coal Board Medical Including X-ray and Genetic Induction



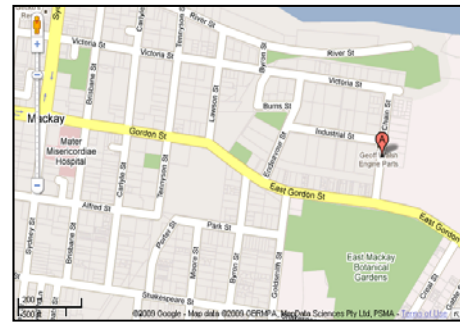
SGS Brisbane
 Building 1, Construction Training Centre
 460 – 492 Beaudesert Rd, Salisbury QLD 4107
 Ph: 07 3274 2423



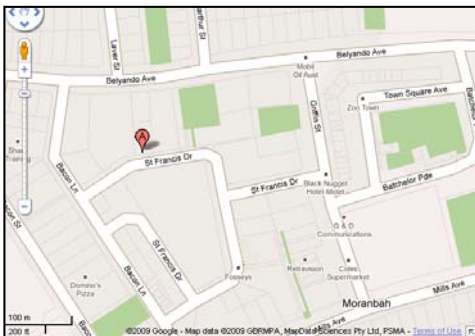
SGS Emerald
 6 Retro St, Emerald QLD 4720
 Ph: 07 4982 3824



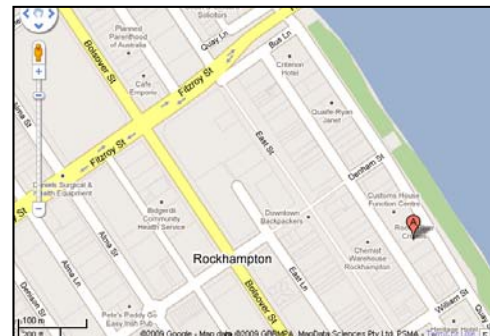
SGS Gladstone
 104 Hanson Rd, Gladstone QLD 4680
 Ph: 07 4972 5850



SGS Mackay
 17 Chain Street, Mackay QLD 4720
 Ph: 07 4951 5400



SGS Moranbah
 St Francis Dr, Moranbah QLD 4744
 Ph: 07 4941 9168



SGS Rockhampton
 Rockhampton Enterprise Centre Inc.
 Suite 11, 214 Quay St, Rockhampton QLD 4700
 Ph: 07 4927 9011