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| ***InterLink Training Booking / Training Request Form***  |
| Please complete this form and return to bookings@interlinktraining.com.au to confirm booking request. On receipt of this request form Interlink Training will contact you to confirm available dates, training locations and pricing.  |
| **Today’s Date:**   | **Requested Training Date:**   | **ABN:** | **Job Ready Number:**  |
| **Training Location and state:**  | **Trainer:** |  |
| **Company Name & Address:**     |
| **Company Contact:**   | **Ph:**   | **Purchase Order Number:**    |
| **E-mail:**   | **Fax:**   |
| **Course Name**  | **Course Code**  | **Required Training**  |
| **Insert number of Students for initial Training**  | **Insert number of Students for refresher Training**  | **Start Time**  |
| **UNITS OF COMPETENCY**  |
| M31A – General Electrical Awareness |  |   |   |   |
| SWNELP |  |  |  |  |
| Power Awareness (Telecommunications) | ICTOHS2153A |  |  |  |
| Polarity  | M292 |   |   |   |
| UGAW – Underground Awareness |  |  |  |  |
| EWP Licence – Elevated Work Platform | TLILIC2005A |   |   |   |
| EWP Licence – Under 11 Meters (Nifty Lift) | CPCCCM3001A |  |  |  |
| Working Safely near live electrical apparatus as an non-electrical worker |  UETTDREL14A |   |   |   |
| Working Safely at Height | RIIOHS204A |   |   |   |
| Rescue from Elevated Work Platform (REWP) | UETTDRRF03B |   |   |   |
| EWP Controlled Descent Escape | UETTDRRF08B |   |   |   |
| Rescue from Pole Top (RPT)  | UETTDRRF02B |   |   |   |
| Strand – Rescue from middle of line |  |  |  |  |
| Rescue from Switchboard – LVR (RSBD) | UETTDRRF06B |  |  |  |
| Provide Cardiopulmonary Resuscitation | HLTAID001 |   |   |   |
| Provide Basic emergency life support | HLTAID002 |  |  |  |
| Provide First Aid | HLTAID003 |  |  |  |
| Provide First Aid in an ESI Environment | UETTDRRF10B |  |  |  |
| Apply ESI Safety Rules – Green Book  | UETTDRRF01B  |  |  |  |
| Chainsaw Level 1 | AHCARB205A |  |  |  |
| Chainsaw Level 2 - Fell Small Trees  | AHCARB202A  |   |   |   |
| Wood Chipper Operation | AHCMOM304A |   |   |   |
| Tree Climbing/Aerial Rescue  | AHCARB204A AHCARB306A  |   |   |   |
| Above Ground Pruning  | AHCARB203A  |   |   |   |
| Prune Shrubs & Small Trees  | AHCPGD203A  |   |   |   |
| Confined Space Tree Removal  | AHCARB305A  |   |   |   |
| Prepare and Apply Chemicals (ACDC, Chem Cert)  | AHCCHM303A AHCPMG301A AHCCHM304A  |   |   |   |
| Apply Chemicals Under Supervision  | AHCCHM201A  |   |   |   |
| Hearing Conservation |  |   |   |   |
| Manual Handling |  |  |  |  |
| Shift Materials safely using manual handling methods | TLID1001A |   |   |   |
| Construction Induction - White card | CPCCOHS1001A |   |   |   |
| Implement Traffic Management Plan | RIIOHS302D |   |   |   |
| Road Traffic Management – Traffic Control | RIIOHS205A |   |   |   |

I am aware that all public courses are subject to minimum number to run.

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|  |   **Invoice to:**   |  |
| **Contact Name:**  |  | **Address & Email:**    | **Tel:**   |  |
|  | **Special Instructions or requirements/Further Information:**  |  |
|  |  |  |
|  | **Please List Details of Person/s Attending**  |  |
| **First Name**  | **Surname**  | **CAM’s Required? QLD**  | **Unique Student Identifier (USI)** | **Date of Birth**  |
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*Please note from the 1 January 2015 it will be mandatory to provide a USI number (Unique Student Identifier) for any training in Nationally Recognised units of competence. As such we are requesting that students advise of their number when submitting the booking form. A USI can be obtained by clicking on the following link.*

<http://www.industry.gov.au/skills/RegulationReformsAndInitiatives/UniqueStudentIdentifierForVET/Pages/default.aspx>

**Payment Options:**

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| **$** |

**Pricing: Quote** □ **Price: Quoted: Plus relevant GST**

 **Agreed** □

1. **Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Direct Payment Option:** Westpac

BSB No: 033-107

Account No: 421367

Name: Chalcedony Investments Pty Ltd Tdg As: Interlink Training

**Please send remittance advice to** sedwards@interlinktraining.com.au

1. **Alternative Payment Option:** Visa □ Master Card □ EFTPOS □ Cash □ Cheque □

 Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CCV Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount Payable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to be included in any course updates via email □

I would like to subscribe to the Interlink Newsletter □

**This Booking sheet MUST be signed and dated by an authorised representative**

**I confirm the above information to be true and correct and accept Interlink**

**Training’s payment/refund/cancellation policy.**

**I am aware that all public courses are subject to minimum numbers to run.**

**Full name of organisation / individual:**

**Signature: Date:**

*Parent/Guardian Signature is required (if individual is under 18)*

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete this form and return tobookings@interlinktraining.com.au to confirm booking request. On receipt of this **fully completed** booking form InterLink Training will confirm this booking within 2 working days of receipt.

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| **Office Use Only:****Invoice Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**Booking Forms:**

Our booking form will represent our key document from which to establish and set-up training “events”.

It has been revised to make completion easier and to collect the relevant data in one place, so we can react effectively and efficiently to your needs. We regard the booking form as your explicit instruction to us to go ahead and commit to arranging trainers, booking venues, travel and accommodation. Consequently, if you make *minor variations* to a booking (which will need to be confirmed in writing), we will process those changes without additional cost to you. However, if you vary a booking where costs directly / indirectly are incurred by InterLink Training, these costs will be passed on to you and will include an additional $200.00 administration fee in each instance.

**Cancellations:**

Our intention is always to deal with cancellations in a commercially equitable fashion. Our approach going forward will be as follows:

* All cancellations must be put in writing and must clearly state the reason for the cancellation.
* The cancellation period will be taken from the point the written advice is received by InterLink.
* Cancellation of more than five (5) working days prior to the commencement of the course, a full refund will apply, less any costs which cannot be recovered by InterLink Training.
* Cancellation between five (5) working days and two (2) working days, a 50% refund will apply, less any costs which cannot be recovered by InterLink Training.
* Cancellations less than 2 working days will result in no refund and any costs which cannot be recovered by InterLink Training will be invoiced immediately. Additionally, we will have to pass on the costs incurred in securing and remunerating our trainer(s) for the training programs in question.

**Refunds**:

As a Registered Training Organisation, we are required by the AQTF / National Vocational Regulator (NVR) to have a formal refunds policy.

Interlink Training will make a full refund of all fees paid should a course be discontinued.

Alternative dates will be offered if the course has been re-scheduled. Fees will be fully transferrable to the new course, for one transfer in a fixed 12 month period. In the event of a course for which the student was enrolled being unavailable, fees are fully refundable.

Interlink Training reserve the right to cancel or post-pone a course to an alternative date due to insufficient participant numbers or unforeseen circumstances. Interlink also reserves the right to refuse enrolment if proof of pre-requisites are not presented before the course commencement date or they are deemed incomplete, where applicable.

All refund requests must be put in writing with the reason for their request. Supporting documentation eg: a medical certificate must be attached. This can be emailed to sedwards@interlinktraining.com.au or faxed to 07 3209 9609.

Interlink Training will consider each application and advise the relevant (either student or employer) by in writing within five (5) working days of receipt of the written request for a refund. Refunds are considered on a case by case basis and are at the discretion of the National Manager – Compliance and Competence.

The refund will be refunded to the person or organisation that made the original booking only.

**Fees:**

As a Registered Training Organisation, Interlink Training is able to collect student fees in advance. We are required to comply with the National VET Regulator standards and rules. We may accept payment of no more than $1,000 from each individual student prior to the commencement of the course. Following the course commencement, Interlink may require payment of additional fees in advance from the student, provided that at any given time the total amount required to be paid (which is attributed to tuition or other services yet to be delivered to the student), does not exceed $1,500.

Fees collected (which are paid in advance of training taking place) will be placed in a ‘Trust Account’. Such fees will be drawn down into Interlink Training’s consolidated revenue at the initiation of the training / assessment services.

Payment **must** be made prior to the commencement of the scheduled training, which will be confirmed after the fully completed Booking Form has been received and actioned by us.

Unpaid tentative bookings will be deemed to be an ENQUIRY ONLY.

Training participants may be substituted by another participant at any time prior to commencement. PLEASE NOTE – Pre-requisites may apply for accredited courses and will incur additional charges.

Companies may apply to Interlink Training for a ‘Monthly Account’ by contacting sedwards@interlinktraining.com.au. Should you require any further information please contact your Interlink Training Regional Manager / Coordinator on Tel: **1300 731 669**. **S Casey – General Manager, Operations – May 2015.**