Instructions:

Fill in all sections clearly and carefully by writing in block letters. A separate form must be completed for each Client (Training) enrolling.

PERSONAL DETAILS – Candidate (Complete a separate form for each candidate)

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐

Family Name:		
Given Name:		
Address:		Post Code:
Postal Address:		Post Code:
Phone Numbers: Home:	Work:	Mobile
E-mail:		
Date of Birth:		Gender:
Emergency Contact: Name:		Phone Number:

INVOICE DETAILS

Name (Person to send the invoice):	
Business Name:	
ABN /ACN:	
E-mail address (All invoices will be e-mailed):	
Contact Phone Number:	
Address:	Post Code:
Postal Address:	

SPECIFIC NEEDS

List any specific needs the Client will require to complete the course?

EDUCATION and EXPERIENCE (School or Nationally Accredited Qualifications)

What is your highest level of education completed?
What year did you complete this level of education?
Provide brief resume with relevant work experience for nationally accredited qualifications.

STUDY MODE (All face to face classes are run on demand only, bookings essential)

- ☐ Blended Self Paced Learning (External)
- ☐ Accelerated Learning (Qualifications only)
- ☐ On-site delivery (Separate quotation)
- ☐ Face to Face Evening delivery
- ☐ RPL Submission (Contact us to discuss this option)

LEAD AUDITOR COURSE ENROLMENTS – (RABQSA certified)

These courses are conducted in collaboration with JLB Training conducted over five days face to face. Those who are deemed 'competent' will also receive a Certificate of Attainment and automatically qualify as a Provisional Auditor with RABQSA.

✓	Qualification	Date	Total cost
	Occupational Health and Safety (OHS) Lead Auditor		$2000.00 per client ($400 per day)
	Quality Lead Auditor		Register your interest
	Environment Lead Auditor		Register your interest

QUALIFICATION ENROLMENTS – (Nationally Accredited Qualifications)

Enrolment into the complete qualification includes one coaching session to learn how to apply the information learned. To secure your place submit payment for One Unit of Competency only. You will then be invoiced as you enrol into each Unit of Competency.

✓	Qualification	Total cost
	BSB30707 Certificate III in OHS	$1,800 (12 Units @ $150.00 each)
	BSB41407 - Certificate IV in OHS	$2,610 (9 Units @ $290.00 each)
	BSB51307 - Diploma of OHS	$2,500 (8 Units @ $312.50 each)
	BSB 60607 - Advanced Diploma of OHS	$2,700 (8 Units @ $337.50 each)

SHORT COURSE ENROLMENTS

These are short courses of 3 hours duration ideal for the busy Manager and Small Business. These courses are run on demand at our training rooms and cost $120.00 per person plus GST.

✓	Short Course Title	Date	✓	Short Course Title	Date
	OSH Risk Management (JSA; JHA; SWMS; SWP)			Introduction to OSH for Small Business Owners	
	Contractor Management			Manual Task Management	
	OHS Incident Investigation			How to Prepare for OSH Audit	
	Injury Management in the Workplace			OHS for Supervisors and Managers	
	Hazardous Substance Management			Emergency Procedures and Evacuation	

UNIT OF COMPETENCY ENROLMENTS – (Nationally Accredited Qualifications)

If you do not want to do a whole qualification enrolment into the individual Units of Competency is available for the suite of units offered. To secure your place submit payment for One Unit of Competency only. You will then be invoiced as you enrol into each Unit of Competency.

	Qualification	Cost per Unit
	Units from the Certificate III in Occupational Health and Safety	$210.00
	Units from the Certificate IV in Occupational Health and Safety	$300.00
	Units from the Diploma of Occupational Health and Safety	$350.00
	Units from the Advanced Diploma of Occupational Health and Safety	$375.00

List the Units of Competency you would like to enrol into:

Unit code	Unit Title	Price

9 PAYMENT

To secure your place and / or receive your Study Package, payment must be received with this enrolment form. Face to Face classes will be cancelled if demand is not sufficient.

Total Payment to be submitted $

Please select payment option:

	Electronic Funds Transfer - ACE Health and Safety Specialists Pty Ltd. **BSB** 036037 **Account:** 290448
	Cheque payable to - ACE Health and Safety Specialists Pty Ltd Enrolment will not be processed until payment cleared to account.
	☐ Visa ☐ Debit/Card ☐ M/Card Card Holder Name (Print clearly): Card Number: Card Expiry Date: **Bank surcharges will be added to the total amount when payment submitted.**
	Company Purchase Order (Payment required within seven (7) days of invoicing.

9 REFUND POLICY

Refer to Client (Training) Handbook for Refund Policy information.

9 DECLARATION

The information I have provided in this document is true and correct at the time of submission.

Client Signature: Date:

ACE Health and Safety Specialists Pty Ltd
Unit 2, 277 Gt Eastern Highway, BELMONT WA 6104
Postal Address: PO Box 203 GLEN FORREST
Freecall: 1800 60 41 48
Phone: 61 8 9478 3688
Fax: 61 8 9478 3988
Mobile: 0 419 911 201 (Nanette Jones)
E-mail: nanette@acehealthandsafety.com.au
Web Site: http://www.acehealthandsafety.com.au

Office Use Only:	Date Received:	Date Invoiced:
	Payment Received:	Date Materials Sent:
	Data Entered:	Feedback Received: