

# 1 Day Equifactor® Course Enrolment Form

COMPANY DETAILS						
Company Name:					Phone:	
TapRoot® Licence:	Yes		No		ABN:	Fax:
Contact Name:				Position:		Mob:
Company Address:						
Postal Address:						
Email:						

PARTICIPANT DETAILS									
Title:	Mr		Mrs		Miss		Ms		(Please tick applicable box)
First name:					Surname:				
Position held:					Date of Birth:				
Work Phone:					Mobile:				
Email:									

COURSE DETAILS Confirmation of your booking will be made prior to the commencement of the course								
Date of Course:						<b>1 Day Equifactor®</b>		
Do you have any special dietary requirements or food allergies?				Y		N	Details: _____	
Do you have language, literacy or numeracy requirements?				Y		N	Details: _____	

PAYMENT METHOD							
Company Order Number (Approved Account Customers Only) O/N: _____							
Electronic Funds Transfer BSB: 082-845 Account Number: 58452 3891 Swift Code (International): NATAAU3302S <i>(Please leave participant name or invoice number as a reference)</i>							
Credit Card		Mcard (1.5% fee)		Visa (1.5% fee)		Amex (2.5% fee)	
Card Number							
Name on Card							
Signature				Expiry		____ / ____ / ____	

REGISTRATION FEES		DISCOUNTS (Per person)	
Fee per person (AUD\$)	\$1,600.00	3 or more attendees per same course	\$100.00 ea
Less discount		Licenced TapRoot® Company	\$400.00 ea
Credit card surcharge		<b>Maximum discount of \$500.00 per person</b>	
Sub Total			
+ 10% GST (courses held in Australia only)			
<b>Total Fees (AUD\$)</b>			

**Authorisation:** I have read and agree to the conditions of the Cancellation Policy. I confirm the above enrolment for myself / my company for training to be conducted by Capability Resources.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **CANCELLATION POLICY**

**Course Fees:** Fees should be paid 14 days prior to course commencement unless an order number has been provided (for approved customers only).

**Cancellations:** Capability Resources reserves the right to cancel any course if insufficient enrolments are received. Should this occur, those who are enrolled shall be notified and re-booked into the next available course. If the alternative dates are not suitable any fees paid will be refunded in full. Every effort will be made to contact students and employers so please ensure we have your correct contact details. Once a course has commenced, Capability Resources will ensure the full course is delivered.

**Refunds:** All requests for cancellations and transfers must be received in writing. All transfers to another course will incur a 20% transfer fee, if a request is received less than 30 days prior to the course commencement. Cancellations received up to 14 days prior to course commencement will be charged the full course fee. Cancellations received 15-29 days prior to course commencement will be charged 50%, however substitutes are welcome. No shows will also be charged the full fee.

## **COMPLAINTS, GRIEVANCE & APPEALS**

Capability Resources has in place a complaints and grievances procedure to ensure the outcome of all complaints and grievances are dealt with in a timely manner and the best outcome is achieved for all parties concerned. Participants who have a grievance have the right to raise the grievance and expect that every effort will be made to resolve it in accordance with our policy, without prejudice or fear of reprisal or victimisation. We manage all grievances fairly, equitably and efficiently as possible.

## **DISCIPLINE**

At the commencement of any training, participants are informed of the standards of behaviour and the expectations of both the participants and trainer during the course. Participants behaving in an unacceptable manner will receive a verbal warning; continued unacceptable behaviour may result in the participant being asked to leave. If this occurs the employer will be notified of the reason and action taken, refunds will not be provided if this occurs.

## **SPECIAL NEEDS**

Capability Resources recognise that there may be participants with special needs (e.g. literacy, numeracy, physical, dietary or religious). If you feel that you have special needs please provide details so that we are able to accommodate them.

## **ACCESS TO TRAINING RECORDS**

A student and/or their employer may access personal training information upon written request. Written permission from the student shall be obtained prior to providing information to an employer. Please contact Capability Resources for more information regarding access to training records.

## **LEGISLATIVE REQUIREMENTS**

Capability Resources complies with all relevant State and Federal legislation regarding the following; Occupational health and safety, Workplace harassment, victimization and bullying, Child Protection Act, Anti-discrimination, racial vilification, Equal opportunity, disability discrimination, Confidentiality and Privacy.

If requested we will ensure that participants are provided with relevant information about any legislation that may affect their participation in the training that is provided by us.