

The information on this form provides Wright Training with the details required to accurately process bookings and issue nationally recognised Statements of Attainment. The information provided forms part of the confidential records kept by Wright Training as per requirements of the Standards for NVR Training Organisations and GWO Certified Training Providers. Please complete all requested information including acceptance of our Terms & Conditions as detailed on page 2 and available on our website.

Please complete this form and return with your purchase order.

Your Company Details:

Company Name

Contact Name Position/Title:

Mobile: Office Phone: Email:

Billing Address:

Certificates

	Y	N	
Digital Certificates			<input type="text"/>
Hard Copy Certificates required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ID Cards required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Trainers Report required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Programme Details:

Course / Proposal #: # of Participants: Course Location Address:

Date: Start Time:

Site Requirements:

	Y	N	Notes		Y	N
Site Facilities:				Tea & Coffee	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Projector/TV	<input type="checkbox"/>	<input type="checkbox"/>
Training Room Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Practical Area Available	<input type="checkbox"/>	<input type="checkbox"/>
Internet & Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Site Access:						
Parking Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Induction Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
PPE Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			

Terms & Conditions:

Booking requires a Purchase Order and completed Booking Form. Confirmation of your booking will be emailed to the address provided. The programme/s will be secured upon the issuance of a tax invoice. Wright Training will not be held liable for any damages or injury arising out of participation in the training course. Certificates and Statements of Attainment for participants will be issued upon successful completion of training.

Authorised signatory:

I have read, understood and accept the Wright Training trading Terms and Conditions as outlined.

I confirm there is available structure for practical tasks as outlined in the proposal

Signature:

Print name:

Payment arrangements:

Placement of an order constitutes acceptance of Wright Training Terms & Conditions

By Purchase Order Copy Attached Purchase Order No:

Pay by Credit Card - Phone: +61 (0) 409 658 802



Terms & Conditions:

It is vital that you review these terms and conditions as placement of an order for services constitutes acceptance of these terms and conditions as outlined. Wright Training is a Registered Training Organisation with ASQA (Australian Skills Quality Authority) registration and a Certified GWO Training Provider. In order to comply with requirements we have guidelines & procedures that cover a number of areas including: Recognised Prior Learning (RPL) & Credit Transfer, Safety, Language, Literacy & Numeracy Learning Needs, Access & Equity, Complaints, Grievances & Appeals as well as Fees, Charges & Refunds. For further information please refer to the Participant Handbook. Should there be any queries regarding these areas, participants are encouraged to contact us on the details below.

Fees:

All fees are payable following submission of a Booking Form and Purchase Order. Payment terms are 14 days, and failure to process payment within this timeframe may result in the cancellation of participant registrations or training sessions. Programme fees are inclusive of all required training materials, workbooks and equipment required to successfully complete the training and assessment unless otherwise stated.

Credit card payments incur an additional 2.5% fee.

There is always a chance that events cannot go ahead as scheduled, where personnel are unavailable, the weather is unacceptable for the arranged tasks or other events outside our control a standby daily fee of \$1,850 may apply.

Mobilisation Fees:

Mobilisation costs are applicable to all clients outside a 100km radius from our Head Office in Camden NSW. Mobilisation costs are billed as per receipt. Where requested Wright Training offers mobilisation cost estimates for budgeting purposes only.

Mobilisation costs may include:

- Flights
- Accommodation
- Hire Vehicles & fuel
- Equipment shipping
- Meals & incidentals
- Travel days
- Airport fees including taxes & parking
- Company vehicle kms.
- Rescue device Service

Note: this is not an exhaustive list.

Mobilisation logistics will not be arranged without the receipt of a valid Purchase Order from the client. Equipment shipping can be arranged utilising the preferred courier of the client and charged directly to the client nominated account.

Payment Terms

Wright Training will issue an invoice following receipt of a Booking Form and Purchase Order. Invoices must be paid in full 14 days following issue of the invoice unless otherwise agreed prior to the programme.

Note that certificates are not issued until payment has been received.

Late payments will incur interest at a rate of 10% per annum, calculated daily, and handling fees may also be incurred.

Note that certificates are not issued until payment has been received.

Refunds

As Wright Training does not accept fees in advance there will be no refunds issued. In the event that training/assessment is halted prior to the completion of the programme, fees will be applied relevant only to the portion of the programme delivered and associated mobilisation costs. In the event that an invoice is overpaid a credit note will be issued.

Programme changes / deferrals

A client has the right to defer any programme provided that they provide notice, in writing, of intention to defer within 2 weeks of the course commencement. The deferred programme must be re-booked to occur within 6 weeks of the original date/s or cancellation fees may apply.

Wright Training reserves the right to cancel, postpone or re-schedule courses due to unforeseen circumstances or events. Should this occur an opportunity to reschedule will be offered. Wright Training will not compensate clients for time, travel expenses or accommodation expenses incurred.

Certificates

Certificates and Statements of Attainment are issued digitally to the email address provided on the booking form following payment of the account. Hardcopy certificates and ID cards will only be provided where requested on the Booking Form or in writing from an Authorised Company Representative. For replacement certificates please contact the Wright Training office.

Cancellations

Cancellation fees will be applied as follows.

No Fee	If withdrawing 4 weeks or more prior to scheduled start date and time
50% of course fees	If withdrawing less than 4 weeks but greater than 2 weeks prior to scheduled start date and time
80% of course fee	If withdrawing 2 weeks or less prior to scheduled start date and time
100% of course fee	If withdrawing after course commencement

Note: All 'days' mentioned above refer to business days, ie. Monday - Friday 8am - 5pm.

Mobilisation charges applied: In all cases non-refundable mobilisation costs (including but not limited to best-fare airline tickets and/or hotel) and customised programme material costs will be charged to the client.

Participant Preparation

Programmes are conducted on work sites and/or simulated work environments. Participants must be prepared for a day of work including covered shoes/boots, work clothing and appropriate PPE as advised on the Booking Confirmation document.

All assessment documentation is completed through a cloud based platform (<https://wrighttrainingptyltd.assessapp.com>), participants will have access to this platform prior to programme commencement for the completion of any pre-course tasks and for the duration of the programme. Wright Training provides tablets for participants use during the programme, students may use their own device/s during the programme if preferred. Internet access is required for access to the platform.

Wright Training will not be held liable for any damages or injury arising out of participation in the training.

A short orientation is conducted at the beginning of each programme to ensure participants are aware of their responsibilities. We will be quick to respond to unacceptable behaviour from participants or staff. Discrimination, harassment or victimisation will be dealt with in line with Legislation and our Procedures to ensure that participants feel safe and supported throughout our programmes. Further information on Wright Training Policies and Procedures can be found in the Participant Handbook.

Wright Training retains the right to take photos and videos of the programme activities. These photos and videos may be used for training and marketing purposes.

Pre-requisites

Some programmes have pre-requisites which must be supplied prior to attending the programme. This is communicated in our Proposal documents, on our website, in the Booking Confirmation sent and in email and phone communications. In the event that pre-requisite evidence is not received by 5:00pm NSW time on the business day prior to the course commencement, the enrolment will be cancelled and entry to the course will be refused. If this occurs, it is considered a cancellation and fees will be applied.

Late Arrival

Participants are expected to arrive promptly for training, arriving late to a course affects the learning outcomes of all participants. Wright Training reserves the right to refuse entry to participants arriving late to a course.

Student Identifiers

To issue certification it is required that all participants quote their USI number and/or WINDA ID.

To obtain/check your USI number visit www.usi.gov.au

To obtain/check your WINDA ID visit www.globalwindsafety.org

Placement of an order constitutes acceptance of Wright Training Terms & Conditions as outlined.



RTO ID No. 45545



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