



SA UNIONS

is a provider of OHS training in SA
Commonwealth Course Enrolment Form

**Participants must be
elected Health & Safety
Representatives**

WHAT TO DO:

1. Fill out the enrolment form
2. Pass to your employer or manager to be signed
3. Fax or post the enrolment form to us
 - Mail: to SA Unions, 46 Greenhill Road, Wayville SA 5034
 - Fax: 8279 2223

PAYMENT:

- A tax invoice will be sent 2 weeks prior to course date
- Please indicate if you will be paying by:
 - cheque (made payable to: SA Unions)
 - EFT payments (details on invoice)
 - credit card payment
- If you are unable to attend the course - you need to notify us at least 2 weeks prior to the course starting to avoid any charge. Otherwise cancellation charges apply.

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COURSE FEES (GST inclusive) effective as of 1/1/10

Commonwealth Introductory: \$650
 Commonwealth Adv (2 days): \$410
 Commonwealth Adv (1 day): \$220
 General OHS Courses per Day: Standard \$230, Union Member \$210
 OHS Committee Skills: Standard \$130, Union Member \$110

WE WILL:

1. Advise you immediately if the course is full and offer you a place on the same course on a different date.
2. Send you a confirmation letter with details of the course two weeks before the course starts.
3. If a course is cancelled we will send notification of the cancellation to your employer 2 weeks prior to the course commencement date. A cancellation letter will be posted directly to the course participant.
Note: Should we not reach our minimum no of enrolments two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in a course date that suits their schedule.

CANCELLATION POLICY:

When an enrolment is cancelled the following cancellation fees will apply. More than 14 days before course commencement date = Full refund - Between 7-14 days before commencement date = 50% refund - Less than 7 days = No refund

If you need more information, phone us on (08) 8279 2248, fax (08) 8279 2223, or email us at saunions@saunions.org.au
 Visit our website : www.saunions.org.au/hsrtraining

- If you have any mobility/disability problems please advise us.
- A light lunch is provided daily - if you have any special dietary requirements please advise us prior to the course.

YOUR DETAILS:

Name

Postal Address

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Are you a union member? If yes, name of Union

Are you an elected Health and Safety Representative? Yes No

Phone

Fax

Email

YOUR SIGNATURE

How did you find out about this course?

YOUR EMPLOYER'S CONTACT DETAILS:

Name

Postal Address.....

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Type of Organisation:.....

Phone

Fax

Email

ADDRESS FOR INVOICING:

Name

Postal Address

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Employer Information: It is a requirement of Commonwealth Introductory Training that participants attend off-site training. Employer permission must be given for participants to use their own vehicle if they wish.

Purchaser Order: **Date:**

Please ensure a Purchase Order number is quoted if it is a requirement of your organisation.

Phone

Fax

Email

ENROLMENT DETAILS:

COURSE NAME	COURSE DATE (S)	FEE (inc. GST)

EMPLOYER/MANAGER NAME: _____ **SIGNATURE:** _____

The participant nominated to attend is a Health and Safety Representative and has been elected under the Occupational Health and Safety Act 1991