Thank you for booking with **[INSERT NAME HERE]**. This is your booking confirmation. The information below covers everything you need to know prior to the start of your course - **please read it carefully.**

We hope you will enjoy the training with **[INSERT NAME HERE]** and please do not hesitate to contact us if you have any concerns.

**[INSERT NAME HERE]**

**COURSE TITLE**:

**[INSERT DATE HERE]**

**COURSE DATE:**

**[INSERT TIME HERE]**

**[INSERT TIME HERE]**

**START TIME:** **FINISH TIME:**

**[INSERT NAME/S HERE]**

**STUDENT**

**Course Requirements**

* Students engage in High Risk Work are required to be 18 years of age or over.
* Students are required to have adequate English language numeracy and literacy skills.
* Students are required to provide proof of the relevant pre-requisite.

**Note:** When enrolled into two courses consecutively, and the first course is pre-requisite for the second course (for example Dogging and Basic Rigging), you **MUST** lodge your licence application for the first course before you can undertake the second course. This requires **100 points identification** (see list).



**Student Checklist**

It is important that you wear the correct clothing and bring the required documents with you to the course.

* Photo Identification i.e. Driver’s Licence or Passport

(**100 points** of identification required to lodge your application)

* Other High Risk Work licences (if applicable)
* Work safety shoes
* High visibility shirt
* Scaffold belt and tools (scaffold courses only)

**Facilities**

**[INSERT FACILITIES HERE]** The training facilities include fridges and microwaves for anyone to use, as well as tea and coffee making facilities. A shower is also available on site for our students.

**Re-assessment Procedure**

Students who do not pass either a theory or practical component of an assessment may be eligible to undertake a re-assessment of the failed component. The conditions below may apply:

* Re-assessment dates for High Risk Work require a minimum of three business days for re-scheduling and regulator notification
* Re-assessment dates are subject to availability, and may incur an additional cost.
* Availability times may vary, subject to assessor, plant and equipment or site requirements and may take up to 90 days.
* Re-assessments for High Risk Work may not be undertaken if the completion extends the total allowable time for the training beyond the regulators requirements (6 months).
* All other re-assessments are at the discretion of the trainer/assessor.

**Our Location**

|  |  |
| --- | --- |
| **[INSERT ADDRESS HERE]** | **[INSERT MAP IS SHOWN]**  **Macintosh HD:Users:phils:Desktop:sample_map.png** |
| **[INSERT DIRECTIONS HERE]** |

**Cancellation Policy & Terms and Conditions**

**[INSERT POLICY HERE]**