

## Payment Method Form

Please complete (Please use Blue or Black Pen) the following and provide information as indicated.  
All information will be treated as **CONFIDENTIAL**.

Company Details (This is where certificates will be sent upon receipt of payment)							
Company Name				Site			
Contact Info	O		M			F	
	E						
Postal Address							
				State	Post Code		
Contact Person				ABN			

Course Information		
Course Name		Course Date/s

Participants (If names are unknown, indicate number of attendees. This is the number which you will be charged for subject to the cancellation policy)					
Name	Admin Only		Name	Admin Only	
	E	C		E	C

Payment Details	
<b>Payment Total</b> (Inc GST If applicable) \$ _____	<input type="checkbox"/> Exempt from enrolment fee (please provide evidence)
<input type="checkbox"/> Order Number (Approved Customers Only) : _____	<input type="checkbox"/> Cheque or money order (Payable to Capability Resources)
<input type="checkbox"/> Direct Deposit <b>BSB:</b> 082-845 <b>Account Number:</b> 584 52 3 891 <b>Name:</b> Capable Training Pty Ltd	
<input type="checkbox"/> Credit card – Please debit my (account type): <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Bankcard	
Account Number: _____ : _____ : _____ : _____      Expiry date: ____ / ____	
Name on Card: _____      Debit amount: AUD\$ _____	
<b>Signature:</b> _____      Date:    /    /	

Acknowledgment:			
Signature:	Sign here once you have acknowledged the below information	Date	DD / MM / YYYY

**REMEMBER** Turn Enrolment Form over and complete remaining side.

## Terms and Conditions

Please Note: Courses with practical components (i.e. working at heights or enter confined space) require full PPE (Personal Protective Equipment). This includes; steel cap boots, long sleeve shirt and long pants. For all other courses closed in footwear is required (no thongs).

### **CANCELATION POLICY**

Capability Resources retain the right to cancel a course due to insufficient numbers.

No penalty if cancellation request was received more than **10** working days before commencement of course.

**50%** of the full fee if cancellation request is received between **6** and **10** working days before course commencement.

**75%** of the full fee if cancellation request is received between **3** and **5** working days before course commencement.

Full fee if cancellation request is received **2** working days before course commencement.

### **COMPLAINTS, GREVINCE AND APPEALS**

Capability Resources has in place a complaints, grievance and appeals procedure to ensure the outcome of all complaints, grievances and appeals are dealt within a timely manner and the best outcome is achieved for all parties concerned.

Participants who have a complaint, grievance or wish to appeal an assessment decision have the right to raise the issue 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 complaints, grievances and appeals fairly, equitably and efficiently as possible

### **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.

### **SPECIAL NEEDS**

Capability Resources recognises 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.

### **DISIPLINE**

At the commencement of any training, participants are informed of the standards of behavior 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 behavior 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.

### **LEGISLATIVE REQUIRMENTS**

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

Capability Resources complies with all relevant State and Federal legislation regarding the following:

- Occupational Health & Safety
- Child Protection Act
- Anti-discrimination, Racial vilification
- Vocational Education & Training
- Confidentiality and Privacy
- Equal Opportunity

## **Capable Training Pty Ltd trading as Capability Resources**

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