

Spill Response and Environmental Awareness Booking Form

Complete ALL sections and send via Fax: 1300 139 886 or Email: aes@absorbenviro.com.au
 Our Training Department will contact you shortly to confirm your training request

COURSE DETAILS

Course name <i>✓ appropriate box</i>	<input type="checkbox"/> ABSORB NRT Nationally Recognised Training - Identify and Minimise Environmental Hazards (MSAPMSUP172A) (4hrs) <input type="checkbox"/> ABSORB BASIC PLUS Environmental Awareness and Spill Kit Induction with Practical (2hrs) <input type="checkbox"/> ABSORB BASIC Environmental Awareness and Spill Kit Induction (1hr) <input type="checkbox"/> ABSORB EROSION AND SEDIMENT CONTROL
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Cost		Discount Code		Expected group size	
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Preferred date and time	
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What communications do you remember seeing about our course? <i>Can be multiple outlets</i>	
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LOCATION DETAILS *(for on-site training)*

Company name			
Site address	Suburb		
State	Post Code		
Site contact	Mobile Ph		
Site contact Email	Office Ph		

CONTACT DETAILS *(for certificates)*

Company name			
Postal address	Suburb		
State	Post Code		
Contact	Mobile Ph		
Contact Email	Office Ph		

PAYMENT DETAILS

Enrolment is not accepted until payment details or a purchase order is supplied. Final payment amount will be provided after course completion and final attendance numbers have been confirmed.

<input type="checkbox"/> EFT	<input type="checkbox"/> PURCHASE ORDER	<input type="checkbox"/> CREDIT CARD				
Bank of Queensland BSB: 124-065 Acct: 10580173 Acct: PEA & Associates Pty Ltd	<input type="checkbox"/>	<input type="checkbox"/>				
	Please send copy to aes@absorbenviro.com.au					
		Card Number _____				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Expiry</td> <td>Name</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Expiry	Name		
Expiry	Name					

INVOICE DETAILS

Invoice to	<input type="checkbox"/> Student <input type="checkbox"/> Company	
Postal address	Suburb	
State	Post Code	

By signing this form you declare that all information on the form is accurate and true. You agree that you have read and understood the payment terms, refund policy and the student handbook and that you understand all the information provided.

Signature	Date

CLIENT CHECKLIST

We dedicated to providing professional services and aim to ensure an optimum learning experience for our students attending our courses. We ask that your company provide a supporting and safe learning environment through the provision of the following items:

No.	Item	✓ appropriate box	
		Yes	No
1.	We will be issuing certificates following training – to minimise incorrect names please provide a Typed Training Register of Attendees		
2.	Is room appropriate for training	Quiet with good ventilation	
		Wall or screen for data projection	
		Power for data projection and laptop	
3.	Is room set up with ample seating according to expected group size?		
4.	Have you ensured that each student has their own pen?		
5.	Is there an appropriate area to conduct the demonstration (outside and protected from wet weather)?		
6.	Is a spill kit available for the practical demonstration? * *The demonstration components will be removed if a spill kit is unavailable.		
7.	What types of kits do you have on site? <input type="checkbox"/> Oil and Fuel <input type="checkbox"/> General Purpose <input type="checkbox"/> Hazchem <input type="checkbox"/> Marine <input type="checkbox"/> Organic <input type="checkbox"/> Other _____		
8.	Do you or your have any staff or site specific requests?	Learning Literacy or Numeracy needs (staff specific) _____	
		PPE – requirements for trainers? _____	

Refund Policy

Absorb has a fair and equitable Refund Policy guaranteeing the refund of fees to organisations under reasonable circumstances. The management guarantees Absorb's sound financial position and safeguards clients' fees until used for learning and assessment.

- Booking may be transferred once to another date at no additional cost up to ten working days prior to a course commencement date providing notification is provided in writing.
- Booking may be cancelled up to 48 hours prior to commencement of course with the opportunity to reschedule or receive a full refund.
- Cancellations made within 48 hours in writing prior to the commencement of the course will attract a 20% administration fee.
- Cancellations without notice made within 48 hours prior to the commencement of the course will attract a 50% administration fee.

We reserve the right to cancel or postpone a course to an alternative date. Organisations affected by such changes will be offered the opportunity to reschedule or receive a full refund.

Privacy Statement

The information provided in your forms will be used for the purposes of, and in relation to, your enrolment with Absorb Training Pty Ltd and Absorb Environmental Solutions. Where the privacy principles apply, Absorb restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and or personal interests of the student.