



## SETS PUBLIC COURSE BOOKING FORM

<b>Course Title or Code</b>					
<b>Course Dates</b>					
<b>Learner Details [Please use Name as per your driver's licence. This will appear on your statement]</b>					
<b>Full Name:</b> <small>(If more than one learner attending, please add names below).</small>					
<b>Date of Birth:</b>		<b>USI#</b>			
<b>Company Name:</b> (if relevant)					
<b>Address:</b>					
<b>Suburb:</b>		<b>State:</b>		<b>Postcode:</b>	
<b>Phone:</b>		<b>Email:</b>			
<b>Company Contact:</b>		<b>Purchase Order:</b>			
<b>Accounts Department or Person</b>	<b>If your organisation has a dedicated Accounts Department or Person please supply a direct email address for account enquiries:</b> _____				
<b>Learner Enrolment Information</b>					
Do you have any disabilities or impairments that SETS should be aware of, which may affect your training?			<input type="checkbox"/> Yes – please contact SETS to discuss prior to attending <input type="checkbox"/> No		
Do you consider that you have any medical conditions that SETS need to be aware of which may affect your training?			<input type="checkbox"/> Yes – please contact SETS to discuss prior to attending <input type="checkbox"/> No		
Do you have a good command of the English language? i.e. are you able to understand verbal instructions and able to undertake a written assessment (as required by OSH Regulation 6.20(d). <i>"is satisfied that the person has sufficient knowledge of the English language, both written and oral, to safely do work of that class"</i>			<input type="checkbox"/> Yes <input type="checkbox"/> Speaking OK, but may have difficulty with writing <input type="checkbox"/> No – difficulty with speaking and writing English – please contact SETS to discuss.		
Do you have any special dietary needs that SETS should be aware of before undertaking your training?			<input type="checkbox"/> Yes – please contact SETS to discuss prior to attending <input type="checkbox"/> No		
<b>If booking for more than one participant, and there is are issues with any of the above 4 questions, please complete a separate booking form for each participant.</b>					

ADDITIONAL PARTICIPANTS: If you wish to book additional participants on this course please provide the following information for each participant.			
Participants Name as on Drivers Licence	Date of Birth	Contact Phone Number	Contact Email Address

**SETS CONTACT INFORMATION:** Should you have any questions or require additional information.

Name: **Leon Wilks**

Phone: 08 9240 5191

Email: training@setservices.com.au



<b>Course Title</b>	<b>Course Code</b>	<b>Course Cost Per Person (PP)</b>	<b>Total Cost (Cost PP x Number of attendees)</b>
Advanced First Aid HLTAID006 Provide advanced first aid	AID006	\$399	
Certificate III in Mine Emergency Response & Rescue RII30715 Certificate III in Mine Emergency Response & Rescue	C3MERR	\$5,500	
Conduct Routine Inspection and Testing of Fire Extinguishers and Fire Blankets CPPFES2020A Conduct routine inspection of fire extinguishers and fire blankets	FES2020	\$600	
Confined Space and Gas Testing MSMPER205 Enter and work in confined spaces MSMWHS217 Gas test atmospheres MSMPER200 Work in accordance with an issued permit	CSGTA	\$795	
Confined Space Essentials RIIWHS202D Enter and work in confined spaces	CSE	\$399	
Confined Space Rescue PUASAR025A Undertake confined space rescue	CSR	\$600	
Collect Specimens for Drugs of Abuse Testing HLTPAT005 Collect specimens for drugs of abuse testing	PAT005	\$600	
Drive Vehicles Under Operational Conditions PUAVEH001B Drive vehicles under operational conditions	DVUOC	\$600	
Fire Extinguisher PUAWER008B Confine small workplace emergencies	FE	\$199	
Fire Team Leader PMAWHS311 Lead emergency teams	FTL	\$995	
Fire Team Member PMAWHS213 Undertake fire control and emergency rescue MSMWHS212 Undertake first response to fire incidents MSMWHS216 Operate breathing apparatus	FTM	\$1,650	
Fire Team Operations RIIERR201D Conduct fire team operations	C3MOD3	\$750	
Fire Warden PUAWER005B Operate as part of an emergency control organisation	FW	\$199	
Fire Warden and Fire Extinguisher PUAWER008B Confine small workplace emergencies PUAWER005B Operate as part of an emergency control organisation	FWFE	\$399	
Gas Testing MSMWHS217 Gas test atmospheres	GTA	\$399	
Industrial Breathing Apparatus MSMWHS216 Operate breathing apparatus	BA	\$399	
Operate and Maintain a Four Wheel Drive Vehicle RIIVEH305E Operate and maintain a four-wheel drive vehicle	OM4WD	\$600	
Perform Rescue from a Live LV Panel & CPR UETDRRF06B Perform rescue from a live LV panel HLTAID001 Provide cardiopulmonary resuscitation	LVRCP	\$299	
Prevent Injury PUAFIR215 Prevent injury	PI	\$299	
Provide CPR HLTAID001 Provide cardiopulmonary resuscitation	AID001	\$84	
Provide First Aid HLTAID003 Provide first aid	C3MOD4	\$199	
Respond to Wildfire PUAFIR204B Respond to wildfire	RW	\$750	
Self Contained Breathing Apparatus PUAFIR207B Operate breathing apparatus open circuit PUAFIR215 Prevent injury	C3MOD2	\$795	
Suppress and Respond to Urban Fire PUAFIR302B Suppress urban fire PUAFIR203B Respond to urban fire	SRUF	\$750	
Undertake First Response to Fire Incidents MSMWHS212 Undertake first response to fire incidents	UFRFI	\$399	
Vertical Rescue PUASAR032A Undertake vertical rescue PUASAR022A Participate in a rescue operation	C3MOD7	\$900	
PUA20613 Certificate II in Public Safety (Firefighting and Emergency Operations)	C3PS	\$2,200	
PUAOPE013A Operate communications systems and equipment PUACOM001C Communicate in the workplace PUAOHS001C Follow defined occupational health and safety policies and procedures	C2CU	\$320	
RIICOM201D Communicate in the workplace RIIRIS201D Conduct local risk control RIIWHS201D Work safely and follow WHS policies and procedures RIIQUA201D Maintain and monitor site quality standards	CEMOD1	\$320	

<b>Version</b>	<b>1.0</b>	<b>Doc #: N/A</b>	<b>Revision Date: 23 Aug 2018</b>	<b>Next Review: 22 Aug 2019</b>	<b>Approved by: Michael Burdett</b>	<b>Page 2 of 5</b>
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HLTFA211A Provide basic emergency life support	FA211	\$199	
PUASAR024A Undertake road crash rescue PUASAR022A Participate in a rescue operation	C3MOD5	\$800	
PUAFIR308B Employ personal protection at a hazardous materials incident PUAFIR320 Render hazardous materials incidents safe	C3MOD6	\$600	
PUAFSAR025A Undertake confined space rescue PUAFIR316 Identify, detect and monitor hazardous materials at an incident PUASAR022A Participate in a rescue operation	C3MOD8	\$600	



**AMOUNT PAYABLE**

\*Debit card transactions attract a surcharge of \$0.25 per transaction.  
\*Credit card payments attract a 1.3% surcharge.

**\*Plus, surcharge if applicable**

All fees owed by learners must be paid before AQF certification documents are issued (Standard 3.3 of the Standards for Registered Training Organisations (RTOs) 2015).

**TOTAL AMOUNT**

**Acceptable Payment Methods: Please tick which method of payment will be used.**

Cash  Cheque  Debit Card  MasterCard  Visa

\*Debit card transactions attract a surcharge of \$0.40 per transaction.

Direct Deposit  Amount: \$ \_\_\_\_\_ BSB: 066 514 ACCOUNT: 10179110

\*Use the learner name or purchase order # as reference

**Credit Card Authorisation: [Your card will be charged upon enrolment]**

\*Credit card payments attract a 1.3% surcharge. By signing you authorise this transaction and your card payment will be processed using the details provided.

Cardholders Name: \_\_\_\_\_

I authorise SETS to debit this credit card the amount of \$ \_\_\_\_\_ Plus 1.3% surcharge

Card Number:		3 Digit CVV Code:		Expiry Date:	
Cardholders Signature				Date Signed:	

**Deposit**

A deposit of 50% of the course fee, per person, is required to confirm a place or places on the course/s requested.

**Payment**

**Individuals Payment:** To be made prior to commencement of course. If payment is to be made by credit card, please complete the authority above. Once payment has been received a receipt will be issued.

**Company Payment:** To be made prior to commencement of course, or in some circumstances SETS will accept purchase orders and will invoice at the completion of the course. If paying by company credit card please complete the authorisation above.

**Cancellations, Refunds or Transfer of Courses**

The following Table is extracted from the SETS Cancellation and Refund Policy which can be viewed in full in our [Student Handbook](#).

*"In the case of cancellation or withdrawal by the learner, the following cancellation policy applies to fees paid:*

Notification Period	Fee Amount Refunded
More than 10 business days prior to course commencement	Full refund of fees
From 9 and 3 business days prior to course commencement	50% of fees
2 Business days (48 hours) or less prior to course commencement	25% of fees
Non-attendance on the day the course commences	No refund of fees

*"fees" means any fees paid including full payment, part-payment or deposit."*

**How to Request a Refund**

**INDIVIDUALS**

SETS understand that the circumstances under which an individual may need to cancel a course and request a refund vary. So, whilst written advice (email or txt) is preferred we will accept telephone notification 08 9240 5191.

**COMPANIES**

Companies that cancel a course and require refunds must make the request in writing (email).

**PAGES 1, 2 AND 3 MUST BE COMPLETED AND RETURNED TO SETS TO CONFIRM A BOOKING.**



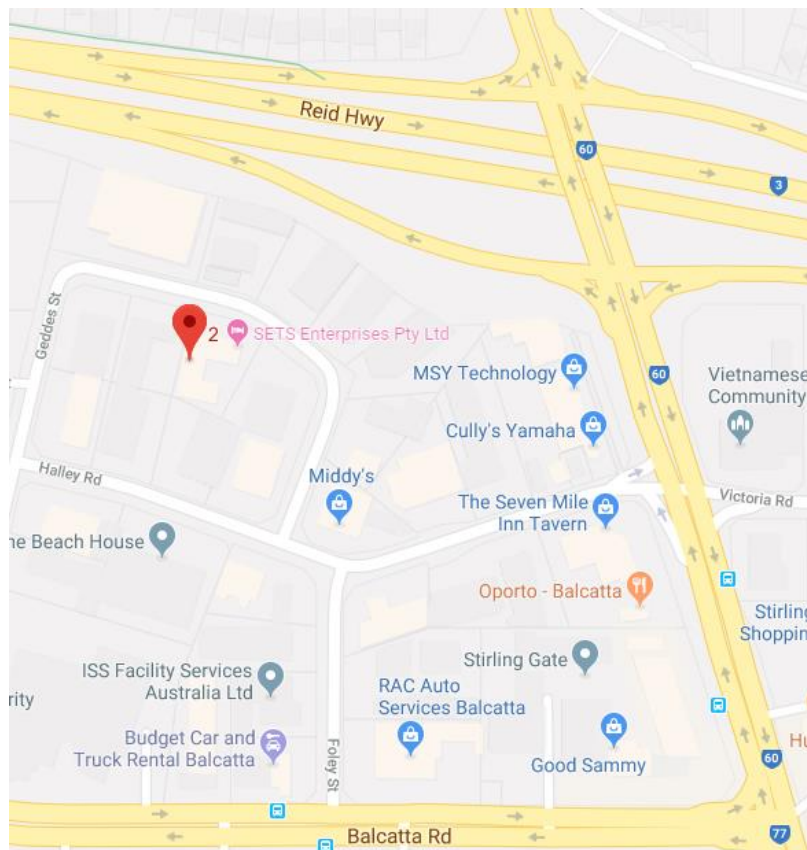
**INFORMATION TO BE READ BY LEARNER ATTENDING COURSE**

**SETS TRAINING VENUES:**

**Unit 2/6 Kirke St, Balcatta WA 6021**

**NOTE: Minimum dress standard at this venue is long sleeved shirt, long pants and steel capped boots.**

- Please arrive by 8.15 a.m. as courses start at 8.30 a.m. sharp, unless otherwise advised
- Please make sure you are present at our venue, before 8.30 a.m. as late arrivals may be refused entry to the course.
- Courses generally finish at approximately 5.00 p.m.
- All protective gear, i.e. hard hats, Hi-Viz vest etc. will be supplied.
- Photo ID is required for verification of identity.
- Tea, coffee and biscuits are available, as well as kitchen facilities. There are local lunch bars nearby where lunch can be purchased.
- Cold drinks and snacks are available for purchase.



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### 128 Farrington Road, North Lake

- Please arrive by 7.15 a.m. as courses start at 7.30 a.m. sharp, unless otherwise advised
- Please make sure you are present at our venue, before 7.30 a.m. as late arrivals may be refused entry to the course.
- Courses generally finish at approximately 3.30 p.m.
- You must wear suitable work clothing and work boots. All other protective gear, i.e. hard hats, Hi-Viz vest etc. will be supplied.
- Photo ID is required for verification of identity.
- Tea, coffee and biscuits are available, as well as kitchen facilities. There are local lunch bars nearby where lunch can be purchased.
- Cold drinks and snacks are available for purchase.
- Lunch will be provided.



### UNIQUE STUDENT IDENTIFIER (USI)

USI is an initiative by the Australian Government to assist persons and Registered Training Organisations with collating your training records and results in one account controlled and accessed by you.

It is easy to create a USI if you haven't already gotten one – it takes around 3 minutes and can be done via [www.USI.gov.au](http://www.USI.gov.au) all you require is one form of ID (Driver's License, Medicare Card or Passport to name a few examples).

We ask that you obtain your USI **before** you undertake the training.

**We cannot issue AQF Certification Documentation (Qualification Certificates or a Statement of Attainment) without a verified USI.**

If you have obtained your USI before the commencement of your training you will need to note it on your booking form and also on your enrolment form when starting the course.

If you did not have the chance to obtain your USI before starting your training with SETS you will need to log on to [www.USI.gov.au](http://www.USI.gov.au) and obtain your USI at the end of the course, or during your lunch break. SETS can make available a computer so you can do this.

Contact our Administration Team on 08 9240 5191 or [training@setservices.com.au](mailto:training@setservices.com.au) if you need any assistance with the Unique Student Identifier.

### FURTHER INFORMATION

Prior to commencing training all prospective learners should read the [Student Handbook](#) to ensure that SETS is the RTO that can meet their needs and to understand both the learner and RTO obligations.

Link to SETS Student Handbook: [Student Handbook](#)

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