



Course Booking Form

The information on this form provides Mines Rescue Pty Ltd with the details required to accurately process course participant's enrolment and issue nationally recognised training statements of attainment / qualifications. The information provided, forms part of the confidential student record kept by Mines Rescue Pty Ltd as per requirements of the Australian Quality Training Framework (AQTF) 2010. Please complete all requested information; if you have any questions please contact your local Mines Rescue station (see contact details on back of this form). We will accept multiple enrolments from the one company for the same course - please use additional Participant Details Section overleaf. **Please tick if booking in more than one participant - MULTIPLE BOOKINGS**

1 - COMPANY DETAILS		<i>This section to be completed by employer/company representative only. If you are a participant who is not sponsored by an employer please go straight to Section 2 below to complete your details.</i>	
COMPANY:			
COMPANY CONTACT PERSON:		DATE:	
POSTAL ADDRESS:		POSTCODE:	
PHONE:		FAX:	
EMAIL:		ORDER NO.:	
COMPANY NAME: (full name of business to invoice)		ABN.:	
ACCOUNTS CONTACT PERSON:		PHONE.: (Accounts Dep't)	

2 - PARTICIPANT DETAILS		<i>Please complete details in full where they are requested. Please use full name & details as shown on licence/passport. Employers should, where possible, complete as much information about employees in this section to assist with enrolment processes.</i>	
PARTICIPANT 1	GIVEN NAMES:		GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female
	SURNAME:		D.O.B:
	HOME ADDRESS:		STATE:
			POSTCODE:
MOBILE:		PHONE:	

3 - COURSE REQUEST (please specify course)	DATE & LOCATION

4 - PAYMENT DETAILS & DISCLAIMER
If you wish to cancel or transfer your enrolment we MUST receive at least 5 working days <u>written</u> notice to enable re-allocation of your place to another participant, otherwise the FULL course fees will be charged. You may send a replacement participant, however please advise of the change in participant details by contacting the relevant Mines Rescue Station.



COMPANY ORDER NUMBER OR FULL PAYMENT PRIOR TO COURSE COMMENCEMENT IS REQUIRED.
PLEASE NOTE THAT CASH IS NOT ACCEPTED. CHEQUE, CREDIT CARD*, INTERNET DIRECT DEPOSIT OR MONEY ORDER PAYMENT ONLY. *PLEASE CONTACT ADMINISTRATION TO MAKE A PAYMENT VIA CREDIT CARD.

A receipt must be presented when participants attend the course.

For enquiries, please contact your local Mines Rescue Station (see contact details on bottom of this page).

Mines Rescue is a Registered Training Organisation with ASQA (Australian Skills Quality Authority) registration. In order to comply with RTO requirements and as part of our quality Training Management System (TMS), we have guidelines & procedures that cover a number of areas including - *Recognised Prior Learning (RPL) & Credit Transfer, Safety, Language, Literacy & Numeracy Learning Needs, Access & Equity, Complaints, Grievances & Appeals* as well as *Fees, Charges & Refund*. For further information please locate the Participant Handbook on our website or ask for a hardcopy at one of our Mines Rescue Training facilities. Should there be any queries regarding these areas, participants are encouraged to contact their local Mines Rescue Station (see details below).

**2A – MULTIPLE BOOKINGS:
PARTICIPANT DETAILS**

*For use of multiple bookings from one company for same course ONLY.
Please complete details in full where they are requested. Please use full name and details as shown on licence/passport. Employers should complete as much information about employees as possible in this section to assist with the enrolment process.*

PARTICIPANT 2	COURSE:		COURSE DATE:	
	GIVEN NAMES:		GENDER:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	SURNAME:		D.O.B:	
	HOME ADDRESS:		STATE:	
			POSTCODE:	
MOBILE:		PHONE:		

PARTICIPANT 3	COURSE:		COURSE DATE:	
	GIVEN NAMES:		GENDER:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	SURNAME:		D.O.B:	
	HOME ADDRESS:		STATE:	
			POSTCODE:	
MOBILE:		PHONE:		

PARTICIPANT 4	COURSE:		COURSE DATE:	
	GIVEN NAMES:		GENDER:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	SURNAME:		D.O.B:	
	HOME ADDRESS:		STATE:	
			POSTCODE:	
MOBILE:		PHONE:		

Hunter Valley Mines Rescue Station 6 Lachlan Ave Singleton Heights NSW 2330 p: 6573 9000 f: 6573 2007 hmrs@rescue.coalservices.com.au	Newcastle Mines Rescue Station 533 Lake Road Argenton NSW 2284 p: 4922 4400 f: 4958 3504 nmrs@rescue.coalservices.com.au	Southern Mines Rescue Station PO Box 41 Woonona NSW 2517 p: 4286 5499 f: 4285 1397 smrs@rescue.coalservices.com.au	Western Mines Rescue Station PO Box 338 Lithgow NSW 2790 p: 6350 1000 f: 6352 3684 wmrs@rescue.coalservices.com.au
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