**Health and Safety Training**

**Health & Safety In–house Training Agreement**

 **Initial** **Stage 1 - H & S Rep Training + Unit standard 29315**

 **Cost: $365.00 + GST** per person (F2F)

 **$365.00 + GST** per person (Blended Learning)

**Duration:** Face-to-Face training is 2 days

 Blended Learning training is 1-day F2F plus online component

# Stage 2 - Managing Risks or Stage 3 - Advanced Training –no assessment

 **Cost: $240.00 + GST** per person (F2F)

**Duration:** Face-to-Face training is 2 days

# Supervisor/Team Leader/Manager Course - no assessment

**Cost: $165.00** per person (F2F)

**Duration:** Face-to-Face training is 1 day

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**Additional notes related to the training:**

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| **Expenses:**   | Trainer travel and accommodation, if applicable, will be on-charged on a cost recovery basis to your organisation.  |
| **Resources:**   | All training resources are **included** in the training cost.  |
| **Minimum no.:**  | Minimum charge is for 8 people @ the cost of the course.  |
| **Maximum no.:**  | **16** people for the Initial Training; or **20** for Stage 2, Stage 3 and Managers Course  |

**Cancellation**: – NB: if cancelling a course, WorksafeReps must be advised 14 days before the course is scheduled. If a course is cancelled within the 14 days, cancellation fee of $2,200 or $800 for a “Blended” or a Managers Learning course plus any expenses incurred by the trainer, e.g. travel, accommodation, will be met by the in-house company/department.

**Health and Safety Training** **Notes**:

* When you request an In-house Training course through WorksafeReps, you will be sent a **registration link**.
* It is the **responsibility** of your organisation to invite your attendees to this course.
* Your attendee’s details will need to be entered into the registration system prior to the course taking place.
* The venue will be provided and paid for by the In-house company/department. The venue will need to have a current building warrant of fitness – confirmation by letter or email. The venue will also require WIFI, Data Projector and whiteboard/flipchart stand.
* The catering will be organised by the In-house company/department and will be paid for by the In- house company/department. This includes lunch and morning and afternoon tea (tea/coffee) for the attendees and the Trainer.
* The course attendees will need to provide their own pen and paper.
* If In-house materials are going to be distributed, then they must **first be approved by WorksafeReps** to ensure that they are compliant with HSW Act 2015 and compatible with the course.
* Representatives or **agents** on behalf of WorksafeReps may phone-survey randomly selected attendees to gauge the effectiveness of the Training Course.

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I have read WorksafeReps In-house training conditions and fully understand the terms. I agree to abide by WorksafeReps In-house training conditions.

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| **Organisation name:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Contact person:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Postal Address:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Email address:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Phone number:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Signed by:**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Name:**    |   | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

 Do you require input from your own staff? (e.g. for welcome, describing in-house facilities etc.) Yes/No (if yes please provide details below).

 *Worker’s Education Trust, WorksafeReps Courses – In-house Training Agreement – 1 July 2018-30 March 2019*