



*Below prices include training materials and access to NSCA subject specialists.
Tea/Coffee provided on all sessions.
All training may be subject to change.*

Canberra

Course Name	Days	Members	Non-Members	Jul	Aug	Sept	Oct	Nov	Dec
Safety Training									
WHS Harmonisation & Due Diligence	4 Hrs	\$292.50	\$325	-	25	-	10	-	-
Health & Safety Committee	1	\$315	\$350	8	-	15	-	17	-
WHS for Managers & Supervisors	1	\$292.50	\$325	-	22	-	27	-	4
WHS Awareness/ Legislation update	4 Hrs	\$180	\$200	-	-	30	-	7	-
Property Risk & Compliance	2	\$891	\$990	14,15	-	-	22,23	-	-
ComCare & WorkSafe Approved									
Commonwealth Health & Safety Representatives Course	5	\$823.50	\$915	14,15,16 21,22	19,20,21 26,27	10,11,12 17,18	1,2,3 8,9	3,4,5 10,11	1,2,3 8,9
Commonwealth HSR Refresher	1	\$315	\$350	-	29	-	28	-	5
ACT Health & Safety Representatives	5	\$697.50	\$775	23,24,25 29,30	11-15	1,2,3 8,9	13,14,15 20,21	12,13,14 19,20	10,11,12 17,18
ACT HSR – Refresher	1	\$292.50	\$325	31	28	-	30	-	15



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Canberra

AWARENESS COURSES				Jul	Aug	Sep	Oct	Nov	Dec
Course Name	Days	Members	Non-Members						
Hazardous Chemicals (am)	3hr	\$175.50	\$195	Please contact our office to register your interest in Onsite training.					
Asbestos Awareness (pm)	3hr	\$175.50	\$195						
Hazardous Manual Tasks (am)	3hr	\$175.50	\$195						
Bullying and Harassment (pm)	3hr	\$175.50	\$195						
Nationally Recognised Units									
Handle Hazardous Substances / Dangerous Goods TLID2003A	1	\$337.50	\$375	1	-	-	16	-	-
Work Safely at Heights RIIOHS204A	1	\$247.50	\$275	Please contact our office to register your interest in Onsite training.					
Safety Workshops (NEW)	Please check online at www.nasca.org.au for up to date Topics and Dates								
Mental Health Courses									
Workplace Mental Health: Foundations of Early Intervention	4hr	\$400	\$440	18	-	5	30	-	19
Developing Psychologically Safe & Healthy Workplaces	1	\$630	\$700	28	-	29	31	-	16



Lead OHS/WHS System Audit Training

This course provides the knowledge and skills necessary to carry out audits of an organisation's occupational health and safety systems against defined audit standards. Upon successful completion of this course participants will meet the requirements for Exemplar Global Auditor Certification set by Exemplar Global International for the following standards covering Auditing, OHS Auditor and OHS Lead Audit knowledge areas.

CANBERRA	Days	Members	Non-Members	Jul	Aug	Sept	Oct	Nov	Dec
Face to Face Course	5	\$2412	\$2680	-	-	22-26	-	-	-

OHS/WHS Internal Auditing Skills

This course provides the knowledge and skills necessary to carry out audits of an organisation's OHS/WHS Management Systems against defined audit programs and standards.

CANBERRA	Days	Members	Non-Members	Jul	Aug	Sept	Oct	Nov	Dec
Face to Face Course	3	\$1080	\$1200	-	-	22-24	-	-	-



Learning and Development Accredited Bridging Courses

Certificate IV in OHS to Certificate IV in WHS BSB41412

This course is designed for individuals who currently hold a Certificate IV in Occupational Health and Safety (BSB41407) and now want to obtain a Certificate IV in Work Health and Safety.



CANBERRA	Days	Members	Non-Members	Jul	Aug	Sep	Oct	Nov	Dec
Face to Face Workshops	1	\$630	\$700	2	-	-	24	-	-

Diploma of OHS to Diploma of WHS BSB51312

This course is designed for individuals who currently hold a Diploma of Occupational Health and Safety (BSB51307) and now want to obtain a Diploma of Work Health and Safety. Please note that there are entry requirements for this course. Refer to Diploma of WHS for more information.



CANBERRA	Days	Members	Non-Members	Jul	Aug	Sep	Oct	Nov	Dec
Face to Face Workshops	1	\$855	\$950	-	18	-	-	-	19

For all enquiries, please phone 1800 816 459, email education@nsca.org.au or visit www.nsca.org.au

*Above prices include training materials and catering where required and access to NSCA subject specialist.



Diploma of Work Health and Safety BSB51312

Overview

This course is designed for participants who coordinate and maintain the work health and safety (WHS) program/system within an organisation. It will provide participants with the opportunity to grow their practical knowledge and skills in the development, implementation and management of these programs/systems.

Who Should Attend

Safety practitioners and managers with WHS responsibilities.

Entry Requirements

Participants must hold a Qualification/Statement of Attainment with the 5 core units from the Certificate IV in Work Health and Safety BSB41412 or equivalent, being:

BSBWHS402A Assist with compliance with WHS laws

BSBWHS405A Contribute to the implementation and maintenance of a WHS management system

BSBWHS403A Contribute to the implementation and maintenance of WHS consultation and participation process

BSBWHS404A Contribute to the WHS hazard identification, risk assessment and risk control activities

BSBWHS406A Assist with responding to incidents

Interactive Learning Workshops

Face to face workshops are conducted over a period of 5 days at a NSCA nominated venue. Pre-course work is required to be completed prior to the course.

Assessments are completed post workshop within a maximum of 12 months from the first day of the workshop.

Members: \$2340 Non Members: \$2600
(GST payable on catering component only)

CANBERRA				Jul	Aug	Sep	Oct	Nov	Dec
Course	Days	Members	Non-Members						
Training Attendance Dates	5	\$2,340	\$2,600	17	18	19	17	21	-
				-	-	22-26	-	-	-

Online Distance Education

This has the benefit of allowing students to complete the units at their own pace. Units will be accessible on the NSCA website with subject specialists available to offer full telephone (during normal work hours) and email support. The course must be completed within a maximum of 12 months from enrolment.

Members: \$1755 Non Members: \$1950
(GST exempt)

For all enquiries, please phone 1800 816 459, email education@nsca.org.au or visit www.nasca.org.au.

**Above prices include training materials where required and access to NSCA subject specialist.*



Certificate IV in Work Health and Safety BSB41412

Overview

This course is designed to give participants practical knowledge and skills to enable the provision of valid and timely WHS advice and assist with improving safety in the workplace. Individuals are either in a WHS role, or wanting to secure a WHS role, working under limited supervision and may provide leadership and guidance to others relating to WHS matters. The course covers a broad range of health and safety functions and responsibilities in the workplace including identifying hazards, assessing WHS risks, implementing strategies to control WHS risks and evaluating an organisation's WHS performance.

Who Should Attend

Safety officers, safety supervisors and managers, safety advisors, supervisors, health and safety representatives and workers that have WHS responsibilities.

Entry Requirements

There are no formal entry requirements however it is highly recommended that participants have access to a workplace in order to complete the assessments.

Duration and Study Options

Participants have twelve (12) months to complete the course by one of the following study options.

Interactive Learning Workshops

Face to Face workshops allows participants to attend five (5) days of face to face training workshops with assessments to be completed post workshop within twelve (12) months from day one of the workshops.

Members: \$1575 Non Members: \$1750
(GST payable on catering component only)

CANBERRA				Jul	Aug	Sep	Oct	Nov	Dec
Course	Days	Members	Non-Members						
Face-to-face Workshop	5	\$1575	\$1750	3	1	4	7	6	-
				-	4-8	-	-	24-28	-

Online Distance Education

Online distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments are to be completed within twelve (12) months from enrolment.

Members: \$1305 Non Members: \$1450
(GST exempt)

For all enquiries, please phone 1800 816 459, email education@nsca.org.au or visit www.nsca.org.au

**Above prices include training materials where required and access to NSCA subject specialist, study sessions and webinars.*



TRAINING COURSE ENROLMENT FORM



PLEASE NOTE: ALL SECTIONS OF THIS FORM **MUST** BE COMPLETED and returned to YOUR LOCAL OFFICE

1. Participant's Personal Contact Details

Given Name:		Surname:	
Date of Birth:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Postal Address:			
Suburb:		State:	PCode:
Phone:	Fax:	Mobile:	
Email (participant):			
Special Dietary requirements: (Note: Catering is not provided on some courses)			

2. Do you consider yourself to have a disability, impairment or long term medical condition?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to section 3)
If yes – (please tick on or more of the following)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mobility <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Visual <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other (please specify) _____

3. Course Details (All enrolments will receive a confirmation letter providing course details upon payment of the fees)

Course name:		Promo Code:	
Location:		Start Date:	
		Course Fee:	\$

→ If enrolling in a refresher/bridging course, please attach evidence of completion of original course.

→ If enrolling on a course that has prerequisites, please provide appropriate evidence that they have been met.

→ NSCA Members receive up to 15% off course fees. Not sure if you're a member? Call us on 1800 655 510

4. Payment/Invoice Details – ENROLMENTS CANNOT BE PROCESSED WITHOUT FULL DETAILS FOR PAYMENT

Company Funded: <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES , Authorising Officer must complete Section 5. If NO Participant must complete Section 6.	
If company funded will your organisation be providing a purchase order? <input type="checkbox"/> YES (please attach) <input type="checkbox"/> NO			
Company Name:		ABN:	
Billing Address:			
Suburb:		State:	PCode:
Invoice/Accounts Contact Person:		Phone:	
Total Amount: \$		Email:	

5. Authorising Officer's Signature (Company Funded) - must be signed, enrolments cannot be processed without signature

Authorising Officer Name:	Signature:	Date:
Email (authorising officer):	Phone:	

I have read, understand and agree to the application of the terms and conditions including the Cancellation Policy

6. Acceptance of NSCA Terms and Conditions (not Company Funded)

I have read, understand and agree to the application of the terms and conditions including the Cancellation Policy

Signature:	Date:
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7. Payment Methods

<input type="checkbox"/> Credit Card (Please note a surcharge applies of 1.5% for MasterCard /Visa and 3.5% for Amex/Diners.)			
Please charge my: <input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Amex <input type="radio"/> Diners			
Card No: _____		Expiry Date:	CVV:
Cardholders Name:		Cardholder's Signature:	
<input type="checkbox"/> EFT (Electronic funds Transfer)	Payments to: National Safety Council of Australia Ltd BSB No 082 282. Account No. 649984825	Enter invoice number as payment reference Email remittance to: accounts@nsca.org.au	
<input type="checkbox"/> Cheque	Mail your payment to: National Safety Council of Australia, 17 McNaughton Rd, Clayton Vic 3168		
Office Use Only:	Cheque No:	Receipt No:	Invoice No:

Terms and Conditions

The following terms and conditions apply to all purchases of public training courses.

Definitions:

'Business day' means a day except a Saturday, Sunday or public holiday in the State that training is delivered.

'Course' refers to training and events provided by NSCA. They include classroom training, seminars, workshops, and presentations.

'Credit' refers to monies left on file to the credit of the client which is available as payment, or part payment, for future courses, products and services. Credits are valid for a period of 12 months from date of issue, after which time they will expire. They are valid as payment, or part payment, for purchasing further courses, products and services.

Booking Payment & Confirmation:

Course fees include all course materials and catering. (Catering is only included on some sites, participants should check their enrolment confirmation).

Course fees and dates are subject to change without notice and will be confirmed at the time of booking, prior to payment being processed.

Whilst most courses are GST exempt based on current information, NSCA reserves the right to add GST if required.

Discounts on course fees can only be claimed at the time of booking, prior to payment being made. Discounts will not be offered retrospectively. Multiple discounts cannot be applied to the same transaction.

Full payment shall be made prior to commencement of training, either on enrolment or 14 days from the invoice date.

Bookings will only be confirmed upon receipt of full payment of course fees.

Booking Cancellations & Transfers:

All cancellation and transfer requests for public courses MUST be in writing and the following policy applies:

- 10 or more Business days prior to course commencement – A 50% credit note of the course fee towards future NSCA services.
- Within 10 business days prior to course commencement – Forfeit of the full course fee.
- Transfer to another course date is acceptable up to two (2) business days prior to course commencement and will incur an administration fee of \$50 or 10% (plus GST) of the course fee (whichever is greater).
- Substitute of participant is acceptable prior to course commencement and will incur an administration fee of \$50 (plus GST).
- Enrolment into the incorrect course, requiring the NSCA to cancel and re-enrol participants, will incur an administration fee of \$50 (plus GST) per participant.

No enrolment is guaranteed until payment is made.

Cancellations, transfers and substitutions will only be considered once the original course fee is paid. Changes to enrolments, incurring an administration fee will only be confirmed once administration fee is paid.

Participants who have previously transferred a course date will not be entitled to a credit note.

Credit Card Surcharge:

All payments made by credit card will incur a surcharge of 1.5% for MasterCard /Visa and 3.5% for Amex/Diners.

Course Credits – Validity:

Where a credit is issued the credit will be valid for 12 months from the date of issue or until the date of validity (where stated). Upon expiry it is understood that the money is forfeited to the NSCA.

Refunds:

All refund requests must be in writing and are at the discretion of the CEO.

Where a refund is sought the participant has a maximum period of six months from the date of enrolment or invoice (whichever is the earlier) to request the refund. Upon elapse of the six month period the money is forfeited to the NSCA.

Important: *At no time will a credit be provided after the course has commenced.*

Non-attendance:

Non-attendance without due notice will result in forfeit of the full course fee.

Make up days:

Make up days for courses more than three (3) days in duration is acceptable. The first make-up day will incur no cost; however any further moves will incur an administration fee of \$50 (plus GST) per day.

Appropriateness of Course:

It is the responsibility of the participant or individual making the course booking to ensure that the course is appropriate to your requirements.

Course Pre-requisites:

It is important that you fully satisfy any specified pre-requisites prior to undertaking the training, as time is not allocated to covering assumed knowledge during the course.

Proof of Identity:

It is important that you fully satisfy any proof of identity requirements prior to undertaking training.

Course Cancellations by NSCA:

NSCA reserves the right to cancel, in its sole discretion, any particular course. In the event a specific course is cancelled, participants will be contacted by NSCA to arrange a transfer to an alternative course date. NSCA will endeavour to provide notification as early as possible of any course changes.

NSCA assumes no responsibility for non-refundable airline-tickets, accommodation, deposits, or any other expenses incurred due to course cancellations.

Certificate Reissue:

The NSCA will reissue certificates upon request. Certificate reissue will incur a cost of \$150 plus GST.

Copyright:

NSCA training material, including online training, self-paced or classroom training manuals, and training exercises, are protected by copyright, and cannot be used by you, or any other party, without express permission from us.

Access & Equity:

The NSCA is committed to providing an equitable inclusive learning environment for all participants. To this end the NSCA, shall ensure that all prospective participants are afforded non-discriminatory access to its training programs.

The NSCA strives to provide a learning environment of the highest standard and asks that participants support this through appropriate behaviour whilst attending the course.

Literacy and numeracy:

NSCA endeavours to enhance effective participation by all adults in education and training by providing information on quality English literacy and numeracy programs and services, where a participant requests such support.

Recognition of Prior Learning:

Where possible the NSCA allows participants to apply for recognition of skills or knowledge they may already have through a Recognition of Prior Learning (RPL) process. RPL focuses on identifying the endorsed industry/enterprise competency standards currently held by individuals as a result of formal and informal training, not how, when or where the learning occurred. RPL Assessment administration fee is \$200 plus GST.

Privacy:

The NSCA is bound by privacy legislation and the National Privacy Principles. The personal information disclosed by you will be used for the purposes of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of affecting the transaction to which it relates. The NSCA undertakes to ensure that personal information is held in a secure environment and is protected from misuse, loss, unauthorised access, modification or disclosure.

The NSCA does not permit third parties to access and/or use information about you other than to perform the service that the NSCA has contracted with them to provide, or as required by law. All suppliers, agents and third party companies are required to agree to protect your information in the same way we do.

NSCA will, upon your request and subject to applicable privacy laws, provide you with access to your personal information held by us.

Complaints and Appeals:

In the event you are dissatisfied with the NSCA's services or disagree with an assessment decision you may access the NSCA's Complaints and Appeals process. In the first instance attempts to resolve issues should be addressed directly with the relevant staff member before lodging a complaint or appeal.

Marketing

New students, account contacts and members will be automatically subscribed to the NSCA fortnightly Safe-T-Bulletin an electronic WHS newsletter. This can be unsubscribed to at any time by clicking on the unsubscribe button. All contacts may be emailed NSCA specific information from time to time.

NSCA Membership

Not a member? Individual or Corporate Membership includes great discounts on NSCA services (such as training courses), latest OHS/WH resources (such as templates and tools), the National Safety magazine, invitations to networking functions, a dedicated member email and telephone helpline and much more! Join the industry leaders, visit www.nasca.org.au/membership or call the NSCA for more information and become a member today!