



Training Request Form (TRF)

RED EARTH
Training Solutions

LEARNER DETAILS

Multiple people can be booked for training using the same form if the "Company", "Course" and "Billing" details are identical

| FIRST NAME | LAST NAME | Contact Telephone # | CITB # | USI # |
|------------|-----------|---------------------|--------|-------|
| | | | | |

COURSE DETAILS

| Location of Training (please tick one) | Preferred Course Date(s) |
|---|--------------------------|
| <input type="checkbox"/> RETS Site at Burton <input type="checkbox"/> Employers Site (please specify location) _____ | |

(If requiring more than one course, please list all that apply)

| <input type="checkbox"/> Training & Assessment | <input type="checkbox"/> Assessment only | Fees Quoted (with CITB Funding) \$ | Fees Quoted (Without CITB Funding) \$ |
|--|--|------------------------------------|---------------------------------------|
| Course Name (i.e. whitecard ; forklift; excavator) | | | |
| | | | |

BILLING DETAILS

Charge To (Please tick below)

- Employer
 Participant
 Recruitment Agency / Jobactive
 Third Party (not the company / person listed below)

(Please attach a copy of TPRTI Form)

Please Note: If a third party is to be charged for this training a "Third Party Request for Tax invoice" form must be completed. If the TPRTI form is not completed, the company / individual who has made the booking will be invoiced and liable for payment of the training account.

Method of Payment

| | | |
|--|---|---|
| <input type="checkbox"/> ACCOUNT to be sent to Employer / Jobactive / Recruitment Agency (Please quote PO # below and attach a copy of the purchase order) _____ | <input type="checkbox"/> CASH / EFTPOS ON THE DAY OF TRAINING | <input type="checkbox"/> CREDIT CARD – Please contact the office (08) 8280 3439 to make payment over the telephone. |
|--|---|---|

DETAILS OF PERSON MAKING THE BOOKING ****THIS SECTION MUST BE COMPLETED****

| | | | |
|--------------------------------|---------------|-------------------------|-----------------|
| Name | | Telephone Number | |
| Email | | | |
| Company (if applicable) | | | |
| Postal Address | | | |
| | SUBURB | STATE | POSTCODE |

| RETS Version Control | | | |
|----------------------|--------------------------------|---------------|------------------------|
| Document Name | Training Request Form | | |
| Type of Document | Participant Form | | |
| Location | J:\2. Blank Document Templates | Version | 11.0 |
| Author | Holly Naughton | Authorised by | Rodger Carr |
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CANCELLATION TERMS & CONDITIONS

Non-attendance or cancellation on the day will incur full costs. For cancellations / changes to bookings please contact the office within 2 working days of the commencement of training date.

FAQ

Why do we need to fill out a Training Request Form (TRF)?

- The TRF provides RETS with a record of who has attended our courses.
- It provides an avenue to invoice the employer and contractors for the courses they have attended.
- It provides a signed record of who authorised the attendance at the training.

Who has to bring a Training Request Form to RETS course?

- Every person who attends a RETS course must bring a completed TRF with them. This does not mean all sections must be filled out as some sections are not applicable to some people.

Where can I get a USI Number from?

- Participants can obtain their USI number prior to arriving at RETS by applying online at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx> . Further information on the USI can be obtained at www.usi.gov.au .

Am I eligible for CITB funding?

- CITB funding is available for selected courses. To find out if you are eligible for funding please contact the Construction Industry Training Board (CITB) on 08 8172 9500.

Pre Course Information:

All participants attending courses at Red Earth Training Solutions should read the participant handbook which outlines the training, assessment and support services provided, plus the rights and obligations for participants.

The participant handbook can be viewed on our website: <http://www.redearthtrainingsolutions.com.au/information.html>

Important Notice:

All participants when undertaking Nationally Recognised Training must provide a Unique Student Identifier (USI) Number from the 1st of January 2015 to receive a certificate at the end of the course. The number is a unique number issued to individuals to be provided to RTO at the time of enrolment. Participants can obtain their USI number prior to arriving at Red Earth Training Solutions by applying online at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx> Further information on the USI can be obtained at www.usi.gov.au.