



# 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 # |
|---------------|-----------|---------------------|--------|-------|
|               |           |                     |        |       |
| <b>Email:</b> |           |                     |        |       |

Is the learner(s) currently employed as an apprentice or trainee?  Yes  No \*\*If you answered yes to this question, please check CITB funding eligibility prior to enrolling in the course. As an apprentice/trainee some courses are not eligible for CITB funding. \*\*

## COURSE DETAILS

| Location of Training (please tick one)  |   |                                    |   | Preferred Course Date(s)  |  |
|---|---|------------------------------------|---|---|--|
| <input type="checkbox"/> RETS Site at Burton<br><input type="checkbox"/> Employers Site (please specify location) _____   |   |                                    |   |   |  |
| Course Title (If requiring more than one course, please tick all that apply)  |   |                                    |   |   |  |
| <input type="checkbox"/> Whitecard – CPCWHS1001 Prepare to work safely in the construction industry   | <input type="checkbox"/> Workzone Traffic Management – 2 Days<br><u>OR</u><br><input type="checkbox"/> Workzone Traffic Management – 1 Day Refresher (must hold current card) |                                    | <input type="checkbox"/> AHCMOM213 – Operate and maintain chainsaw  | <input type="checkbox"/> Forklift – TLILIC0003 Licence to operate a forklift truck (high risk licence – 2 Days) |  |
| <input type="checkbox"/> Excavator  | <input type="checkbox"/> Skid Steer   | <input type="checkbox"/> Roller    | <input type="checkbox"/> Front End Loader   | <input type="checkbox"/> Water Cart   |  |
| <input type="checkbox"/> Backhoe  | <input type="checkbox"/> Haul Truck (Dump Truck)  | <input type="checkbox"/> Bulldozer | <input type="checkbox"/> Grader   | <input type="checkbox"/> Scraper  |  |
| <input type="checkbox"/> Other (please specify)   |   |                                    |   |   |  |
| <b>Does the learner have experience operating the machine?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |                                    |   |   |  |
| <p>If you answered "Yes" please enrol the learner in the appropriate "assessment only" course listed below.<br/>         If you answered "No" please enrol the learner in the appropriate "training and assessment" course listed below.</p>  |   |                                    |   |   |  |
| <input type="checkbox"/> <b>Assessment Only</b><br><input type="checkbox"/> <b>Duty of Care</b><br>**Minimum operating experience required. Conditions apply, please enquire with staff. **<br><br><u>OR</u><br><input type="checkbox"/> <b>Accredited RII unit course</b><br>**Experienced operators - minimum 100hrs operating machine to workplace standards plus Third-Party evidence required. Conditions apply, please enquire with staff. ** |   |                                    | <input type="checkbox"/> <b>Training &amp; Assessment</b><br><input type="checkbox"/> <b>Duty of Care</b><br><u>OR</u><br><input type="checkbox"/> <b>Accredited RII unit course</b><br><br>**Please Note: A Duty of Care Ticket will automatically be issued for Training and Assessment unless there have been prior arrangements with management with regards to the Accredited RII Unit. ** |   |  |

| RETS Version Control |                                |               |             |            |      |
|----------------------|--------------------------------|---------------|-------------|------------|------|
| Document Name        | Training Request Form          |               |             |            |      |
| Type of Document     | Participant Form               |               |             |            |      |
| Location             | J:\2. Blank Document Templates |               |             | Version    | 16.0 |
| Author               | Holly Naughton                 | Authorised by | Rodger Carr |            |      |
| Revision dates       | Date Authorised                | 27.07.2022    | Next review | 27.07.2023 |      |

**FEES QUOTED**

|   |  |
|---|--|
| Fees quoted with CITB funding: \$ _____ | Fees quoted without CITB funding: \$ _____ |
|---|--|

**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<br>(Please quote PO # below and attach a copy of the purchase order) _____ | <input type="checkbox"/> CASH / EFTPOS | <input type="checkbox"/> CREDIT CARD – Please contact the office (08) 8280 3439 to make payment over the telephone or fill in details below. |
|---|--|--|

Card Type:

|                               |                                      |                               |
|-------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> VISA | <input type="checkbox"/> MASTER CARD | <input type="checkbox"/> AMEX |
|-------------------------------|--------------------------------------|-------------------------------|

Card Holders Name: \_\_\_\_\_

Card Number:    / / / / / / / / / / / / / /    Expiry Date: /    CVV: \_\_\_\_\_

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

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

## **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.

## **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>

## **PARTICIPANT CODE OF CONDUCT**

Red Earth Training Solutions (RETS) commits itself and promotes a safe, supportive and effective learning environment. This can only happen when everyone co-operates and complies with the Code of Conduct. Failure to comply with the Code of Conduct may result in disciplinary action being taken which may include a reprimand, warning, suspension or the possibility of exclusion from the course of study. ***Participants will be required to sign that they understand and will comply with the Code of Conduct.***

## **HEALTH AND SAFETY**

RETS is committed to promoting and providing a safe and healthy learning environment for all Staff, contractors, visitors and Participants. We aim to achieve the highest degree of Work Health and Safety by adhering to the applicable government legislation (***Work Health and Safety Act 2011***) and taking a personal interest in the well-being of RETS staff and participants. All staff and participants are responsible for maintaining high Work Health and Safety standards in the workplace

## **DRUGS AND ALCOHOL**

No alcohol is to be brought or consumed on site under any circumstances. Smoking is not permitted inside buildings or vehicles or close to any plant or machinery. Illegal substances are strictly forbidden on site. Drug and alcohol checks may be randomly undertaken due to the nature of the industry.

## **PRESCRIBED MEDICATION**

If you are using prescribed medication, you must consider whether there are any possibilities that this may impact the ability for you to undertake tasks and in particular operate machinery in a safe working environment. If there is any uncertainty around operating machinery or undertaking tasks safely, please speak to a RETS Trainer/Assessor to allow them to assist in overcoming problems/dangers that could arise

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal protective equipment (PPE) is anything used or worn by a participant to minimise the risk to their health or safety. Items include steel cap boots, high visibility jackets, hard hats, long sleeved shirts, long pants. RETS supplies PPE such as High Visibility jackets, ear plugs and goggles. Items that participants are required to supply vary and are listed on individual course brochures at [www.redearthtrainingsolutions.com.au](http://www.redearthtrainingsolutions.com.au)

## **PARTICIPANT SUPPORT SERVICES**

Participant support services are available free of charge. RETS recognises that participants may encounter problems that could affect their ability to fulfill the requirements of their course of study. It is important that the participant makes RETS aware of any such concerns so that we can assist where possible. If you have any concerns, please advise our staff as soon as possible. All enrolments must undergo a basic Language Literacy and Numeracy (LLN) assessment. The purpose of the assessment during the enrolment process is to determine the participants capacity to undertake the proposed course of learning and identify any special needs that may be required.

## **FEEDBACK**

Red Earth Training solutions is committed to improving their services for participants and this can only be done by listening and responding to participants' feedback. Red Earth Training Solutions is required to conduct Learner Engagement and Employer Satisfaction surveys as part of its registration as an RTO. The Learner questionnaire will be given to participants sometime throughout their course of study. The Employer questionnaire will be emailed to employers upon completion of the employees training program (short courses) or during the time their employee is a participant at RETS. All feedback will be treated with confidentiality and respect.

## **FREQUENTLY ASKED QUESTIONS**

### ***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.
- 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.

### ***What is a USI and where can I get a USI Number from?***

- From the 1<sup>st</sup> of January 2015, all participants when undertaking Nationally Recognised Training must provide a Unique Student Identifier (USI) Number to receive a certificate at the end of the course.
- The number is a unique number issued to individuals to be provided to RTOs at the time of enrolment. The USI number will be entered into our student management system and the enrolment will be considered completed once the USI is verified in our system.
- 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](http://www.usi.gov.au).
- If you are having trouble obtaining your USI number please let us know. RETS administration can help and guide you through the application process.

### ***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.

### ***How do I apply for RPL / Credit Transfer?***

- An application for Recognition of Prior Learning (RPL) or Credit Transfer can be obtained by contacting our office. Please note RPL is not available for all courses due to relevant licensing requirements.