



# OHS RISK MANAGEMENT TRAINING ENROLMENT FORM

For the following 5 units from BSB41407 Certificate IV in Occupational Health and Safety:

- BSBOHS408A – Assist with compliance of OHS and other relevant laws*
- BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS*
- BSBOHS402B – Contribute to the implementation of the OHS consultation process*
- BSBOHS403B – Identify hazards and assess OHS risks*
- BSBOHS404B – Contribute to the implementation of strategies to control OHS risk*

**COURTENELL P/L**  
 as Trustee for the Vowles Family Trust  
 ACN 050109281  
 ABN 42164393628  
 VETAB Reg No: 91325  
 WorkCover Accredited  
 Training Specialists

**SEND TO:**

Fax: **02 9516 3644**  
 Email: [train@courtenell.com.au](mailto:train@courtenell.com.au)

Post: Courtenell Pty Ltd  
 PO Box 622  
 Broadway NSW 2007

## SECTION A—PERSONAL INFORMATION

Must be filled out and signed by the candidate

Full Name\* : ..... D.O.B: ..... Position : .....  
 (\*as shown on your birth certificate, passport, driver's license etc.) NOTE: D.O.B (Date of birth) details are used for future identification purposes only

Organisation : .....

Postal Address : ..... Pcode : .....

Phone : ..... Fax : ..... Mobile: ..... E Mail : .....

Your Signature: ..... Today's Date: .....

Do you have any special **learning needs** that would need to be fulfilled in order for you to do this course?

Please explain how this course fits in with your career path and how you could use the materials from this course in the future?

I would like to enroll in:

- The OHS Risk Management training consisting of the above 5 units from BSB41407 Certificate IV in OHS and which require me to study the training materials provided by Courtenell at home or in my workplace and then complete various practical activities in a workplace based on what I have learned.
- \$900 GST free, or**
- \$730 GST free** which is a concession price because I have previously completed the Courtenell 2-day face-to-face OHS Risk Management course. To receive this concession a copy of the Courtenell 2-Day OHS Risk Management course certificate must be attached to this enrolment form.

PRIVACY NOTICE: The information provided by you in this enrolment form will be used only by Courtenell for the purposes of general candidates administration, planning and communication. Date of birth details are used for future identification purposes only.

## SECTION B—PROOF OF IDENTITY

In order to comply with legal requirements, all candidates must provide proof of identity and have their identity verified at the time of enrolment. Please do so by following the steps below:

1. Make copies of the originals of your proof of identity (as listed below in the section below "Valid Evidence for Proof of Identity") .
2. Present the originals of your proof of identity, along with copies, to someone eligible to verify your identity. If your employer has booked and is paying for the training, he/she may verify your identity  
 or  
 where you are enrolling yourself on the training, a person in one of the following categories may verify your identity — Justice of the Peace, Member of the Police Force, School Principal, Minister of religion, Bank Employee, Medical practitioner, Dentist, Pharmacist, Solicitor, Accountant, Municipal Councillor
3. Each *copy* must be validated by using the words "I certify that I have sighted the original document and this is a true copy", and then the name of person who verified your identity, signature and date.
4. Post the verified copies (with original signatures) to:  
**RTO Course Administrator**  
**Courtenell Pty Ltd**  
**PO Box 622**  
**Broadway NSW 2007**

### Valid Evidence for Proof of Identity

One of the following:

Full Australian Birth Certificate, Driver's Licence / Learner Permit (with photo), Passport (not valid if more than two years since expiry), Immigration / citizenship papers, Proof of Age Card (with photo)

Or, two of the following:

Birth Certificate Extract, Centre Link Health Care or Benefits Card, Medicare card, Previous Student card (no more than 2 years old), Bank ATM card or Bank Statement, Property rate account in candidate's name, Utility account in candidate's name

**For Effective & Best Value Training Solutions**

## SECTION C—PAYMENT

Note : Payment is required prior to course start

### SECTION C: Must be filled out & signed by the person authorizing payment

Name of person or organization to be invoiced: .....

Postal Address : .....Pcode : .....

Phone : .....Fax : .....Mobile:.....E Mail : .....

Print **name & position** of authorizing person : .....

I make this booking in accordance with your applicable refund policy (as set-out below) and I confirm that I have the necessary authority to make this booking:

Signature:.....Today's Date: .....

Purchase Order No ..... Cheque enclosed  Invoice required

Credit Card  Type of card: ..... Card Number: .....

Exp Date:..... Name on Card: ..... Card Holder's Contact number: .....

3 digit Security Code (on the back of the card): .....

NOTE: We accept all major credit cards except diners card. There is a 4.5% surcharge for using AMEX and a 1.75% surcharge for all other cards.

## SECTION D—FREQUENTLY ASKED QUESTIONS

### Can I pay by Direct Deposit into Courtenell's bank account?

Yes you can. Please contact us and request our bank account details. When you make a deposit this way you will need to keep a copy of the receipt number and if possible put your surname as a reference when completing the online deposit.

### Does Courtenell do refunds?

Refunds will be made for the Workplace Learning Training in the following circumstances:

- If a candidate withdraws from the Workplace Learning training before receiving the course pack or within seven days of receiving the course pack, Courtenell will refund the full training fee.
- No refunds will be given to candidates who are removed from courses for disciplinary reasons.

### Does Courtenell recognise other RTOs AQTF Qualifications and Statements of Attainment

Yes, if you already have relevant qualifications from another RTO please let us know before completing enrolment.

### Does Courtenell provide recognition of prior learning?

Yes, if you feel that you are eligible for RPL please read the section on RPL in the Candidate Handbook which you can down load from our website and the RPL Enrolment form.

Please feel free to contact Courtenell to obtain more information if required. Note that fees are non refundable for RPL.