



AGA – ESI Booking Terms and Conditions

Terms and Conditions:

Invoicing:	<p>Program delivery fees are payable within 14 days of the invoice date and will be invoiced upon signed copy of this proposal and acceptance of these terms and conditions.</p>
Additional Expenses (where applicable):	<p>AGA can facilitate additional services as listed below, if required. The costs for these services will be incorporated into the overall invoiced rate.</p> <ul style="list-style-type: none"> → Travel for AGA staff from Deer Park to Training Location (if more than 50 km) at a rate of \$1 per kilometre → Accommodation for AGA staff at a rate of \$250 per night → Venue Hire → Equipment Hire required to deliver booked training → Travel and Accommodation for training participants
Cancellation:	<p>In the event that any scheduled and agreed programs within this agreement are cancelled at the request of the client, the following penalties will apply:</p> <ul style="list-style-type: none"> → Where notice is received more than 15 working days prior to schedule: no penalty. → Where notice is received less than 15 working days but more than 5 working days prior to schedule: 50% of program delivery fees. → Where notice is received less than 5 working days prior to schedule: 100% of program delivery fees. → Costs for cancellation or postponement relating to travel and accommodation already booked are the responsibility of the client, unless cancelled or postponed by AGA.
Postponement and/or Rescheduling:	<p>In the event of the postponement or rescheduling of a full or part day of training at the request of the client less than 2 working days prior to the scheduled date, a postponement fee of \$775 (plus GST) will apply.</p>
Enrolment Details:	<p>After receipt of signed copy of this proposal, we will provide enrolment links for participants to complete the registration process.</p> <p>Please note that all enrolment documentation must be completed at least 2 full business days prior to the commencement of training. This ensures a smooth and efficient enrolment process for all participants.</p> <p>Participants require:</p> <ul style="list-style-type: none"> → Valid USI Number → ESI worker card → Photo Identification to complete the registration

<p>Required Equipment:</p>	<p>Upon receipt of the signed proposal, we will provide the following:</p> <ol style="list-style-type: none"> 1. A detailed equipment list outlining the necessary items required for the training. 2. A written request for any additional information or permissions required to ensure compliance with relevant regulations and policies. <p>Please note that timely provision of this information is essential to ensure a successful training experience. Your prompt response will enable us to finalise the necessary arrangements.</p>
<p>Prerequisite Requirements:</p>	<p>To meet the prerequisite requirements, in accordance with clause 3.5 of Standards for Registered Training Organisations (RTOs) 2015, participants must provide evidence of completion of prerequisite units. The following evidence will be accepted:</p> <ul style="list-style-type: none"> → AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or → Authenticated VET transcripts issued by the Registrar <p>USI account holders can access their VET outcomes online in the form of an authenticated USI VET transcript.</p> <p>The authenticated VET transcript draws on information from the national VET collection database managed by the National Centre for Vocational Education Research (NCVER).</p> <p>USI account holders can view, download, or share VET transcripts with:</p> <ul style="list-style-type: none"> → Registered Training Organisations (RTOs) who have been granted permission by the account holder and have access to the USI Registry System <p>USI account holders can share a full copy or an extract of their VET transcript. Sharing is a convenient and secure way to prove qualifications and demonstrate pre-requisites for further training.</p> <p>Sharing an extract of a VET transcript allows account holders to:</p> <ul style="list-style-type: none"> → choose which achievements to display → remove training or achievements that are not needed for a particular verification process. <p>The VET transcript includes a clickable link and a QR code for accessing the online record from either an electronic or hard copy. When using the QR code, the name and document number will populate automatically to ensure accessing the record is quick and easy for third parties.</p>

Participant Requirements:	To ensure a productive and successful training experience, participants are required to bring the following items: <ul style="list-style-type: none">→ ESI Worker Card→ USI Number→ Appropriate PPE→ Pen & Paper
Copyright:	The client acknowledges that Copyright exists in all AGA produced materials. AGA agrees to grant the client a limited license over such material with respect to the programs detailed above. The client undertakes that it shall not distribute or utilise the materials other than for the purposes identified above.