

Cengage Education has entered into an auspicing arrangement with the National Safety Council of Australia (NSCA) to deliver the Diploma of Occupational Health & Safety BSB51307 on their behalf. This arrangement provides you with the opportunity to earn nationally recognised qualifications from NSCA, a leading OH&S educator, and allows you to take advantage of the support and service that comes from dealing with Cengage Education, one of Australia's leading distance education providers.

On completion of your course

Upon successful completion of this course you will receive a nationally recognised Diploma of Occupational Health & Safety BSB51307 from NSCA (NTIS provider code: 103984).

Course Information:

- Whilst most courses are GST-exempt based on current information, NSCA reserves the right to add GST if required.
- NSCA observes and supports current legal obligations for access and equity principles, and will endeavour to accommodate student needs where possible.
- NSCA strives to provide a learning environment of the highest standard and asks that students support this through appropriate behaviour whilst studying.

Cancellation and Refund Policy for Public & On-Site Training Courses

1. Standard Training Course Enrolment Conditions

1. Cancellation policies for specific courses may apply to override this general policy, where special arrangements for the conduct of some courses involve significant advance commitments by NSCA.
2. Enrolment is accepted on the basis that NSCA will not be held liable for costs incurred due to course cancellation or rescheduling. NSCA will use all endeavours to give as early advice as possible of any course changes, and the above cancellation conditions will not apply where the NSCA cancels any training course.
3. Clients who have a grievance with the application procedure, or this policy may take action in accordance with the NSCA Grievance and Appeal Procedure.

2. Recognition of Prior Learning (RPL)

Our policy commits NSCA to the principals governing the Recognition of Prior Learning. 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.

2.1 Assessment Methods

NSCA will conduct assessments in a fair and equitable manner as appropriate to the course objectives, learning outcomes or competencies.

2.2 Literacy and Numeracy

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

Privacy Policy

NSCA is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. 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, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please indicate by crossing the box. Details of our Privacy Policy are available from the contact specified on this form.

Membership Services

Not a member? Membership includes great discounts on NSCA products and services, all the latest OH&S information and our monthly journal, invitations to our networking functions, participation in our workplace health and safety awards, and more! Call your local NSCA office and ask for a membership pack to be sent out to you.

For further information on any of our courses, please contact your local NSCA office:



Freecall: 1800 655 510 Website: www.nasca.org.au

NSCA – Workplace health and safety. Solved

For information on Cengage Education's courses, please contact us at:

**Website: www.cengage.edu.au
Phone: 1300 853 033**



TRAINING COURSE ENROLMENT FORM

PLEASE NOTE: ALL SECTIONS OF THIS FORM MUST BE COMPLETED and emailed to auste.info@cengage.com

Got a question? Contact a Course Advisor on 1300 853 033

1. Participant's Personal Contact Details			
Given Name:		Surname:	
Home Address:			
Suburb:		State:	PCode:
Phone:	Fax:	Mobile:	
Date of Birth:	email		
Special Dietary Requirements:			
<input type="checkbox"/> I have read, understood and agreed to the application of the Cancellation / Refund Policy (on previous page)			
3. Employer Details (if applicable)			
Organisation:		If NSCA Member – Membership No:	
Contact Name:			
Street Address:			
Suburb :		State:	PCode:
Phone:	Fax:	Email:	
4. Course Details: **Confirmation letter for course will be sent on enrolment**			
Course name:			
Date:		Location:	
5. PAYMENT METHODS			
Cost of Course: \$	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Purchase Order No:	<input type="checkbox"/> Cheque Attached
Please charge my: <input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Amex <input type="radio"/> Diners			
Card No.:		Expiry Date:	
Cardholders Name:		Signature:	
Electronically from your bank account			
Payments to: Cengage Education		Mail your payment to: Cengage Education	
BSB No. 032000 Account No. 422429		Level 7, 80 Dorcas St	
Enter your Name and Course Name as payment reference		South Melbourne, Vic. 3205	
6. How did you hear about this course?			
<input type="radio"/> Word of mouth <input type="radio"/> Internet <input type="radio"/> Training handbook <input type="radio"/> Advertising <input type="radio"/> Other:			
Office Use Only:	Cheque No:	Receipt No:	Invoice No: