

**TRAINING ENROLMENT FORM**

Master Builders Member #

Full Name: Mr  Mrs  Miss  Ms

Company Address:

Suburb:  Postcode:

Residential Address:

Suburb:  Postcode:

D.O.B:  Mobile:  Phone:

Email:  Fax:

**INCOLINK CONTRIBUTORS NEED TO PROVIDE ONE OF THE FOLLOWING:**

Employee Incolink No:  or Employer Incolink No:

**COURSE DETAILS:**

Course Name:

Date:  Location:

**I HAVE READ & AGREE TO THE TERMS & CONDITIONS (signature required for acceptance of enrolment):**

Signature of Individual Enrolling:

And if applicable

Signature of Authorised Company Representative:

Print Name:

**CREDIT CARD PAYMENT**

Mastercard:  Visa:  AMEX:

Card Number:     Exp: \_\_\_/\_\_\_ CVN:

Name on Card:

Please forward my confirmation by: Email:  Fax:  Post:

In completing this form you are agreeing to the Terms and Conditions of the Master Builders Association of Victoria ["Master Builders"] – see website for details  
Privacy : all information supplied on this form and in the course of any consequent training process is subject to the Master Builders' Privacy Policy which forms part of this document and of any subsequent Agreement. Refer also to the Terms and Conditions.

# TERMS AND CONDITIONS

## Enrolment

Full course fee payment is required for all courses, on application to secure a place. A non-refundable booking fee also applies for all courses. This non-refundable booking fee is \$ 100.00 for courses of up to 4 days duration. All enrolments are subject to these Terms and Conditions.

A confirmation will be forwarded to the purchaser for enrolments processed directly by the Building Leadership Simulation Centre. For online enrolments it is the responsibility of the purchaser to print any confirmation and/or timetable upon payment. If the purchaser is not the person being enrolled, it is the responsibility of the purchaser to forward the confirmation/timetable to the person involved. Training courses are GST free; with the exception of non-accredited courses.

The Building Leadership Simulation Centre [“the Centre”] reserves the right to cancel, postpone or reschedule any training courses due to insufficient registrations or other reasons beyond its control. Fee paying participants affected will receive a full refund or be given the opportunity to transfer to the next available course at no additional fee.

## Course Fees (Members only)

Costs listed in Master Builders’ Industry Training Directory apply to course dates listed in relevant directory, which can be found at [www.mbav.com.au](http://www.mbav.com.au). The Simulation Centre reserves the right to review pricing at any time. Every effort is made to ensure the information provided is correct at the time of printing, however training dates may be subject to change. Offers and services are valid subject to the terms and conditions provided in the Master Builders Industry Training Directory. Master Builders reserves the right to amend or delete offers and services contained in the document without prior notice.

## Cancellations, Transfers, Substitutions & Non Attendance

- All cancellations or requests for changes must be made in writing to [info@blsc.com.au](mailto:info@blsc.com.au)
- If no written notification is received, the full course fee is applicable upon rescheduling.
- Provided that written notification is received by the Centre not less than 5 (five) working days prior to the commencement date of a course, you may request one of the following:
  - a) A refund of course fees on cancellation less the non-refundable booking fee
  - b) Transferring to another course – subject to availability
  - c) Substitution of another person to attend the nominated course in place of the person enrolled.
- If a written notification is received less than five (5) working days prior to the commencement date of a course the following will apply:
  - a) In the event of cancellation: there will be no refund.
  - b) In the event of transfer to another course: a \$100 administration fee will apply. In order to qualify for a transfer this fee must be paid; and the course to which the transfer is requested must be scheduled to take place no later than 3 months after the date set for the original course.
  - c) In the event of substitution of another person to attend the nominated course in place of the person enrolled : no administration fee will apply
- Incolink participants, who do not give the required prior notification for non-attendance on any day of a course, will:
  - a) Forfeit their non re-fundable booking fee; and
  - b) Pay the FULL non Incolink subsidised course/module fee, upon application for the re-enrolment into the same course.

## Course Outlines

Please refer to: [www.blsc.com.au](http://www.blsc.com.au) or [www.mbav.com.au](http://www.mbav.com.au) for further details about course content and industry recognition.

## Statements of Attainment and Certificates of Attendance

Participants completing:

- Part completion of an accredited qualification will be awarded a Statement of Attainment indicating which units of competency have been completed.
- A short course will be awarded with a Certificate of Attendance.
- An administration fee of \$50 will apply for the re-issuing of a Statement of Attainment or Certificate of Attendance upon completion of an application form being received (subject to terms and conditions). For details of competencies to be achieved during training visit [www.mbav.com.au](http://www.mbav.com.au) or contact the Course Coordinator for a course brochure.

## Recognition of Prior Learning and Credit Transfer

Candidates may meet course entry requirements through education, training, work or life experience. Participants who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL) or Credit Transfer. Application may only be made: after enrolment and payment of fees, at least four weeks before course commencement and must be made using the Master Builders’ RPL Application Form available from the Training Course Coordinator. Participants who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

## Course Completion

Completion dates apply to all training courses. The participant will be advised upon commencement of their training of the relevant timeframes and requirements for the completion of their course. Assessments received after the course completion date may not be accepted.

## Training Support

Master Builders offers a range of training support. The training support service is for participants experiencing language, literacy and numeracy difficulties.

**Master Builders’ Policies** (including Dispute Resolution and Privacy policies); These policies apply and will be made available on request.

## Intellectual Property

All materials (including but not limited to course materials) supplied by the Centre to participants/customers – whether in electronic, hard copy or any other format – are copyright. Except with the prior written consent of the General Manager of the Centre, they may only be used for approved purposes of the course; and for the participant’s own exclusive non-commercial use.

Note however that the said permitted non-commercial use does not include any license for any copying, transferring or re-publication of the material or its contents by any means whatsoever.

No one is permitted to bring to the Centre any equipment, instrument or device capable of recording or transmitting visual information in any manner whatsoever. This ban includes, but is not restricted to, cameras and video recorders.

The Centre reserves the right to use any video footage recorded by it in training courses, and documentation prepared or completed by participants, for its own promotional purposes. The materials referred to above include but are not restricted to feedback forms, evaluation forms and the like.

The Centre also reserves the right (subject to written objections signed and submitted by a candidate at the time of enrolment) to publish – by any means whatever - quotes of comments made by participants concerning the courses, together with the name of the person and the name of his or her Company, who made the comment in question.

## Theft, Loss or Damage

To the extent permitted by law, the Building Leadership Simulation Centre denies responsibility and liability for and arising from any loss, detriment or damage occurring at the Centre to any property brought by or belonging to participants; whether caused by theft or otherwise.

## Privacy

Information you provide to us on the enrolment form will be entered into our database for the purposes of processing enrolments, registrations, orders and payments. It may also be used by Master Builders to provide advertising material to you. The Centre collects personal information solely for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority administered by the Federal Government who is the registering authority.

The requirements of the registering authority may mean the release of your personal information for the purposes of audit. Under the National Privacy Principles, you can access personal information we hold on you, and you may request corrections to information which is incorrect or out of date. Participants are able to access their records at any time by contacting the relevant Training Coordinator. These requests are to be made in writing and sent to 49 Brady Street South Melbourne Vic 3049.

## Subsequent Liability

The Centre makes no representation, and gives no undertaking or warranty, concerning the future conduct of or future performance by any of the persons who have participated in any of its courses. It expressly denies all responsibility and liability for any future acts or omissions of whatever kind by those persons, and for any consequential matters arising from, with respect to or connected with such acts and omissions.