

General Construction Induction (White Card) Training

Pre-Course Information

Course Code	CPCCOHS1001A Work Safely in the Construction Industry
Course Content	This unit demonstrates WHS legal requirements and the basic principles of risk management and prevention of injury and illness on construction sites in NSW.
Pre-Requisites	You must be 14 years of age to attend this course. You must pass the WorkCover Evidence of Identity check to be allowed into this course. Details included below.
Course Duration	7 hours including breaks.
Time to Arrive	Please arrive 15 minutes before the scheduled start time to sign in.
What to Bring	All students attending White Card training are required to pass a stringent Identification Check. Please note that if you fail to bring the correct original documents to the course you will not, under any circumstance be allowed to complete the course. The table on the last page of this document page outlines the requirements for all students.
What to Wear	<ul style="list-style-type: none"> • Comfortable clothes
Our Locations (Please see www.catch.nsw.edu.au/our-locations/ for maps)	<ul style="list-style-type: none"> • Blacktown – 12A Westfield Place, Blacktown, NSW 2148 • Campbelltown – Campbelltown Colonial Motel, 20 Queen Street Campbelltown, NSW 2560 • Castle Hill – Address: 23/10 Gladstone Rd, Castle Hill, accessible via Windsor Road or Victoria Ave • Sydney CBD - Address: City of Sydney RSL, 565-567 George Street Sydney NSW 2000

Training Provider	This training is being provided by Catch Training Pty Ltd (RTO number 41007)
Contact Number	02 8007 3427
Website	www.catch.nsw.edu.au
ABN	32 168 164 841
Registration Details	The scope of Catch's training is listed at www.catch.nsw.edu.au

Student Rights & Responsibilities

This Pre-course Information sheet is designed to read in conjunction with the Catch Training Student Handbook. The Student Handbook must be read before enrolling into any training course delivered by Catch training. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the Student Handbook. The Student Handbook can be downloaded from www.catch.nsw.edu.au

Booking Conditions

- If you are more than 10 minutes late or don't have the correct ID, you will not be admitted into the course.
- Refunds must be applied for in writing by completing a Refund Request Form, which can be downloaded from www.catch.nsw.edu.au.
- All courses must be completed within 3 months of the original booking date.

General Refund Policy

- Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid.
- Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Catch Training is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training.
- Students who cancel their enrolment after a training program has commenced or fail to attend will not be entitled to a refund of fees.

Discretion may be exercised by the Chief Executive Officer in all situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the student should be offered a full credit toward the tuition fee in another scheduled program in-lue of a refund. Chief Executive Officer may also authorise a refund of tuition fees if the circumstances require it.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment. Tuition refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

Our Guarantee to Clients

If for any reason Catch Training is unable to fulfil its service agreement with a student, Catch Training must issue a full refund for any services not provided. The basis for determining “services not provided” is to be based on the units of competency completed by the student and which can be issued in a statement of attainment at the time the service is terminated.

Miscellaneous Charges

Catch Training will levy some miscellaneous charges for services. These may include:

- Re-issuing a certificate after it has been initially issued to a student.
- Replacing issued learning materials which the student has lost or damaged
- Re-assessment services

These miscellaneous charges are to be clearly specified in Catch Training Schedule of Fees and Charges. It is to be made clear if these services will include GST. All miscellaneous charges are to be based on a cost recovery basis and are not intended to be a source of profit.

Student complaints about fees or refunds

Students who are unhappy with Catch Training arrangements for the collection and refunding of tuition fees are entitled to lodge a complaint. This should occur in accordance with Catch Training complaints policy and procedure.

March 2014

Evidence of identity information sheet for participants of high risk work licence assessments

WorkCover NSW require all participants of high risk work licence training and assessment to provide a minimum of 100 points original evidence of identity documents.
Assessment is unable to commence until the evidence of identity documents have been sighted and recorded by the assessor. The table below outlines the acceptable evidence of identity and points value.

EVIDENCE OF IDENTITY REQUIREMENTS

Remember:

- The combination of documents presented to the WorkCover accredited assessor must include your date of birth, current NSW residential address, photograph and signature.
- Documents provided must be original. Certified copies will not be accepted.
- You may only use one primary document.
- You do not have to provide a primary document, you may use a combination of secondary documents.
- If you provide more than one credit card, savings account card or statement, they must be from different financial institutions.
- If you provide more than one utility bill, they must be from different utility providers.
- All documents provided must contain your name in full, not just your initials.

Primary documents (Note: only one primary document can be provided)	Point value
<input type="checkbox"/> Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70pts
<input type="checkbox"/> Passport – Australian or international (current or expired within last two years, but not cancelled)	70pts
<input type="checkbox"/> Australian citizenship certificate	70pts
Secondary documents	
<input type="checkbox"/> Current Australian driver's licence	40pts
<input type="checkbox"/> Current Australian learner driver's licence/permit	40pts
<input type="checkbox"/> Current Australian boat operator's photo licence (Note: only the Personal Watercraft Licence is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable).	40pts
<input type="checkbox"/> Current NSW firearms photo licence	40pts
<input type="checkbox"/> Current Australian issued high risk work photo licence	40pts
<input type="checkbox"/> Current state/territory proof of age or photo card (eg a RMS issued photo card)	40pts
<input type="checkbox"/> Australian defence or Police photo ID card	40pts
<input type="checkbox"/> Department of Veterans Affairs card	25pts
<input type="checkbox"/> Current Centrelink card	25pts
<input type="checkbox"/> Property (council) rates notice	25pts
<input type="checkbox"/> Property lease agreement	25pts
<input type="checkbox"/> Home insurance papers	25pts
<input type="checkbox"/> Utility bills – eg water, electricity, gas	25pts
<input type="checkbox"/> Telephone account	25pts
<input type="checkbox"/> Current Medicare card	25pts
<input type="checkbox"/> Current motor vehicle registration or insurance papers	25pts
<input type="checkbox"/> Credit/savings cards/bank statements	25pts
Correctional facility	
<input type="checkbox"/> Correctional centre inmate master index number photo card	40pts
<input type="checkbox"/> Correctional centre inmate master index number card	5pts
<input type="checkbox"/> Letter of verification from the department of corrective services	25pts

Note: Corrective services evidence of identity documentation is only applicable to inmates of correctional facilities.