



Onsite Training Request Information & Application Form

Level 1, 322 Glenferrie Road, Malvern, VIC, 3144

P: (03) 9822 0900

F: (03) 9822 0022

W: www.ccfvic.com.au

ONSITE TRAINING INFORMATION:

IMPORTANT: Please wear full personal protective clothing and equipment including...

Hard hat, high visibility vest, safety glasses, steel capped boots, long sleeve shirt, long trousers, gloves and wet weather gear. All or some of this equipment will be needed throughout the course.

Numbers: Will depend on the course being run. If numbers exceed the maximum recommended per course, then two or more sessions may be required.

Location: Your company's office, worksite or at a venue you organise.

Facilities: Some courses have specific requirements for delivery. Please discuss with Civil Train if this applies to your session.

Note: The venue should be clean and comfortable, have good climate control, with tea, coffee, water etc available and a whiteboard. Companies may also need to supply an overhead projector and screen. If lunch is not provided it should be available close by. It is essential that the venue can comfortably seat all participants at desks or tables with enough table space for note taking and room for the trainer to present.

Time: Normally 8:15am to 4:30pm, however training can generally be conducted at times that suit your workforce.

Cost for a full day session: CCF Members and Non Members.

Payment: A booking fee of 20% of the Onsite Quote must be paid at no later than seven days before the commencement of the course. Full payment must be received before certificates or cards will be issued. Should there be attendees from other companies, then the booking company is responsible for full payment.

Cancellation or Transfer: Should the company cancel the Onsite Booking with less than seven (7) days notice, the booking fee will be forfeited. If greater than seven (7) days notice is given for a cancellation, a refund will be provided on request. If a transfer of date is requested for the Onsite Booking, the booking fee will apply to the transfer. Should the Onsite Booking be transferred on more than one occasion an administration fee of \$100 will be payable.

Accommodation & Travel: If training is conducted in regional Victoria, then travel and accommodation costs will apply.

Dates: Please supply 3 dates in order of preference. We will then check availability with our trainers. Alternatively, provide a time frame and days of the week that suit your company. We would suggest getting in as early as possible for your preferred dates.

Trainers: Details of the allocated trainer will be provided to you with the course confirmation details. We encourage contact with trainer to discuss your expectations and course content as well as any particular learner needs.

Contact: For booking and more information regarding Onsite Training, please contact CCF Victoria on (03) 9822 0900 or visit www.ccfvic.com.au

Bookings: Please refer overleaf for Training Request Form.



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To request training at your office, workplace or venue of your choice please return this application to Civil Train via...

Mail: 1/322 Glenferrie Road, Malvern VIC, 3144

Fax: (03) 9822 0022

Ph: (03) 9822 0900

Email: ebeerli@ccfvic.com.au

Company: _____ **CCF Member:** Yes No

Billing address: _____

(One invoice only is issued)

Contact Name: _____ **Mobile:** _____

Email: _____

Phone: _____ **Fax:** _____

Course Name: _____

No of Participants: _____

(Please discuss max numbers with Civil Train)

Additional Costs: May apply in regional locations. Refer to Quote Confirmation.

Note: GST may be applied for some courses.

Date Preferred: ____ / ____ / ____ 2nd Option: ____ / ____ / ____ 3rd Option: ____ / ____ / ____

Start/Finish Times: 8:15am to 4:30pm or Other: (Specify) _____

Course Location: Offices Depot Hired Venue Job Site Other

Course Address: _____

Your Facility: Boardroom Lunchroom Training Room Other

Your Equipment: Whiteboard Overhead Proj Data Proj Screen TV & Video

How many does the room accommodate comfortably seated at desks/tables? _____

Lunch: Please advise your attendees about lunch arrangements so they know if they need to bring or buy their lunch. Please confirm break/lunch times with the trainer at the start of the day.

Do any participants have reading/writing difficulties? Yes No

If Yes, please advise CCF and allocated trainer as conditions apply, See Participant Handbook on CCF website for further details.

Our Policy

For a copy of our Policies please visit www.ccfvic.com.au or call CCF Victoria on (03) 9822 0900.