



## SA Unions Work Health and Safety Training Enrolment Policy

### Terms and Conditions

#### Enrolment of Individual Participants

Enrolment into training programmes will be conducted in an ethical and responsible manner at all times, ensuring fairness and compliance with the Equal Opportunity Act 1984, Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984 legislation. Participant enrolments are subject to availability of places on the training program, based on the maximum number (20) of participants SafeWork SA and Comcare allow. The training venue will also be considered when deciding how many participants can be enrolled in any particular course. SA Unions will consider the number of participants that can be accommodated under the particular circumstances eg safety, capacity of training venue, type of course and learning structures within the course. If a training course is fully booked, participants will either be placed on a “reserve” list or offered a place on another date. Participants on the “reserve” list of a fully booked course are given priority should a place become available. Enrolments will be considered tentative until an enrolment form has been received. Should participant numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment, SA Unions will contact the tentative booking and request that an enrolment form be received by cob the following work day in order to confirm enrolment.

#### Code of conduct

Dress code is neat casual. Participants attending SA Union courses who demonstrate behaviour of a disruptive, objectionable or anti-social behaviour will be asked to leave the course. The employer will be contacted and payment of any fees owing will be due within 5 working days of the participant leaving the course.

#### Code of Practice – Grievance Procedure

SA Unions is committed to resolving grievances with fairness, equity and efficiency. The grievance process provides for grievances to be raised in the first instance with the WHS Training Coordinator.

#### Special Needs

If you have any physical or other impairments (eg English language difficulties, dyslexia) that may affect your ability to successfully undertake the training, please advise us on enrolment. We can, with your participation implement flexible delivery options, to optimise the ease and benefit of your learning.

#### Length of the course

Participants are expected to attend the full length of the course. If you require flexibility in attendance please contact us to discuss options as you may need to return to complete the course.

#### Refunds and Cancellation

Full refunds are offered in the event that SA Unions is unable to deliver the course.

The following percentage of refund will apply to all training cancellations:

- Where >14 days notice- full refund
- Where 7-14 days notice – 50% refund
- Where < 7 days notice – no refund

I acknowledge I have read the terms and conditions above

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Participant name

date

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Participant signature

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Employer name

date

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Employer signature