



Group Booking Form

First Aid Certification and Training
34 South Terrace, Adelaide SA 5000

Tel: 08 7226 5936 | Email: info@factadelaide.com

Web: <http://www.firstaidcertificationandtraining.com.au/>

Course Date : _____ Start Time: _____

Company/Organisation Name: _____

Contact Person: _____ Contact number: _____

Email: _____

Offsite Location: _____

Address: *(Please give clear instructions to allow trainer to locate you and ensure trainer has parking with direct access to ensure equipment can be taken in safely. Please ensure trainer is met, parking arranged if required and mobile contact is supplied)*

Additional Information _____

- There is a **Non-refundable Deposit** to secure course date and time:
 - Course duration and associated fee:
 - 2-3 hours = \$300.00
 - 4-7 hours = \$400.00
 - 8+ hours = \$500.00
- Deposit will be deducted from final invoice (if booking is cancelled, the deposit is non-refundable)
- Dates are not secured until deposit is paid and booking form completed
- Minimum booking fee of 12 people
- \$250.00 Surcharge applicable for Weekend and/or Public Holidays
- USI numbers must be completed and returned prior to course date.
<http://www.usi.gov.au>. This is a government requirement but FACT Adelaide can assist where appropriate.
- Current Photo ID must be sighted and verified by trainer on course date (Passport, Driver's License and Proof of Age all acceptable)
- An offsite travel fee may be applicable for locations over 10km from CBD, Adelaide
- Accommodation fee may be applicable for locations over 150km from CBD, Adelaide and/or courses run over multiple days outside reasonable km from CBD, Adelaide

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Course Type	Course Length Hours	Cost per Person 12	Cost per Person 19-24	Cost per Person 25+	Please indicate here number of students that require training.
HLTAID009 Provide Cardiopulmonary Resuscitation	2 Hrs	\$55.00	\$52.50	\$50.00	
HLTAID010 Basic Emergency Life Support	3-4 Hrs	\$100.00	\$95.00	\$90.00	
HLTAID011 Provide First Aid (Senior First Aid)	6-7 Hrs	\$105.00	\$100.00	\$95.00	
HLTAID012 Provide First Aid in a Child Care or Education Setting (Inc: Asthma/Anaphylaxis incident reporting and the Hierarchy of Control).	8-10Hrs	\$150.00	\$145.00	\$140.00	
22298VIC Provide Basic oxygen	2-3 Hrs	\$99.00	\$95.00	\$89.00	
HLTAID014 Provide Advanced First Aid	10-12 Hrs	\$230.00	\$220.00	N/A	
HLTAID015 Provide Advanced Resuscitation	2 Hrs	\$155.00	\$150.00	N/A	
TLIL1101A Manual Handling	3-4 Hrs	\$99.00	\$95.00	\$90.00	
UEDRMP007 Perform Rescue from a live LV Panel	4 Hrs	\$109.00	\$99.00	N/A	
CPCWHS1001 Working Safely In the Construction Industry (White Card)	6 Hrs	\$130.00	\$125.00	\$120.00	



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Payment Details

Contact Person: _____

Company Postal Address: _____

Phone: _____ Email: _____

Name of Individual authorising payment approval for bookings: _____

Cancellation Policy & Terms and Conditions that apply to group bookings:

1. Trainers do not accept cash as payment on the day of the course
2. Bookings are not confirmed until forms are returned completed and deposit paid
3. Full payment is required within 7 days of course completion.
4. Group sizes and prices as stated, as booked on your booking form. If numbers reduce on course date, invoice will not be altered
5. Only one invoice/receipt will be issued per booking
6. Certificates will be issued within 7 days of course completion pending invoice has been finalised
7. There are no invoice deductions for employees that don't turn up to booked course or if they do not complete required components
8. Pre-study is a mandatory requirement for all First Aid courses. Any student who doesn't complete the pre-study, will not be allowed to participate in training (full fees will still apply)
9. If employees leave prior to completion they will not receive a certificate until they have recompleted the full session
10. Failure to pay invoice by due date will void all applied discounts

I have read and understand both the requirements and its terms and conditions prior to signing this booking agreement.

Print Name : _____

Signature: _____ DATE: _____

Return this form to FACT Adelaide via Email: Info@factadelaide.com