

GROUP BOOKING FORM - SHORT COURSE TRAINING

Course Name & Unit Code(s): NSW Bus Snow Drivers Course

1.

Client Details	Company Name:	
	Contact Name:	
	Email Address:	
	Phone:	
	Address:	
	State :	
	Post Code:	
Purchase order Number for invoicing		
<p style="background-color: #ffff00; margin: 0;">Theory Course Details</p> <p style="background-color: #ffff00; margin: 0;">Note: Learners will need to bring to the classroom session:</p> <ul style="list-style-type: none"> • Drivers Licence • 2x current Passport Photos (35mm x 45mm) used to develop Snow Driver Card of successful completion of course. 	<p style="background-color: #ffff00; margin: 0;">2024 Classroom Dates (Public Sessions)</p> <p><input type="checkbox"/> Wednesday 22nd May 2024</p> <p>Address: 27 Villiers St, (Corner of Harold St), North Parramatta, NSW (BusNSW office) Time: 1745 arrival for 1800 start – approximately 2200 finish</p> <p style="color: red; font-weight: bold; margin: 5px 0;">Or</p> <p><input type="checkbox"/> Online Snow Driver Theory Course</p> <p>Learner requires to fill out an Enrolment Form. Also provide a copy of their Drivers Licence and 2x Passport Photos.</p>	
<p style="background-color: #ffff00; margin: 0;">Practical Course Details</p>	<p>Notes:</p> <ul style="list-style-type: none"> • Practical Driving course dates will be coordinated by ITA once Theory course has been successfully completed. • Learners must supply the bus / coach for assessment. • Learners will be required to travel to Jindabyne at their own expense. • Learners will have to pass the practical assessment in the type and class of vehicle you wish to operate in the Snowfields; this will be recorded on the Card issued by BusNSW & ITA. • Failure to provide Current & valid Driver’s Licence, NHVR Logbook, NSW Driver Authority Card & 3rd Party Verification Report, and / or PPE at time of practical assessment will result in driver being deemed NOT YET COMPETENT by Assessor. 	

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<p>Participant Details:</p>		Learner Name	Mobile #	Email address	
<p>Training Costs</p>	Course Fee:	<p>Theory Component:</p> <p><input type="checkbox"/> \$300 + GST per Learner, or</p> <p><input type="checkbox"/> \$250 +GST per Learner if provide evidence of employer a current member of BusNSW with Order Form)</p>			
		<p>Practical Component:</p> <p><input type="checkbox"/> \$450 + GST per Learner</p>			
	<u>Total:</u>	\$			
<p>ACKNOWLEDGEMENT By signing the acknowledgement, you hereby acknowledge that you have read, understood and agree to be bound by the Terms and Conditions contained herein below. This acknowledgement will confirm a binding agreement exists between Into Training Australia Pty Ltd and yourself in regard to the said Terms and Conditions.</p>		<p>Client Signature:</p> <p>Position:</p> <p>Date:</p> <p>ITA Representative signature: TBC</p> <p>Position: ITA Business Development Manager</p> <p>Date: TBC</p>			

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Course Information

- 1.1 These terms and conditions and the Course Booking Form together make up an agreement (the Agreement) between the Contractor named on page 1 of this Agreement (“you”) and Into Training Australia Pty Ltd (“Into Training Australia”).
- 1.2 Learners enrolled in the course must arrive **15 minutes prior** to the course commencement for attendance sheet sign in and to complete all applicable course paperwork. Courses will commence promptly at the nominated start time and Learners arriving later than this may not be allowed entry if the course has commenced. If for any reason the Learner is going to be late, to the course, please ensure you notify your trainer/assessor or call your local Into Training Australia Office.
- 1.3 Proof of identity **will be** required for Learners, by means of photo identification (i.e Drivers Licence, Passport etc) and presented to an Into Training Australia representative at the commencement of the course.
- 1.4 All learners will be required to complete an enrolment form at the commencement of the course and provide their USI (Unique Student identifier) number.
- 1.5 Where the client premises are being used it is expected:
All students behave in a responsible and ethical manner, including no offensive or discriminating language or gestures to be used
 - a) Safe and appropriate footwear (closed in shoes) worn
 - b) Clothing not torn or badly soiled and no offensive T-shirts
 - c) No hats or sunglasses to be worn in class, unless prescriptions
 - d) Mobile phones are turned off during classes
 - e) No Smoking during any training and assessments
 - f) The facilities used by the learners are to be kept clean and tidy
 - g) All given assignments are to be returned completed on time
- 1.6 In line with our Access and Equity practices, learners with special needs are offered the same opportunities as any other Learner. Our training and assessment programs will take special needs into consideration from the planning stage and adopt particular flexible learning and assessment methods as appropriate.
- 1.7 Demonstration of competency for each learning outcome of the course will be by way of assessment conducted and determined by Into Training Australia or its representatives in their absolute discretion. Into Training Australia will not be liable to you or any Learners for the outcome of any assessment.
- 1.8 If a Learner fails to be passed as competent during the course, they will be given an additional attempt to pass the course. Any further attempt for competency will incur a fee. (Please note this does not apply to High Risk Work courses such as our Forklift Course due to the legislative assessment requirements – Fees will occur in this instance for resitting the assessment).

2.0 Fees

- 2.1 Fees and charges for the course will be charged as set out overleaf. If a Client does not have an approved credit account with Into Training Australia Pty Ltd, the fees must be paid in full prior to the commencement of training.
- 2.2 Courses will not be confirmed until Into Training Australia has received a fully completed and signed course booking form; this must occur minimum of **three** weeks prior to the course delivery date.

3.0 Cancellation Policy

In the event a Client withdraws from the scheduled training and/or assessment within 5 days of the scheduled date, they will be charged a minimum of 50% of the equivalent course fees and all the travel costs that Into Training Australia has incurred for the proposed booking.

4.0 Limitation of Liability

To the extent permitted by law and unless otherwise expressly agreed, Into Training Australia does not provide and expressly excludes all warranties in respect of any goods or services provided. You acknowledge and agree that to the extent permitted by law, Into Training Australia will not be liable for, and you release Into Training Australia in respect of, any claim, loss, cost, damage or expense (Claim) arising out of any act or omission of Into Training Australia or its employees, officers or agents unless that Claim is a direct result of the negligence or breach of this Agreement by Into Training Australia.

- 4.1 The parties agree that any liability for a Claim against Into Training Australia will be limited to the lesser of:
 - a) the re-supply of the goods or services in question (if applicable);
 - b) the cost of the re-supply of the goods or services in question (if applicable); or
 - c) the contract price of the original supply of the goods or services
- 4.2 Notwithstanding any of the above, the parties agree that Into Training Australia will under no circumstances be liable to you for any indirect or consequential loss (including but not limited to loss of revenue or opportunity).

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Practical Training and Assessment

*Transport for NSW (TfNSW) requires drivers intending to complete the Snow Driver Training Course to undertake and be assessed as having satisfactorily completed both a theory and practical component of the course. This requirement is outlined in the **TfNSW BOAS accreditation Bulletin update no 1.3 (May 2020)**.*

The practical training and assessment is required to be conducted by an authorised representative of a Transport for NSW approved Registered Training Organisation. INTO Training Australia has been approved to conduct the practical training and assessment.

The practical component of the course will include:

- pre-operational checks of bus and equipment.
- familiarisation with chain fitting bays, bus parking areas and hazardous road areas.
- the practical fitting and tightening of chains; and
- two hours supervised driving in the Kosciusko National Park.

All such practical training and assessments are to be carried out in the Kosciusko National Park between the 1 June and 11 October, preferably during sleet, snow or ice conditions when possible. The driving should be undertaken in a vehicle that is appropriate for the trainee's class of driver licence. Applicants must complete the practical training and assessment within 2 years of completing the theory-based component.

Please note the cost of the practical training and assessment is in addition to the theory component.

When you attend the theory component at BusNSW, an INTO Training Australia Practical Assessment enrolment form will be provided. This will contain a list of scheduled training and assessment dates and times in the Kosciusko National Park. These dates will be filled on a first in, first served basis. If the scheduled times or dates do not suit you or you will not have a vehicle, you can contact INTO Training Australia to discuss what other options are available.

A snow driver card (sometimes referred to as a "snow driver licence") will only be issued by INTO Training Australia when they are satisfied that both the theory and practical components of the course have been successfully completed. Drivers are required to carry the card as evidence of having completed the Snow Driver Training Course (theory and practical components) when carrying passengers into the Kosciusko National Park between 1 June and 11 October each year.

For enquiries regarding the practical training and assessment or to arrange a suitable date and time for the practical training and assessment to be conducted, please contact INTO Training Australia.

Into Training Australia – 02 8859 0728 or email sales@intotraining.com.au

Please return this form to sales@intotraining.com.au