

G&L

HEAVY VEHICLE DRIVING CENTRE

4 Hines Road
Wingfield SA 5013
Ph: - (08) 8359 0099

PO Box 14
Welland SA 5007
ABN 15 794 402 123

Important Information

If you are paying for yourself, please go straight to the ENROLMENT STATEMENT.

If another person is paying for the course i.e., Company, Job Agency, Family member or any other 3rd Party other than yourself, please have them fill out the below details and return to our office.

I will be funding the TILE Course for _____
and agree to all terms and conditions as per stated in the refund policy.

Name _____

Address _____

Daytime contact ph. _____

Email _____

Invoice made out to _____

Email or postal address to send invoice _____

I (print full name) _____ have read and understood the above requirements.

Date _____ Signed _____

ENROLMENT STATEMENT

THIS FORM MUST BE COMPLETED AND RETURNED AS SOON AS POSSIBLE.

Please complete all the following questions.

Name of course applied: TILE Course Date(s): Start: _____ Finish: _____

Name: _____ Date of Birth: _____

Current S.A Drivers licence Number: _____ Expiry date: _____

CITB Number _____ Company _____

Please ensure your details are up to date, go to www.citb.org.au or call (08) 8172 9500

Address: _____ Postcode: _____

Email: _____

Telephone Home: _____ Mobile: _____ Work: _____

Postal Address: _____

USI* NUMBER:

***UNIQUE STUDENT IDENTIFIER (USI) G&L is required to collect and verify a USI for each student prior to issuing a qualification or Statement of Attainment and to include the USI in the returns to the National VET data collection. The student is required to obtain the USI. Log in to www.usi.gov.au to create/retrieve USI.**

From 1 January 2015, we G&L Heavy Vehicle Driving Centre can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI)

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>

SIGNATURE: _____

DATE: _____

EMERGENCY CONTACT Name: _____

Relationship: _____ **Phone:** _____

Address: _____ **Postcode:** _____

What is your current occupation (job title)? _____
 What kind of work do you do? _____
 Who is your current employer? Company Name & Contact Name: - _____
 Employer's Address: _____ Post Code: _____
 Telephone: _____ Email: _____

Please any applicable boxes

Were you born in Australia? Yes _____ No _____ If No, in which country were you born? _____

Are you Aboriginal? Yes / No or Torres Strait Islander? Yes / No

Which languages do you mainly speak at home? _____

Do you consider yourself to have any permanent and significant disability YES / NO ?

If yes, then place a in any of the applicable boxes.

HEARING/DEAF		ACQUIRED BRAIN IMPAIRMENT		CARDIAC	
PHYSICAL		VISION		HYPERTENSION	
INTELLECTUAL		MEDICAL CONDITIONS		OTHER	
LEARNING		SLEEP APNOEA			
MENTAL ILLNESS		DIABETES			

PLEASE READ

Medical Requirements:

You are required to comply with the medical standards appropriate to the heavy vehicle licence class for which you are applying. If you have any medical condition (s) that may impair your ability to drive a heavy vehicle, you can obtain advice from Service SA Customer Service Centre or Telephone 13 10 84.

Applicants, who have medical conditions which may affect their driving and who fail to seek advice from a Service SA Customer Service Centre, will be refused mandatory government booking if Specialist report (if required) is not supplied to the Medical Review Board, through Service SA.

The medical standards for driving commercial motor vehicles are contained in the NRTC/FORS publication titled "Medical Examinations of Commercial Vehicle Drivers", which has been issued to all medical practitioners.

Applicants, who are affected by a medical condition, are not necessarily precluded from driving commercial vehicles.

What class(s) of licence do you currently hold? _____

Q.1 How long have you held the licence class (excluding any period of being unlicensed, suspended, disqualified, cancelled, or holding only an R or R-Dated class)? _____

Q.2 Do you have any medical or eyesight condition that may affect your ability to drive a heavy vehicle? Yes / No

If you answered "YES" to Q.2, have you confirmed with Service SA that you are permitted to drive heavy vehicles and what conditions, if any, apply when driving (state below)?

Condition(s) _____

Declaration:

I do solemnly and sincerely declare that the above information is a true and correct record.

Signed: _____ Print Name: _____ Date: _____

Are you still attending Secondary School? (Please circle) YES / NO

What is your highest COMPLETED school level? (Tick 1 box only)

Year 12 equivalent		Year 9 equivalent	
Year 11 equivalent		Year 8 or below	
Year 10 equivalent		Never attended school	

Have you attempted or completed any of the following qualifications? Tick Attempt or Completed

Level of Qualification	Attempt	Completed	Level of Qualification	Attempt	Completed
Bachelor Degree or Higher Degree			Certificate III (or Trade School)		
Advanced Diploma or Associate Degree			Certificate II		
Diploma (or Associate Diploma)			Certificate I		
Certificate IV (or Advanced Certificate/Technician)			Certificates Other than above		

Of the following categories, which BEST describes your current employment status? (Tick 1 Box)

Full-Time Employee		Employed – Unpaid Worker In a Family Business	
Part-Time Employee		Unemployed – Seeking Full-Time Work	
Self-Employed – Not Employing Others		Unemployed – Seeking Part-Time Work	
Employer		Not Employed – Not Seeking Employment	

Your reason for Study? (Tick 1 box only)

To get a job		It was a requirement of my job	
To Develop my Existing Business		I wanted extra skills for my job	
To Start my own business		To get into another course of study	
To try for a different career		For personal interest or self-development	
To get a better Job or Promotion		Other reasons	

Privacy & disclosure:

I give my consent for the information that I have provided to G&L Heavy Vehicle Driving Centre to be used for the purposes of registration, preparing statistics, reporting programme administration, monitoring, and evaluation. The information contained herein may be provided to governmental agencies that fund and or accredit this course, non-government education authorities and contractors or agents of any of these organisations, departments and agencies, and may otherwise be disclosed without consent where authorised or required by law.

Trainee: _____ Signature: _____ Date: _____

PAYMENT & REFUND POLICY

PLEASE READ CAREFULLY

As a client of the G&L Heavy Vehicle Driving Centre, you will be required to pay a deposit of \$500.00 for heavy vehicle driving instruction for a scheduled course. **The deposit fees must be received by Monday two (2) weeks prior to the course commences** unless prior arrangements with G&L HVDC have been made. If we have not received any confirmation or enrolment forms on course bookings, at least two (2) weeks prior to course commencement the course may and will be cancelled, after appropriate measures have been endorsed in contacting clients by nominated contact details, this will be email, phone & or text.

A non-refundable administration fee of \$100.00 applies to all courses. This fee will be taken from the deposit.

If you cancel a booking with 4 clear Business days' notice, your refund will be returned to you minus the administration fee into your nominated account . If you cancel with less than the 4 clear Business days' notice, the \$500.00 deposit will be retained if paid, or you will be charged a \$500.00 late cancellation fee. If the trainee decides to withdraw from a course - does not complete the course - or breaches Fatigue, Alcohol and Drug Laws the course fees will be retained by G&L HVDC, no refund will be given. If deposit is paid and course is rescheduled by your request, with 4 clear business days, the deposit will hold for 6 months from deposit payment date. If course is not booked and completed in this time, deposit will not be refunded, unless prior arrangements with G&L HVDC have been made.

If a scheduled training session has been made for the weekend (Saturday and Sunday) the full amount of the course must be paid on the Thursday prior to course commences.

If G&L HVDC has to cancel your course, a full refund (if funds have been paid) will be paid back to into your nominated account or course will be rescheduled to a mutually convenient time.

In this instance, every effort will be made to reschedule training lessons to a mutually convenient time to both G&L HVDC and you, the Client.

Our organisation has measures to ensure that trainees and clients receive a refund of fees for services not provided, including services not provided because of financial failure of the organisation.

NOTE:

In the case of outstanding payment/s owed to G&L HVDC, should they not be received after 2 reminder emails , our Dept Collection Agency will be notified, and recovery including legal actions will be initiated. You will be liable for all additional costs and interest incurred.

I (print full name) _____ agree to the above terms and conditions and the initial payment of \$ _____ for my first session **Signed** _____ **Date** _____

CLIENT/ WHS SIGN OFF SHEET

Please go to www.gnltruck.com.au to view the Client handbook before signing this form. Please note it is your responsibility to read and understand the Handbook supplied via G&L's web site. If you do not have access to the web site, we will gladly post out the handbook to you upon request at an additional cost of \$10.00 to cover printing & postage.

Induction sign-off

Name: _____

Course enrolled in: _____ Date: ____/____/____

- I confirm that I have read and understood all of the policies and procedures outlined in this Client Handbook.
- I confirm that I have been given the opportunity to ask questions regarding all of the information contained in this Client Handbook.

Permission to use photographs and testimonials

In relation to the use of photographs and testimonials:

- I give my consent for G&L Heavy Driving Centre to use photographs and testimonials of myself, for promotional purposes that is taken/collected during my course of instruction.
- I acknowledge that G&L Heavy Driving Centre may alter photographs in the design process and that I will not receive any payment or royalties for their use.
- I agree to waive all my rights in respect of intellectual property.
- By signing this document, I release G&L Heavy Driving Centre from any claims, costs, actions or demands arising from the use of any photographs and testimonials.
- Once you have obtained your heavy vehicle licence, you may require additional training or supervision in any unfamiliar vehicle you will be required to operate.

Signature: _____ Date ____/____/____

PAYMENT OPTIONS

Any re-issue of Certificate of Competency (Fee set by issuing Instructor), Statement of Attainments or Retrieval of Client Information will be charged an Administration fee.

Credit Card details: -

We do not accept Diners or American Express.

Card Holders Name _____

Card No. ____/____/____ Expiry Date ____/____

Amount \$ _____ CVV: _____

Note, card details are not kept on record.

OR

Invoice to: _____

P/O or REF No: _____

OR

Internet Banking: -

Bank: - Westpac

Account Name: - G&L Heavy Vehicle Driving Centre or GLHVDC

BSB: - 035 033 Account Number: - 192352 Date paid in ____/____/____

Please state name of person attending , Company Name or Invoice No in description

OR

Employment Agency Clients

Employment agency: _____

Case managers name: _____

Contact number: _____ P/O or Ref No _____