

# ActewAGL Distribution

Registered Training Organisation 1350  
Enrolment Pack

RIIWHS202D - Enter and work in confined spaces

**ActewAGL**

# Course information

## Unit information

RIIWHS202D - Enter and work in confined spaces

## Unit descriptor

This unit describes a participant's skills and knowledge required to enter and work in confined spaces in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles undertaking work in confined spaces. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

## Unit elements

1. Plan and prepare for working in confined space
2. Work in confined space
3. Exit confined space
4. Clean up

## Pre requisites

1. Learners are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated to a Level 3. The description of each level is provided in the Australian Core Skills Framework.
2. Participants are required to be fit and able to carry out the practical activities.
3. Photographic identification (Drivers Licence, Company ID Card or Passport)

## Course duration

8 hours

## Course cost

\$350.pp GST Free

## Validity

Industry recommends that this course is undertaken every 12 months.

## PPE, materials and equipment required

- Long sleeve shirt
- Full length pants
- Safety boots
- Hard hat
- Sunscreen
- Safety harness (must meet Australian Standard 1891)

## Delivery details

- Classroom discussion.
- Simulated exercises in a confined space area.
- A knowledge and skills assessment.

## Course location

ActewAGL Distribution  
Corner Anketell and Oakden Streets  
Greenway ACT 2900

## Further information

Further course information can be obtained by contacting ActewAGL Learning and Development on **02 6293 5111**.

# ActewAGL Learning and Development

## About us

The ActewAGL Learning and Development team is dedicated to the delivery of quality industry based training. ActewAGL provide training and assessment services to ActewAGL apprentices, employees as well as the public, especially in relation to those working in the Electrotechnology, Communications and Energy Utilities Industries.

ActewAGL Vocational Educators (Trainers and Assessors) are highly qualified and have extensive industry experience. Learners are supported through the training programs to ensure they have an enjoyable and rewarding learning experience.

ActewAGL is a Registered Training Organisation (RTO) operating under the VET Quality Framework since 1997.

## The VET Quality Framework

By enrolling with us, you will start a learning process that can result in achieving a nationally accredited qualification or certification. All assessments conducted by the Learning and Development team will lead to either a Competent (C) or Not Yet Competent (NYC) result.

Every learner is assessed against the nationally endorsed units of competency in the applicable training package. ActewAGL will issue an Australian Qualifications Framework (AQF) compliant qualification certificate or a statement of attainment to learners who successfully complete a course. Where a learner withdraws from the course prior to completing, ActewAGL will issue an AQF compliant statement of attainment for any units of competency achieved.

## Training and assessment services

### Scope of training and assessment services

ActewAGL Learning and Development offer the following Nationally Recognised Units of Competency to external learners:

Code	Title	Extent	Fee
<b>RIIWHS202D</b>	<b>Enter and work in confined spaces</b>	<b>Deliver and Assess</b>	<b>\$350pp</b>
RIIWHS204D	Work safely at heights	Deliver and Assess	\$350pp
UETDRRF01B	Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus	Deliver and Assess	\$350pp
UETDRRF09B	Apply access procedures to work on or near electrical network infrastructure		
UETDRRF02B	Perform pole top rescue	Deliver and Assess	\$175pp
UETDRRF06B	Perform rescue from a live LV panel	Deliver and Assess	\$175pp
UETDRRF08B	Perform EWP controlled descent escape	Deliver and Assess	\$175pp
UETDRRF03B	Perform EWP rescue	Deliver and Assess	\$175pp
DEFWHS010	Identify confined space	Deliver and Assess	\$175pp

## Learner selection and enrolment

Please note that the courses delivered at ActewAGL require basic Language, Literacy and Numeracy skills. Additionally there may be eligibility criteria or prerequisites for the training delivered at ActewAGL. Prerequisite documentation is required at the time of enrolment. It cannot be provided on the day of training, unless prior approval is granted. To enrol a learner is required to complete a course application form and send to [LearningandDevelopment@actewagl.com.au](mailto:LearningandDevelopment@actewagl.com.au).

**All enrolments must be received at least five days prior to the course commencement date.**

## Unique Student Identifier (USI)

From 1 January 2015 all learners undertaking nationally recognised training delivered by a RTO will need to have a Unique Student Identifier (USI).

A USI gives learners access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all of a learner's nationally recognised training records and results from 1 January 2015 onwards. It will ensure that learners' VET records are not lost. The USI will be available online and at no cost to the learner. A USI will stay with the learner for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

The USI is a requirement under Commonwealth legislation and conditions of registration for RTOs. ActewAGL must have a valid USI for all learners before we are legally able to issue a learner with a qualification or statement of attainment. You must provide your USI to ActewAGL on your enrolment form, or if you do not have a USI, please register for one by following this link [www.usi.gov.au/students/create-your-usi](http://www.usi.gov.au/students/create-your-usi). Further information is available by visiting [www.usi.gov.au](http://www.usi.gov.au) or by reviewing ActewAGL's Unique Student Identifier (USI) Policy.

## Induction

Once all learners have successfully completed the enrolment process they will be required to complete an induction program which will cover:

- a site based induction held in the classroom
- confirmation of the course to be delivered
- the training and assessment procedures including method, format and purpose of assessment
- the outcomes and qualifications obtained by a competent assessment result
- an Initial Skills Assessment (if not completed at enrolment).

An Initial Skills Assessment will be conducted by ActewAGL to:

- offer and explain our Recognition of Prior Learning (RPL), Credit Transfer obligations and recognise existing competencies
- assess LLN skills
- assess the need for additional support
- identify any actions or strategies to accommodate learner needs (e.g. reasonable adjustments).

## Attendance

ActewAGL expect that you will be punctual for all assessment and training activities. Where possible please arrive 10 minutes early to allow time to settle into the classroom environment. If a learner is late (anything past the starting time), the Vocational Educator will make a determination to reschedule or cancel your session. Actions regarding attendance discipline are at the discretion of the Vocational Educator.

## Training fees

### Fee policy

ActewAGL offer a variety of payments methods including credit card, direct deposit or cheque. ActewAGL will not issue statement of attainments or qualification certificates if a learner has outstanding obligations to their training or if the fees applicable have not been paid in full.

No fee will be charged for replacing a Statement of Attainment or Qualification Certificate unless it has incurred intentional damage. A replacement Statement of Attainment or Qualification certification will be issued by completing the required application form and sending to: [LearningandDevelopment@actewagl.com.au](mailto:LearningandDevelopment@actewagl.com.au).

### Schedule of fees

The training courses offered at ActewAGL will attract specified fees. All fees listed are GST free and have strict payment terms of 30 days. All fees are fully inclusive of course fees, administration fees, materials fees and 3 attempts at assessment.

### Reassessment

Learners will be provided with three opportunities to achieve a competent result in their assessment per enrolment fee paid which includes one initial assessment and two reassessments. Failure to achieve competency following a third attempt will result in the learner being graded as Not Yet Competent (NYC). A NYC outcome means the learner must do all tasks again for that unit and will be charged the enrolment fee again.

### Cancellation and no-show policy

Cancellation notices must be received by the ActewAGL Learning and Development team 5 days prior to the course commencement. Cancellations received within the 5 day bracket will attract a cancellation fee equivalent to 50 per cent of the course fee. No shows will attract a 100 per cent cancellation charge.

### Refund policy

The training course fees are charged directly to the learner or to the learner's employer. As invoices are processed post-course, refunds are not applicable.

### Fee concessions, exemptions and waivers

ActewAGL may approve a fee concession or exemption for a learner where evidence of genuine hardship or evidence supporting the eligibility for exemption or concession is obtained from the learner prior to the finalisation of enrolment process. Further information can be obtained by contacting the Learning and Development team on **02 6293 5111**.

## The ACT Building and Construction Industry Training Fund Authority

The ACT Building and Construction Industry Training Fund Authority offers a number of financial incentives for employers, schools, and group training organisations (GTOs) supporting the ACT building and construction industry.

These training incentives are in addition to any other Commonwealth or Territory Government training incentives that an applicant may be eligible to receive. The incentives are exclusive of GST.

A worker is eligible for funding if he/she:

- works for a company or organisation that is substantially (at least 80%) engaged in carrying out work described in the Schedule of Work in the Act (Building and Construction Industry Training Levy Act 1999), within the ACT;
- undertakes training that meets all the requirements outlined in approved RTOs/courses; or
- does not meet standard eligibility requirements, but may have special circumstances that are deemed acceptable by the TFA.

Please contact the ACT Building and Construction Industry Training Fund Authority on **02 6262 5630** for more information.

ACT Building and Construction Industry Training Fund Authority  
Unit 6, National Associations Centre  
71 Constitution Avenue  
CAMPBELL ACT 2612

## Support services

### General support

ActewAGL will assist all learners in their efforts to complete their training courses. Should learners experience any personal or educational difficulties it is recommended they approach their Vocational Educator or contact the Learning and Development team on **02 6293 5111**. In the event that a learner's need exceeds ActewAGL's capacity, the learner will be referred to an external support provider such as their local CIT or TAFE campus. As an RTO, ActewAGL will ensure that all possible resources are made available so learners achieve the required level of competency in all nationally recognised qualifications.

### Reasonable adjustment

ActewAGL are committed to ensure that Reasonable Adjustment is made to Training and Assessment delivery with the intention to:

- ensure that learners with a disability, recognised barrier or a learning difficulty can access and participate in training on the same basis as other learners
- increase access to, participation in, training of learners with disability and learning difficulties
- reduce the impact of disability on achievement of a vocational qualification
- encourage participation of learners with Language Literacy and Numeracy (LLN) barriers.

An adjustment is reasonable if it achieves this intention while taking into account the learner's learning needs and balancing the interests of all parties affected, including those of the learner with the disability, ActewAGL, staff and other learners. ActewAGL will provide comparable opportunities/alternatives in relation to admission, enrolment, participation, training, assessment and the use of facilities and services. If a reasonable adjustment is required please discuss this with your Vocational Educator or contact the Learning and Development team on **02 6293 5111**.

## Flexible learning and assessment procedures

ActewAGL recognise various learning styles and have implemented strategies to support the achievement of competency where possible for Learners.

During all learning and assessment activities our designers have included the use of:

- pictures and images for our spatial/visual learners
- sound and music for our auditory / musical learners
- questioning and group sharing for our linguistic learners
- physical activities and resource collections for our kinaesthetic learners
- case studies and scenarios that drive logic, and reasoning for our mathematical learners
- group activities for our interpersonal learners
- self-study for our intrapersonal learners.

Should a learner require additional support during our assessments please ensure our Coordinators and Vocational Educators are aware of the Learners support requirements, to enable us to modify assessment instruments where possible.

## Access and equity

ActewAGL are committed to offering the best training opportunities to all learners, irrespective of their gender, culture, linguistic background, LLN skills, race, socio-economic background, disability, age, marital status, pregnancy or sexual orientation.

All learners that meet ActewAGL's entry requirements will be accepted into any course. ActewAGL operate on an equal and fair basis and are non-discriminatory to those who wish to access the training courses and facilities. Any support or issues regarding access and equity can be directed to the Learning and Development team on **02 6293 5111**.

## Rights and obligations

### Harassment and discrimination

ActewAGL is required under legislation to ensure that the learning environment is free from all forms of discrimination and harassment (including victimisation and bullying) to ensure staff and learners feel valued, respected and are treated fairly.

All ActewAGL staff are aware of and understand their roles and responsibilities in creating such a learning environment through their training, communication and mentoring.

Principles of the ActewAGL Harassment, Bullying and Vilification policy are below.

- All staff and learners have a right to learn/work in an environment free from any form of harassment and discrimination.
- All reports of harassment and discrimination will be treated seriously, impartially and sensitively.
- Victimisation and bullying behavior will not be tolerated.
- In dealing with complaints, the rights of all individuals should be respected and confidentially maintained.
- Whenever possible, all complaints should be resolved by a process of discussion, cooperation and conciliation with the intention to achieve an acceptable outcome.
- Both the person making the complaint and the person whom the complaint has been made against will receive support and assistance in resolving the complaint.
- Staff and learners should not make any frivolous or malicious complaints.
- All staff and learners are expected to participate in the complaint resolution process in good faith.

## Discipline and behaviour

ActewAGL attempts to provide training and assessment services in a spirit of cooperation and mutual respect. ActewAGL is committed to maintaining a learning environment which eliminates disruptions, obscene language and anti-social behaviour. If a Vocational Educator or staff member is unhappy or dissatisfied with the behaviour or performance of a learner, or has suspicions that a learner may be under the influence of drugs or alcohol, the trainer has the authority to take the following action.

- Warn the learner that their behaviour is unsuitable.
- Ask a learner to leave the assessment without acceptance into another course.
- Immediately cancel the assessment.

If a learner wishes to lodge a complaint in relation to the disciplinary action taken they have the opportunity to lodge a complaint by contacting the Manager, Learning and Development.

ActewAGL expects Learning and Development staff to maintain a professional and ethical working relationship with all other staff, management and learners. Any breach of disciplinary standards will be discussed with the Manager, Learning and Development and appropriate action will be taken.

## Rules of assessment

ActewAGL expect learners to maintain a professional and ethical working relationship with all other staff, management and other learners whilst in a learning environment. Any breaches to the rules of assessment may result in disciplinary action, dependent on the severity of the incident.

When conducting assessment activities ActewAGL expects learners to:

- bring photographic identification (Drivers Licence, Company ID Card or Passport)
- follow the Vocational Educators instructions
- adhere to appropriate behavior standards
- be punctual
- respect equipment, facilities and the environment.

During assessment learners must not under any circumstances:

- use their mobile phones
- utilise unauthorised electronic equipment
- utilise unauthorised material during assessment
- commit plagiarism.

## Grievances or complaints

ActewAGL is committed to providing learners with training of the highest possible quality but recognizes that, from time to time, learners may raise complaints or grievances about matters or issues relating to their training.

We encourage learners to approach the grievance with an open view and will attempt to resolve the issue through discussion and conciliation. ActewAGL will provide supportive transparent procedures to adequately address and resolve all grievances or complaints.

ActewAGL will ensure that any learner raising a complaint or grievance is not subjected to discrimination or prejudicial treatment. Further information can be obtained by contacting the Manager, Learning and Development on 02 6293 5111 or from the RTO Appeals, Complaints and Grievances Policy.

## Appeals

During the course of training, a learner may disagree with an assessment decision made by the Vocational Educator. All learners have the right to appeal an assessment. Learners are encouraged to discuss assessment concerns with the Vocational Educator prior to the lodgement of a formal appeal.



We encourage learners to approach the appeal with an open view and will attempt to resolve the issue through discussion and conciliation. ActewAGL will provide supportive transparent procedures to adequately address and resolve all appeals against assessment decisions. ActewAGL will ensure that any learner raising an appeal is not subjected to discrimination or prejudicial treatment. Further information is available from the RTO Appeals, Complaints and Grievances Policy.

## Recognition of prior learning

ActewAGL offer Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Credit Transfer (CT) for Australian Qualification Framework (AQF) certification issued by another RTO. ActewAGL will recognise prior learning which has occurred through:

- Formal or informal education and training
- Experiences in the workplace
- General life experience; or
- Any combination of the above

If a learner feels that they already possess the skills, knowledge or qualification for a particular unit of competency or qualification then they are advised to read information regarding elements and performance criteria for each unit. This will assist to ascertain whether they already possess the necessary skills and are able to produce evidence to support their claim. If the claim is approved they may be awarded a qualification within the framework or alternately they may be exempt from some of the course work.

## Legislative requirements

### Privacy

ActewAGL takes the privacy of learners very seriously and will comply with all legislative requirements in the Privacy Act 1988 (Cth) including the Australian Privacy Principles. As a RTO, ActewAGL is required by the Australian Skills Quality Authority (ASQA) to report on learner participation. In all other cases written permission of the learner will be obtained. All information will be managed in accordance with ActewAGL's Privacy Policy.

### Data collection and records management

ActewAGL is required to adhere to all relevant legislative requirements for RTO's relating to records management. We will request personal information in accordance with ActewAGL's privacy policy to enable the delivery and assessment of courses. ActewAGL is required to store learner records which may include enrolment details, learning support needs, attendance records, records of complaints and appeals, outcomes at unit of competency or module level and qualification level, licences gained as a result of training, statements of attainment issued and qualifications issued.

Our records management process will include retaining data relating to the standards and the delivery of training and assessment services, for each learner, for a period of seven (7) years after completion of, or withdrawal from, training. We will also retain all completed assessment items for each learner for each unit of competency or cluster of units for at least six (6) months. We will also retain evidence of Qualification Certificates and Statements of Attainments issued to each learner. These learner records of attainment of units of competency and qualifications will be held for a period of thirty (30) years.

### Legislation

ActewAGL are subject to a variety of legislation relating to the provision of training and assessment, as well as general business practice. This legislation governs ActewAGL's obligations as a RTO and to their learners. Legislation that effects participation in ActewAGL's training courses includes:

- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Services Act 1991 (ACT)
- Discrimination Act 1991 (ACT)

- Fair Work Act 2009 (Cth)
- National Vocational education and Training Regulation Act 2011
- Privacy Act 1988 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Skilling Australia's Workforce Act 2005 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015
- Student Identifiers Act 2014
- Student Identifiers Regulation 2014.
- Training and Tertiary Education Act 2003 (ACT)
- Territory Records Act 2002 (ACT)
- Work Health and Safety Act 2011 (Cth)
- Working with Vulnerable People (Background Checking) Act 2011

## Safety

The Work Health and Safety Act 2011 describes the overall framework of work safety and a range of duties designed to ensure work health and safety. ActewAGL's duty of care is to provide a safe and healthy work environment for all workers. The workers duty is to take reasonable care for the health and safety of others within the workplace. Please refer to [www.worksafe.act.gov.au](http://www.worksafe.act.gov.au) for further information.

## Further information

Further information on undertaking training with ActewAGL can be obtained on request from the Learning and Development team.

## Contact us

### Physical Address:

ActewAGL Distribution  
 Corner Anketell and Oakden Streets  
 Greenway ACT 2900

### Postal Address:

GPO Box 366 Canberra ACT 2601

### Telephone:

02 6293 5111

### Fax:

02 6295 4280

### Email:

[LearningandDevelopment@actewagl.com.au](mailto:LearningandDevelopment@actewagl.com.au)

### Web:

[www.actewagl.com.au](http://www.actewagl.com.au)

## ActewAGL details

RTO Provider Number: 1350

Legal Name: ActewAGL Distribution

ABN: 76 670 568 688

Company Details: ActewAGL Distribution ABN 76 670 568 688 a partnership of Icon Distribution Investments Limited ABN 83 073 025 224 and Jemena Networks (ACT) Pty Ltd ABN 24 008 552 663

# Course enrolment form

## RIIWH5202D - Enter and work in confined spaces

### Preferred course date

Time

Date

### Personal details

#### 1. Enter your full name

Salutation Miss Ms Mrs Mr Dr

Surname

Given names

#### 2. Enter your birth date

Day/month/year

#### 3. Sex

Male

Female

Unspecified

#### 4. What is the address of your usual residence?

Street Address

Suburb, locality or town

State/territory

Post Code

#### 5. What is your postal address (if different from above)?

Street Address

Suburb, locality or town

State/territory

Post Code

#### 6. Please provide your contact details

Mobile Phone

Alternative Phone

Email Address

#### 7. Unique Student Identifier (USI) Number

Number:

Enrolment forms can **not** be processed without a valid USI.

**Please follow the below steps to obtain a USI:**

##### Registering for a USI:

Please register for a USI by following this link

[www.usi.gov.au/students/create-your-usi](http://www.usi.gov.au/students/create-your-usi)

Once you have created your USI, the USI will be displayed on the screen.

Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

**Once registered, please fill out the field above.**

### Language and cultural diversity

#### 8. In which country were you born?

Australia 1101

Other – please specify

#### 9. Do you speak a language other than English at home?

No, English only ENG

Yes – please specify

#### 10. How well do you speak English?

Very well 1

Well 2

Not well 3

Not at all 4

#### 11. Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

## Disability

### 12. Do you consider yourself to have a disability, impairment or long-term condition?

Yes

No – Go to question 13

### 13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.

Hearing/deaf	11
Physical	12
Intellectual	13
Learning	14
Mental illness	15
Acquired brain impairment	16
Vision	17
Medical condition	18
Other	19

## Employment

### 14. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

Full-time employee	01
Part-time employee	02
Self employed – not employing others	03
Employer	04
Employed – unpaid worker in a family business	05
Unemployed – seeking full-time work	06
Unemployed – seeking part-time work	07
Not employed – not seeking employment	08

## Schooling

### 15. What is your highest COMPLETED school level?

(Tick ONE box only)

Year 12 or equivalent	12
Year 11 or equivalent	11
Year 10 or equivalent	10
Year 9 or equivalent	09
Year 8 or below	08
Never attended school	02

(Never attended school – go to question 18)

### 16. In which YEAR did you complete that school level?

### 17. Are you still attending secondary school?

Yes

No

## Previous qualifications achieved

### 18. Have you SUCCESSFULLY completed any of the following qualifications?

If YES, then tick ANY applicable boxes.

Yes

No

Bachelor degree or higher degree	008
Advanced diploma or associate degree	410
Diploma (or associate diploma)	420
Certificate IV (or advanced cert/technician)	511
Certificate III (or trade certificate)	514
Certificate II	521
Certificate I	524
Certificates other than the above	990

## Study reason

### 19. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

To get a job	01
To develop my existing business	02
To start my own business	03
To try for a different career	04
To get a better job or promotion	05
It was a requirement of my job	06
I wanted extra skills for my job	07
To get into another course of study	08
For personal interest or self-development	12
Other reasons	11

## Initial skills assessment

To avoid duplication of questions, ActewAGL will also use information applicable to your initial skills assessment already provided in the enrolment form.

### Section 1 RPL

The 4 recognition pathways offered at ActewAGL include Recognition of Qualifications issued by other Registered Training Organisations (RTO's), Recognition of Current Competencies (RCC), Recognition of Prior Learning (RPL) and Credit Transfer (CT).

If a learner feels that they already possess the skills, knowledge or formal qualification they are advised to read information regarding elements and performance criteria for each unit. This will assist to ascertain whether they already possess the necessary skills and are able to produce evidence to support their claim.

A learner can apply and may be eligible for RPL/RCC/CT. They may have enough units of competence to be awarded a qualification within the framework or alternately they may be exempt from some of the course work.

#### 20. Would you like to apply for recognition against this course?

### Section 2 LLN skills

#### 21. How well do you understand and use written English?

Very well

Well

Not well

Not at all

#### 22. How well do you use the English language appropriate to different social situations?

Very well

Well

Not well

Not at all

#### 23. How well do you understand and use Mathematics to meet the general demands of life?

Very well

Well

Not well

Not at all

#### 24. Is there any Language, Literacy and Numeracy (LLN) support you may need?

### Section 3 Additional support

#### 25. Is there any additional support you may need from ActewAGL to assist you to successfully complete this course?

### Section 4 Identify any actions or strategies to accommodate needs

#### 26. If you have indicated the need for additional support to be implemented, please select the area(s) in the following list.

Customising resources or activities within a training package or accredited course

Modifying a presentation medium or techniques

Providing additional support and coaching

Providing assistive or adaptive technologies

Making additional information and context accessible both before enrolment and during the course

Monitoring these adjustments to ensure that the learner's needs continue to be met

LLN - one on one verbal assistance

LLN – Verbal Assessment

LLN – Co Facilitation

LLN – Coaching and mentoring

Other Actions or Strategies ( Please specify)

## Booking/invoice details

### Contact Details for Booking Officer

Contact Name

Company Name

ABN

Phone

Email

### Contact Details for Invoice (if different from above)

Contact Name

Company Name

ABN

Phone

Email

### What is the street address of your company

Street Address

Suburb, locality or town

State/territory

Post Code

### If you wish to have your invoice posted, what is the postal address for invoices (if different from above).

Street Address

Suburb, locality or town

State/territory

Post Code

### If you wish to have your invoice emailed, what is the e-mail address for the invoices.

E-mail Address

### Where would you like your Qualification Certificate or Statement of Attainment sent?

Personal Home Address

Personal Postal Address

Company Street Address

Company Postal Address

## Declaration

I hereby authorise ActewAGL to release any information concerning my education, training, attendance, performance, or any other aspect relative to my off-the-job training to my employer. As a Registered Training Organisation (RTO), ActewAGL is required by law or by the VET Quality Framework to report on learner information to Authorised Bodies. Some of this information may be used for Statistical Data Only. Proof of ID is required to be sighted by the Vocational Educator on the day of training. Certificates will only be issued when acceptable certified ID is provided. Suitable Photographic Identification includes a Drivers Licence, Company ID Card or Passport.

You will be sent a confirmation email with further details on the course including the Personal Protective Equipment (PPE) requirements. You must ensure that you have the correct PPE which is in date.

I have read, understood and agree to the terms of the ActewAGL Learning and Development Enrolment Pack for RIWHHS202D - Enter and work in confined spaces.

Name:

Signature:

Date:

Completed forms must be emailed, posted or delivered in-person at least 5 days prior to:

### ActewAGL Learning and Development

Physical Address:

ActewAGL Distribution

Corner Anketell and Oakden Streets

Greenway ACT 2900

Postal Address:

GPO Box 366

Canberra ACT 2601

Email: [LearningandDevelopment@actewagl.com.au](mailto:LearningandDevelopment@actewagl.com.au)

## ActewAGL Learning and Development Use Only

Photographic Identification provided

Drivers Licence

Company ID Card

Passport

ID Number

Sited by:

Signature: