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| NOTE: ALL LIAISONS REGARDING INDUCTIONS ARE TO BE CONDUCTED THROUGH DOWN UNDER TRAINING. PH: 07 4998 5353; Email: ngc@downundertraining.com.au | | | | | | |
| ***STEP 1 – Complete the below Request Details and forward through to your site contact to approve your request.*** | | | | | | |
| COMPANY DETAILS | | | | | | |
| Company: Click here to enter text. | | | | | | |
| Company ABN: Click here to enter text. | | | Booking Contact: Click here to enter text. | | | |
| PH/Mob: Click here to enter text. | | | Email: Click here to enter text. | | | |
| INDUCTEE’S DETAILS: | | | | | | |
| Name (first and surname): Click here to enter text. | | | | | Date of Birth: Click here to enter a date. | |
| Job Title: Click here to enter text. | | | | | PH/Mobile: Click here to enter text. | |
| NEXT OF KIN DETAILS: Name: Click here to enter text. Contact number: Click here to enter text. | | | | | | |
| INDUCTION DETAILS | | | | | | |
| FULL Induction | | | | REFRESHER Induction  Last onsite (date): Choose an item.  Previous Induction Date: Choose an item. | | |
| ***Where will you be working on-site? (please tick all areas you will be working in)***  Surface  Underground  Coal Preparation Plant  Main Administration / Low risk  Other (Please specify): Click here to enter text. | | | | | | |
| ***Will your job role be any of the following (tick all that apply):***  Supervisor  Electrician  Fitter/Mechanic  ERZ Controller  Trainer/Assessor  Boilermaker  Other (Please specify): Click here to enter text. | | | | | | |
| **NGC SITE CONTACT** | | | | | | |
| Name: Click here to enter text. | Signature: | | | | | Date Click here to enter a date. |
| Email: Click here to enter text. | | | | | | PH:Click here to enter text. |
| **NGC SLT APPROVING MANAGER \*\*\**(not required to be signed if a refresher)\*\*\**** | | | | | | |
| Name: Click here to enter text. | Signature: | | | | | Date Click here to enter a date. |
| Email: Click here to enter text. | | | | | | PH: Click here to enter text. |
| ***STEP 2 – Once your Induction Request is approved, complete the below Requirements/Prerequisites checklist. Copies of applicable prerequisites are to be forwarded to Down Under Training. Down Under Training will notify you of booking Date once prerequisites are approved by site.*** | | | | | | |
| DOCUMENTATION REQUIREMENTS/PRE-REQUISITES | | | | | | |
| Signed Induction Request | | Drug Test *(Must be no more than 30 days old)* | | | | |
| Driver’s Licence | | Coal Board Medical | | | | |
| Standard 11 Induction  Surface  Underground | | Kinnect Pre-Employment Functional Assessment  ***(Previously completed Kinnect Pre-Employment Functional’ s will be considered for review)*** | | | | |
| Relevant job specific competencies (if applicable)  Trade papers (if applicable) | |

**THE FOLLOWING 2 PAGES ARE FOR YOUR INFORMATION ONLY.**

**YOU ARE NOT REQUIRED TO SUBMIT WITH THE INDUCTION REQUEST.**

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| General Information | |
| Bookings must be made by the use of form **“*NGC-HST-FRM-013 Induction Request Form*”. The completed booking form, associated documentation and payment is** required to reach Down Under Training by no later than **the Friday before** the required induction date. Bookings will be confirmed via email. **Personnel, who arrive without a confirmed booking, will not be permitted to attend the induction on that day.** | |
| DOCUMENTATION MUST BE RECEIVED BY DOWN UNDER TRAINING BY THE CLOSE OF BUSINESS ON THE FRIDAY PRECEDING THE INDUCTION  INCORRECT OR NO DOCUMENTATION = NO INDUCTION | |
| Induction Prerequisite Requirements | |
| ***Mandatory for all Personnel*** | |
| 1 | Standard 11 Induction (Surface) – if working on surface only |
| 2 | Standard 11 Induction (Surface & Underground) - if working underground |
| 3 | Current Coal Board Medical  ***“Employers must ensure that persons who have worked underground have a respiratory function and chest x-ray at least once every 5 years; workers who haven’t worked underground will only be required to have a chest x-ray at least every 10 years.”***  ***NOTE*** *- ANY restrictions reflected on medical reports must be accompanied by a Management Plan to be submitted for approval by the Contract Owner no later than 7 days preceding the required induction.* |
| 4 | Kinnect Pre-Employment Functional Assessment  ***(Previously completed Kinnect Pre-Employment Functional’ s will be considered for review)*** |
| 5 | Negative Drug Test conducted within the previous 30 days. |
| 6 | Drivers Licence |
| 7 | Job/Position Specific requirements (refer to lists below) |
| 8 | Personal Protective Equipment; Steel caped metatarsal protective boots, belts, safety glasses,  hard hat, gloves and ear protection**. To be provided by the contract company for site familiarisation.** |
| ***Role Specific Requirements*** | |
| **Electrical Personnel** | |
| 1 | Current Queensland Electrical License. |
| 2 | Trade Qualification. (Original or Certified copy to be provided for Appointment Interview) |
| 3 | Electrical Emergency Hazard Applications. |
| 4 | Low Voltage Switchboard Rescue & CPR. |
| 5 | Cotton work clothes and long sleeved shirts. |
| 6 | Approved Safety Glasses (if applicable). |
| **Mechanical/Boilermaker Personnel** | |
| 1 | Trade Qualification. (Original or Certified copy to be provided for Appointment Interview) |
| **Supervisors** | |
| 1 | Statement of Attainment for Supervisor Course |
| **ERZ Controller** | |
| 1 | Statement of Attainment for Supervisor Course |
| 2 | Statement of Attainment for G2 Course |
| 3 | Copy of Deputy’s Certificate |
| **Trainer/Assessor** | |
| 1 | Statement of Attainment for Training and Assessment competencies |
| 2 | Statement of Attainment competencies for which you will be training and assessing in. |
| Site Access Cards | |
| On successful completion of your induction and work area familiarisation, NGC will issue you with a Site Access Card. | |
| Payment | |
| 1 | Payment must be made before the booking will be confirmed |
| 2 | Payment can be made by Direct Debit, credit card, or cash. (If using direct debit, please ensure that you have allowed enough time for the money to be transferred prior to the course). |
| 3 | Postponements or cancellations can only be made if 1 full working days’ notice has been given.  Cancellations giving less than 1 full working days’ notice or no notice will not receive a refund and will be billed for the place in the course. |

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| Induction Details | | |
| **Induction Days**  **(Fortnightly)** | * **FULL INDUCTION**   ***DAY 1 – START 8:00am Tuesday at Down Under Training*** for Theory Induction   * *FINISH* - The Induction theory component will conclude at approximately 1:00pm for surface and 3:00pm for underground.   ***DAY 2 – START 8:30am Wednesday on site at NGC***  *FINISH -* The site component will conclude at approximately 12:00 for surface and 4.30pm for underground.  ***DAY 3 – START 8:00am Thursday at Down Under Training*** in Mackay | **REFRESHER INDUCTION**  ***DAY 1 – START 8:00am Monday at Down Under Training*** for Theory Induction  (Kindly arrive at 07:45 for registration)  *FINISH* - The Induction theory component is self-paced.  ***DAY 2 – START 7:30am Thursday on site at NGC***  *FINISH -* The site component will conclude at approximately 10:00am for surface and 11.00am for underground. |
| **Costs** | * **FULL INDUCTION COST**   **Surface - $385 (GST Inc.)**  **Surface & Underground - $605 (GST Inc.)** | **REFRESHER INDUCTION COST**  **Surface - $275 (GST Inc.)**  **Surface & Underground - $330 (GST Inc.)** |
| **Additional SOPs - $192.50 (GST Inc.)** | |
| **Dress Requirements** | Day 1: Clean neat clothes, with closed in shoes no greasy/dirty boots.  Day 2: Participants must arrive on site ready to commence work and must wear: (PPE is not provided by North Goonyella)   * steel capped metatarsal protective boots * appropriate long clothing – pants, shirts (high visibility for underground)   Hard hat, gloves, safety glasses | |
| **What to Bring** | At Down Under Training you will need to bring your lunch or there are 2 shops where lunch can be purchased within a short drive of our training centre (approx 2 mins). We have a fridge, microwave & sandwich toaster for your convenience. Tea and coffee provided free of charge.  ***On Site at NGC there are no catering facilities on site, so participants will be required to bring their own crib/meals.***  ***SMOKING***  On Site at NGC - Please note that the no smoking exclusion zone is sign posted and begins 2km before the boom gate.  At DUT Office - No smoking within 5 metres of any doorway or opening. | |
| **Down Under Training Location** | NEXUS BUSINESS PARK, UNIT 12/16 TRANSPORT AVENUE, PAGET  Please ring 49985353 if you are having trouble finding us.  OFFICE HOURS:  Mon-Thurs: 7:30am - 4:00pm  Fri: 7:30am - 2:00pm | |