



DOWN UNDER TRAINING – DETAILS

The offices of Down Under Training are located at:

Unit 12: Nexus Business Park: 16 – 18 Transport Avenue : Paget : Mackay. (see map below)

- ✓ The first day of training generally starts at **8.00a.m.** and finishes at approximately **4.00p.m.**; this will be clarified by the trainer at the beginning of the course and may vary depending on the number of students.
- ✓ For OH&S reasons you are required to wear **closed in shoes (no thongs or sandals)** and **neat casual clothes, or clean work clothes** (no greasy clothes or boots or you may need to pay for cleaning of furniture and/or carpet cleaning).
- ✓ Lunches – 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. *Catering can be arranged if required by companies- these arrangements must be made upon confirmation of your booking.*

Payments can be made in the following manner:

Cheque
Cash
EFT transfer
Credit Card
Eftpos

Bank details for EFT payments:

BANK: Wide Bay Australia
ACCT: 15507084
BSB: 645 646
REFERENCE: Please use last name of student attending course or Invoice Number.

- ✓ **Individuals:** *Full payment must be received on the first day of training.*
- ✓ **Companies - Purchase orders will be required PRIOR to course commencement to confirm your booking.**
- ✓ **EXTRACT FROM REFUND POLICY:** If a booking is cancelled giving 3 working days' notice, an administrative fee may be charged (15% of the course cost), if the bookings is cancelled giving less than 3 working days' notice, the full fee will be charged (as those places have been reserved for the organisation. If a participant does not attend training (without prior notice or arrangement) or withdraws after commencement, the full course cost will be charged and there shall be no refund or transfer of funds to another course (unless there are extenuating circumstances) as course cost will have been expended in implementing the program.

PARKING – There is parking available on the street and in the complex. Please do not park in parking spaces that are designated to other unit owners at the complex, or in front of a glass door or roller door – as you will be asked to move your vehicle.

Down Under Training and Consulting Pty Ltd

ABN 93 099 191 860

REGISTERED TRAINING ORGANISATION

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