

TEST AND TAGGING TRAINING COURSE

ACME Test & Tagging Pty Ltd
ABN 83 860 848 515

**Course Name:**

Conduct in-service inspection and safety testing of electrical appliances and cord sets to AS/NZS 3760.

Course Code:

TTL1

Duration: 1 day (8 hours)

Description:

To provide persons with theoretical knowledge and practical skills to test and tag electrical appliances and cord sets of a basic design in accordance with AS/NZS 3760. The course involves theoretical and practical training.

Designed for:

OH&S personnel, tradespeople, maintenance staff and other persons required to perform or oversee test and tagging duties on appliances and cord sets of a basic design.

Assessment:

A practical and theory assessment is undertaken on completion.

Outcome:

Participants who pass the written and practical skills assessment will be able to test and tag appliances and cords sets of a basic design in accordance with AS/NZS 3760. A certificate of completion is issued to successful candidates.

Prerequisites:

Participants should have some understanding of electrical theory fundamentals and be able to read and speak English. It would be advantageous for participants to have read AS/NZS 3760:2010 prior to attending the course.

What to bring to course:

- Participants should bring pen, pencil and a notepad.
- Participants must have access to their own copy of AS/NZS 3760:2010 on the day of the course. Copies may be purchased prior to attending through Sai Global (www.saiglobal.com).
- Snacks, drinks and meals ie lunch

Provided at course:

Course notes, training material, access to test equipment and appliances to practise practical skills on. Light refreshments will be provided ie tea, coffee, biscuits.

Course Times:

Arrive: 08:15am for 08:30am start.

Finish: 17:00 (5:00pm)

Location: G20 / 202 Jells Road Wheelers Hill Vic or as advised.

Enrolment:

Made on official application form.

Payment in full is required no later than 7 days prior to commencement date of course.



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ENROLMENT FORM

Course Code	Course Name	Start Date	Course Fee (inc GST)
TTL1	Conduct in-service inspection and safety testing of electrical appliances and cord sets of a basic design.	/ /201	\$308-00

Student Details

Name:	Mr Mrs Ms	First name	Surname
Postal Address:	Suburb		Postcode State
Telephone:	Mobile:	Alternative B/H ()	
Other contacts:	Email:	Fax: ()	
Trading details:	Name:		
Billing address:	<input type="checkbox"/> Same as above <input type="checkbox"/> As per below		
	Trading name (if applicable)		
	Address	Suburb	Postcode State
Payment:	<input type="checkbox"/> Cheque as attached <input type="checkbox"/> EFT (see details below) <input type="checkbox"/> Tax invoice required Cheque payable to ACME Test & Tagging EFT details BSB 633-108 Acct 1310-49892 Acme Test & Tagging Pty Ltd		
ADMIN USE Only	Enrolment Form rec'd	/ /	Payment confirmed <input type="checkbox"/> Confirmation issued <input type="checkbox"/>

Course terms and conditions:

Enrolments

- Applications will be taken upon receipt of correctly completed enrolment form and must be lodged no later than seven days prior to scheduled commencement date of course.
- Course fee is payable at time of application. (If paying by EFT, include Course code and your initial in reference ie TTL1-RTG)
- Confirmation of successful enrolment will be provided no later than 5 days prior to scheduled commencement date of course by email or fax.

Cancellations & Transfers

- Where a participant wishes to cancel attendance, it must be provided in writing and received no later than 5 days prior to scheduled commencement date of course. Cancellations will incur a transfer fee of 15% of course fee.
- Where a cancellation is received less than 5 days prior to commencement date of course, a 50% cancellation fee will apply.
- Requests to transfer to another course date is made in writing and must received no later than 5 days prior to scheduled commencement date of the course they wish to transfer from.
- No refund will be issued for non-attendance or once a course has commenced.
- ACME Test and Tagging reserves the right to cancel any course due to insufficient numbers or exceptional circumstances in which case, participants will be able to transfer to another course without incurring a transfer of cancellation fee.

General Terms:

- Tutors and instructors will make reasonable efforts to assist all participants pass all assessments, however no guarantee is provided all participants will be successful.
- All participants must abide by the generally accepted workplace standards of conduct.
- Any participant may be removed from a course with or without notice should their conduct or behaviour be deemed by the course tutor or instructor to be inappropriate, illegal, unlawful, unsafe, disruptive or they have reasonable grounds to believe the participant is under the influence of alcohol, drugs or other substances or any other conduct or behaviour that may effect other students or persons.
- Where a participant is removed from a course, no refund shall be provided and no assessment shall be made or certificates issued.
- All participants must follow all emergency procedures as advised on day of attendance.
- By lodging an application, you agree to accept and adhere to course terms and conditions.

