**Kearsley’s Training Terms and Conditions**

***Please read Kearsley’s Training Terms & Conditions. By using this Website, you are agreeing to the Terms & Conditions listed below.***

1. Course participants must arrive 15 minutes prior to course commencement if they wish to sit the course. This will allow sufficient time for enrolment paperwork to be completed. Late arrival may result in the course being unable to be completed. If participants are going to be late, they must call and notify staff in case of additional requirements of course commencement.
2. Proof of identity will be required prior to course commencement. If the participant is completing a High-Risk Work Licence or ‘Prepare to Work Safely in the Construction Industry’, 100 points of identification will be required. A list of appropriate ID can be found [here](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/51836/SW08446-0718-423971.pdf).
3. Learners will be required to demonstrate competency for each learning outcome of the course. Kearsley’s Training is not liable to any participants for the outcomes of any competency or assessment result. It is expected that all participants attend every day of training required.
4. Kearsley’s Training respects every learner’s right to privacy and will use the appropriate means in the collection, storage, and usage of personal information.
5. Kearsley’s Training is committed to providing a safe learning environment to students and employees. Any work, health and safety concerns should be reported so they can be addressed as soon as possible.
6. In the event of the student being unsuccessful, and deemed not yet competent, they will be able to attempt a re-sit. If the student is still deemed not yet competent by the second attempt, they may undertake additional training at the students expense.
7. Payment is to be made **IN FULL** prior to the commencement of any course.
8. If a participant cannot attend or wishes to cancel a course, a 100% refund will be given, if more than 5 business days’ notice is given. However, administration fees may apply.
9. If a participant cannot attend or wishes to cancel a course, a 50% refund will be given, if 2 to 5 business days’ notice is given.
10. If a participant does not show up to a course, or cancels with less than 48 hours’ notice, no refund will be given. However, a participant can re-schedule a course (administration charges may apply).
11. If a refund is required, Kearsley’s Training will provide this within 30 days of course cancellation.
12. Courses with low numbers may be rescheduled or cancelled by Kearsley’s Training. Kearsley’s Training is not liable for any course reschedules or cancellations, except to refund the course if it was changed or cancelled on our part.
13. If a course is rescheduled, participants have the right to a full course refund if they cannot attend the new course date.
14. All participants must wear appropriate personal protective equipment to their training, including enclosed shoes/ boots.