



# Group Booking Form

First Aid Certification and Training  
34 South Terrace, Adelaide SA 5000

Tel: 08 7226 5936 | Email: [info@factadelaide.com](mailto:info@factadelaide.com) Web:  
<http://www.firstaidcertificationandtraining.com.au/>

Course Date : \_\_\_\_\_ Start

Time: \_\_\_\_\_

Company/Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Offsite Location: \_\_\_\_\_

*Address: (Please give clear instructions to allow trainer to locate you and ensure trainer has parking with direct access to ensure equipment can be taken in safely. Please ensure trainer is met, parking arranged if required and mobile contact is supplied)*

Additional Information \_\_\_\_\_

## Course Booking Terms

- A non-refundable deposit secures your course date and time and will be deducted from the final invoice.
- Course fees (before deposit deduction):
  - 2–3 hours: \$300
  - 4–7 hours: \$400
  - 8+ hours: \$500
- Payment must be made at the end of training; Statements of Attainment will only be issued once payment is received.
- Dates confirmed only after deposit payment and completed booking form are received.
- Minimum of 12 participants per booking.
- \$250 surcharge for weekend and public-holiday courses.
- USI numbers (<http://www.usi.gov.au>) must be submitted before the course; FACT Adelaide can assist if needed.
- Trainer will sight and verify current photo ID on the course date (passport, driver's licence, or proof of age).
- Additional fees may apply:
  - Travel (for locations over 10 km from Adelaide CBD)
  - Accommodation (for locations over 150 km from CBD or multi-day courses outside reasonable travel distance)

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Course Type	Course Length Hours	Cost per Person 12	Cost per Person 19-24	Cost per Person 25+	Please indicate here number of students that require training.
HLTAID009 Provide Cardiopulmonary Resuscitation	2 Hrs	\$55.00	\$52.50	\$50.00	
HLTAID010 Basic Emergency Life Support	3-4 Hrs	\$100.00	\$95.00	\$90.00	
HLTAID011 Provide First Aid (Senior First Aid)	6-7 Hrs	\$105.00	\$100.00	\$95.00	
HLTAID012 Provide First Aid in a Child Care or Education Setting (Inc: Asthma/Anaphylaxis incident reporting and the Hierarchy of Control).	8-10Hrs	\$150.00	\$145.00	\$140.00	
22298VIC Provide Basic oxygen	2-3 Hrs	\$99.00	\$95.00	\$89.00	
HLTAID014 Provide Advanced First Aid	10-12 Hrs	\$230.00	\$220.00	N/A	
HLTAID015 Provide Advanced Resuscitation	2 Hrs	\$155.00	\$150.00	N/A	
TLIL1101A Manual Handling	3-4 Hrs	\$99.00	\$95.00	\$90.00	
HLTWHS005 Conduct manual tasks safely	2-4	\$130	\$120	\$110	
UEDRMP007 Perform Rescue from a live LV Panel including CPR	4 Hrs	\$109.00	\$99.00	N/A	
CPCWHS1001 Working Safely In the Construction Industry (White Card)	6 Hrs	\$130.00	\$125.00	\$120.00	
Cert IV-Diploma WHS	5 days	TBA			



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CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level	5 days	TBA			
TLILIC0003 Licence to operate a forklift truck 1 day training experienced operator	1 day	TBA			
TLILIC0003 Licence to operate a forklift truck 2-day training	2 days	TBA			
CPCCCM2012 Work safely at heights	1 day	TBA			
RIIWH302E Implement traffic management plans	1 day	TBA			
RIIWH205E Control traffic with stop-slow bat	1 day	TBA			



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### Payment Details

Contact Person: \_\_\_\_\_

Name of Individual authorising payment approval for bookings: \_\_\_\_\_

### Cancellation Policy & Terms and Conditions for Group Bookings

1. Payment Methods & Booking Confirmation
  - a. Trainers do not accept cash payment on the day of the course.
  - b. Bookings are confirmed once we receive your fully completed booking form.
  - c. A non-refundable deposit is required to secure your course date; this deposit will be deducted from the final invoice.
2. Invoicing
  - a. Each booking receives a single invoice and corresponding receipt.
  - b. Full payment must be received before the training commences.
  - c. Statements of Attainment (SOAs) and certificates will not be issued until the invoice has been paid in full.
3. Payment Terms & Penalties
  - a. Invoices must be settled within 14 days of issue.
  - b. Invoices unpaid after 14 days incur a 10% administration fee on the outstanding balance.
  - c. Any discounts applied at booking will be void if the invoice is not paid by the due date.
4. Group Size, Pricing & Attendance
  - a. Group sizes and course fees are as specified on your booking form; no fee adjustments will be made if attendee numbers decrease.
  - b. There are no fee deductions for participants who do not attend or fail to complete required components.
5. Pre-Study & Participation Requirements
  - a. Pre-study is mandatory for all First Aid courses. Participants who do not complete the required pre-study will not be permitted to participate, and full fees will still apply.
  - b. Participants who leave before course completion must re-attend the full session before any certificates are issued.
6. Certificate Issuance
  - a. Certificates and SOAs will be issued within 7 days of course completion, provided the invoice has been paid in full.



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**I have read and understand both the requirements and its terms and conditions prior to signing this booking agreement.**

Print Name : \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Return this form to FACT Adelaide via Email: [Info@factadelaide.com](mailto:Info@factadelaide.com)