



Thank you for choosing to train with RTCSA!

To assist us with your training please complete the following form and return to courses@rtcsa.training at least **five** working days prior to training date.

On-Site Venue Details

Company Name:

Contact Person: All hours Contact Number:

Contact Person Email:

Date of Course: Start Time:

Address of Training:

Special instructions for the trainer: eg. parking location, access to the site and training room, etc.

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Is an onsite induction required? Yes No .Duration of Induction:

Training Venue Requirements:

Theory Venue	Y/N or N/A	Practical Venue	Y/N or N/A
Adequate lighting		Waiting area out of elements	
Toilet facilities		Access to drinking water	
First aid facilities		Toilet facilities	
Air cond.		First aid facilities	
Tea/Coffee/Drinking Water facilities		Practical area large enough for safe machine operation	
Desk and chair space for all learners		Appropriate machines and/or equipment that is compliant and has had all relevant checks	
		Soil/Material to be moved by machine during practical assessment	
		Dial Before You Dig plans obtained, and/or any relevant permits that may be required for machine work in practical area	

Does your workplace/training area comply with current WHS Legislation? Yes No
(ie smoke alarms, first aid facilities, emergency exits, etc.)

Is there an Emergency Evacuation Procedure available to the trainer and/or participants? Yes No