



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](mailto: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: 8.30am unless otherwise arranged.

Address of Training: .....

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

.....

.....

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	
Air cond.		Toilet facilities	
Access to power		First aid facilities	
Whiteboard		Practical area large enough for safe machine operation	
Projector screen/large white wall/ TV Screen		Appropriate machines and/or equipment that is compliant and has had all relevant checks	
Desk and chair space for all learners		Soil/Material to be moved by machine during practical assessment	
Tea/Coffee/Drinking Water facilities		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