

## Step 1 – Complete Student Details:

NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

PC \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## Step 2 – List Course Location & Date:

LOCATION \_\_\_\_\_

DATE \_\_\_\_\_

## Step 3 – Select Course:

	CPR	\$60
	Sports First Aid (includes CPR)	\$150
	Combined Sports First Aid / Level 1 Sports Trainer	\$425 \$399*
	Level 1 Sports Trainer***** <i>(Copies of prerequisites must be attached)</i>	\$315 \$299*
	Level 2 Sports Trainer***** <i>(Copies of prerequisites must be attached)</i>	\$450 \$425*
	Sports Trainer Reaccreditation***** <i>(Copies of prerequisites must be attached)</i>	\$99
	Introduction to Taping Workshop	\$40
	Advanced Taping Workshop	\$55
	Advanced Resuscitation (Adv CPR)	\$145
	Introduction to Massage Workshop	\$125

\* Discount for SMA Members, Concession Card Holders and Full Time Students – ID MUST BE ATTACHED

## Step 4 – Attach Course Prerequisites:

**COPIES OF THESE PREREQUISITES MUST BE ATTACHED TO THIS FORM!!!**

### Sports First Aid

- Minimum Age 14 years – ID Required

### Level 1 Sports Trainer

- Minimum Age 16 years – ID Required
- Current First Aid Accreditation
- Current CPR Accreditation

### Level 2 Sports Trainer

- Current Level 1 Sports Trainer Accreditation
- Current CPR Accreditation
- Evidence of 100+ Hours Sports Trainer Work

### Sports Trainer Reaccreditation

- Current Sports Trainer Accreditation
- Current CPR Accreditation
- Evidence of 50+ Hours Sports Trainer Work

## Step 5 – Complete Payment Details

Make out to 'Sports Medicine Australia QLD Branch'

*Please tick*  Cheque  Money Order  Visa  MasterCard

Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exp Date: \_\_\_\_\_ / \_\_\_\_\_

Name on card: \_\_\_\_\_

### Optional Extras

Sports Trainer Shirt: \$40.00

Sizes are Mens:  S  M  L  XL  XXL

TOTAL: \$ \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

## Step 6 – Read Code of Practice & Sign

otherwise a \$10 late fee will be issued

- All prices include GST, manuals & workbooks where applicable
- SMA QLD has the right to cancel a course if minimum numbers are not met
- I have read, understood and agree to abide by the Sports Medicine Australia QLD Code of practice supplied with this Registration form on the following page

SIGNATURE \_\_\_\_\_

## Step 7 – Post or Fax to Sports Medicine Australia

Sports House

SMA QLD Suite 2.04

150 Caxton St, Milton 4064

Fax – (07) 3367 2800

**\*\*\*\*\* IF COPIES OF THESE PREREQUISITES ARE NOT ATTACHED TO THIS REGO FORM YOUR ACCREDITATION WILL NOT BE PROCESSED**

## **SMA QLD Code of Practice**

**Privacy Policy** - SMA QLD abides by the National Privacy Principles of the Privacy Act 1988 and respects your privacy. Personal information may be used by Sports Medicine Australia for external auditing purposes and to send you information about our various products, services or workshops.

**Legislation** - SMA QLD complies with Commonwealth and State legislation including Occupational Health and Safety; Workplace harassment; Anti-discrimination; Vocational Education Training and Employment ACT 2000; Privacy (staff and students) and Child protection.

**Access & Equity** - SMA QLD encourages the participation of a cross section of the community. Therefore participants with literacy and / or numeracy impairment may seek support throughout the course and during assessment. Please contact SMA QLD if assistance is required.

**Assessment** - The assessment process is holistic and may include group work, practical applications, and oral and/or written theory tests. Assessment will be conducted to meet relevant competency standards for the individual course and successful participants will receive the appropriate certification.

**Recognition of Prior Learning (RPL)** - All applications for RPL must be submitted in writing with supporting documentation to the State Operations Manager. All candidates must satisfy the competencies of the specific accreditation in which RPL is being sought. RPL assessments will be conducted in accordance to SMA QLD training protocols.

**Mutual Recognition** - SMA QLD agrees to recognize AQTF qualifications and Statements of Attainments issued by other Registered Training Organizations throughout Australia.

**Behaviour Expectations** - Sports Medicine Australia endeavors to provide a learning environment that is supportive of group and individual learning. This requires support from all students, presenters and course conveners. It is therefore expected that students will respect the rights of other students and Sports Medicine Australia staff and refrain from behaviour that is disruptive. On occasion where an individual's behaviour impacts on group learning and harmony the course convener or the presenter has the right to issue a verbal warning and if the behaviour continues the student may be asked to leave

**Appeals** - SMA QLD is committed to providing a learning environment in which complaints and appeals are responded to promptly, with minimum distress and maximum protection to all parties. Appeals against results and / or the process need to be made in writing, within 14 days of results being issued.

**Complaints** - Should a participant feel that they have been treated unfairly, they have the right to lodge a complaint. SMA QLD has a formal appeals procedure available on the SMA QLD Web site.

**Refund Policy** - A full refund of fees will be given when SMA QLD cancels a course. Where a participant cancels, in writing, a minimum of 8 days prior to commencement of a course, 75% of the course fees paid will be refunded. There will be no refund or course transfer when a participant withdraws if written notification is received by SMA QLD less than 8 days prior to commencement of the course. These conditions may be varied in cases of extreme circumstances

**Student Records** - In accordance with the National Privacy Principles all information held by SMA about course participants is treated as confidential. Students with proof of identity can make application to access their records or for a copy of student records or statements of attainment.