

Terms and Conditions for NELT Enrolment and Training Fees

Enrolment Fees – payable to PLASA

1. The enrolment fee is non-refundable.
2. The enrolment is non-transferable.
3. The enrolment fee covers one program of training only.
4. On payment of the enrolment fee, the trainee has two years from the date of enrolment to book and complete the training.
5. An enrolment fee is payable for each future training applied for.
6. Payment must be made via credit card before PLASA issue the trainee pack.
7. A trainee must be registered with PLASA prior to arrangements being made for training at a Centre.
8. PLASA reserve the right to charge an administration fee for any re-issuing of duplicate documentation as listed below:

- Duplicate Workbook.
- Duplicate or photocopied Certificate.

A full list of these fees is available by request from PLASA.

9. If the training has not been completed within the two years between enrolment and expiry date PLASA will automatically withdraw the trainee from the scheme. The trainee will have to re-enrol.
10. Trainees must complete all questions suitably and attend all parts of the 3-day program, participating in all training activities to receive a Certificate of Successful Completion.
11. All trainees will receive proof of Attendance.
12. Only trainees who successfully complete the training can elect to be listed on the PLASA website.
13. These terms and conditions are subject to change without notice

Centre Fees - payable to the individual centres

1. Trainees are responsible for ensuring that they have the right experience for the training applied for.
2. No bookings will be taken without payment.
3. The centres offer a booking and cancellation policy as follows:
 - 21 days' notice or more - a full refund of the training fee will be given.
 - 8 to 20 days' notice - there will be a cancellation charge of 50% of the Training fee
 - 7 days' notice or less - there will be no refund.
4. A booking is deemed to be three days at the centre. It does not include accommodation, travel or any other associated costs
5. If a trainee only partly attends the training, the centre manager will make a decision as to the appropriateness of the reason and an additional charge for re-booking the training may be applied.
6. If a trainee gives notice of cancellation and is eligible for a refund, a centre will fully refund the trainee within 10 working days.

7. Centres reserve the right to cancel a training booking and will ensure they provide alternative dates to trainees.
8. The trainer will provide the outcome of the training to the trainee by the end of day 3, based on the trainees full participation and successful completion of questions.
9. The certificate from the training has an expiry of 5 years whereby the Certificate can be reissued. The renewal will require references of your continued work experience. It may also include training updates in the case of changes in legislation, equipment or industry good practice. Fees for this will be on the PLASA website.

Note: The above terms and conditions have been agreed by the PLASA National Production Advisory Group.