

**XLR8R TRAINING**  
**Registration of Interest Enrolment Form**



Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Are you in receipt of a Work and Income benefit? Y / N      What Work and Income Service Centre do you deal with? \_\_\_\_\_

Work and Income Client Number: \_\_\_\_\_      Which XLR8R Course are you registering for? \_\_\_\_\_

<b>XLR8R Stores</b>	
<b>Please tick the training that you would like to complete</b>	
<b>Compulsory Components</b> <i>CV Preparation, Job Searching Interview Skills, Health and Safety</i>	\$285.00    ✓
<b>OSH Forklift Certificate</b>	\$160.00 <input type="checkbox"/>
<b>Basic First Aid Certificate</b>	\$80.00 <input type="checkbox"/>
<b>Safe In Store/ Food Handling</b>	\$120.00 <input type="checkbox"/>
<b>TOTAL COURSE COST:</b>	\$ _____

<b>XLR8R Hospitality</b>	
<b>Please tick the training that you would like to complete</b>	
<b>Compulsory Components</b> <i>CV Preparation, Job Searching Interview Skills, Cash Handling Dealing with Difficult Customers</i>	\$290.00    ✓
<b>Licence Controller Qualification LCQ</b>	\$200.00 <input type="checkbox"/>
<b>Basic First Aid Certificate</b>	\$80.00 <input type="checkbox"/>
<b>GreetNZ Course</b>	\$85.00 <input type="checkbox"/>
<b>Food Safety Course</b>	\$70.00 <input type="checkbox"/>
<b>Barista Training</b>	\$70.00 <input type="checkbox"/>
<b>TOTAL COURSE COST:</b>	\$ _____

<b>XLR8R Corporate Customer Service</b>	
<ul style="list-style-type: none"> <li>• Corporate Customer Service Standards</li> <li>• Office Safety and Ergonomics</li> <li>• Corporate Presentation</li> <li>• Workplace Communication Skills</li> <li>• Corporate Recruitment Processes</li> </ul>	
<b>TOTAL COURSE COST:</b>	<b>\$395.00</b>

**I have read and accepted the Terms and Conditions of this Training Programme.** (Over page)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post to:** Sapphire Consultants Ltd, PO Box 40-227, Upper Hutt  
**Fax to:** (04) 566-0539

## **Terms & Conditions**

By enrolling to attend a Sapphire Consultants Ltd XLR8R Programme you are hereon referred to as a Trainee and agree to be bound by these terms and conditions.

### **Attendance and Punctuality**

It is expected that the Trainee will attend the nominated training on the days that have been allocated and accepted by the Trainee. The Trainee must be present at the nominated training, at or before the advised start times and remain present until that training has been completed.

### **Transport**

Although a Travel Allowance will be paid by Sapphire Consultants, it is the responsibility of the Trainee to organise their own transport to and from the advised training venue.

### **Code of Behaviour**

It is expected that all Trainees will demonstrate honest, respectful, responsible and courteous behaviour at all times during the training programme. Sapphire Consultants reserves the right to expel any Trainee that it considers to be behaving in a manner that is considered to be unacceptable, within reason.

### **Health and Safety**

Trainees are responsible for their own Health and Safety while attending an XLR8R programme. Sapphire Consultants will brief all trainees of site safety and evacuation procedures at the beginning of each course.

### **Withdrawals and Refunds**

Once course enrolment has been confirmed, the Trainee must advise at least 7 days before the course start date if they wish to withdraw from a programme. A 95% refund will be made if withdrawal has been advised within this timeframe. Allowances may be made in extreme circumstances at the discretion of Sapphire Consultants.

Any withdrawals received inside of 7 days of the course start date will receive a 50% refund only.

### **Privacy and Information Sharing**

If your course fees have been paid by Work and Income, we may be obligated to share information regarding your attendance and performance as well as copies of any certificates and CV that have been completed during the programme. By completing this enrolment, you are giving Sapphire Consultants permission to share this information with relevant representatives of Work and Income.