

TERMS & CONDITIONS

BARISTA COURSE

SITHFAB025 Prepare and Serve Espresso Coffee

SITXFSA005 Use Hygienic Practices for Food Safety



NATIONALLY RECOGNISED
TRAINING



RTO ID #91413

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REVIEW - 6 MONTHS

VERSION 2.0
DOCUMENT UNCONTROLLED WHEN PRINTED

Terms & Conditions

- “If you have booked your course then you will have already accepted these terms and conditions”.
- “If you book your course over the counter at one of our offices then you will be given these terms and conditions”.
- “If you book over the phone, then you are required to visit our website for the full terms and conditions of your course. Should you disagree with these terms then you will have to contact us within 24 hours of your phone booking for a full refund.”
- “Our courses are Registered on the Education Services for Overseas Students (Exempt Courses) Instrument - if you are on a Student Visa you can book this course.”
- This course involves the preparation and serving of various forms of espresso coffee in compliance with the food safe requirements contained within the Australia New Zealand Food Standards Code.

All students will require a USI to get their statement of attainment. You must have your USI by the end of the day/course to get your statement of attainment on the day. If you do not have your USI by the end of the day of the course, we are not able to issue your statement of attainment until you provide it to us.

Please ensure you have booked into the correct course. Please read your terms and conditions carefully.

- Booking an incorrect course may result in other avoidable fees. Please read your terms and conditions carefully.
- If a booking is cancelled by you with more than 7 days’ notice, we will refund any fees paid.
- If you cancel with less than 7 days’ notice, then you will lose all fees paid.
- If you do not turn up on the day then you lose all fees paid, even if you contact us on the day as this falls outside the required notice periods.
- If you wish to reschedule with more than 7 days, then there is no fee. This applies once only. For the second reschedule, a \$50 reschedule fee applies. You may not reschedule a third time; you will lose all fees paid and will have to book again to do the course.
- If you wish to reschedule with less than 7 days but more than 48 hours’ notice, then there is a \$50 rescheduling fee, and all other amounts must be paid to secure your booking.
- You cannot reschedule with less than 48 hours’ notice - you will lose any fees paid and must rebook your course and pay all fees again.

- If you are required to reschedule your course due to illness, you must notify us on the day and a medical Statement of Attainment must be supplied (dated on the day of illness) by the close of business on the following day and a fee of \$25 is payable to reschedule your course.
- If you are required to reschedule your course due to illness or any other reason, a new date must be booked within 14 days of your original booking, or you will lose all fees paid and will have to make a new booking.
- On confirmation of your booking, we will send you a confirmation of enrolment by email within 48 hours.
- All courses have a theory, practical and final assessment component.
- All our short courses include a pre-course online component (reading and short test) which must be completed prior to the day of your course (Face to face attendance) with a pass mark of 100% (you will have multiple attempts online). Log-in details for the reading and pre-test are included with your course confirmation email.
- It is imperative that you complete the pre-course work prior to commencement of your training and print & bring your results with you (for your face-to-face course)
- If you do not complete the pre-course work, you will need to Pay a \$50 reschedule fee and re-book the course for the next available date.
- Participants must arrive 15 minutes prior to the advertised/informed starting time.
- In the event you are running 15 minutes or later, YOU WILL NOT BE ALLOWED TO ENTER there will be no refunds. You will have to book again.
- A form of ID is required or you will not be admitted. A rescheduling fee of \$50 applies. Please read the entry requirements carefully.
- If for any reason you do not finish your course or fail your assessment and are required to attend for further day (or part day) training, then a \$50 fee will apply for that second day of training and every subsequent day. Your trainer will advise of what will be required for you to pass your course. You must complete your course within 3 months of your original booking.
- Just Careers Training (trading as Licences 4 Work) reserves the right to cancel a course due to unforeseen circumstances. Should this occur, any fees paid will be refunded in full, or you may reschedule with no additional fees. In such cases, Just Careers Training's liability will be limited to the amount of fee.
- Statements of Attainment will not be issued until all fees owing are paid and the USI has been provided to the office or you have an official exemption.
- Parking within the unit complexes is strictly off limits. If you park your vehicle within our unit complex, you run the risk of having your vehicle towed away. Any costs associated with this are payable by the vehicle owner/driver and will not be accepted by Just Careers Training (trading as Licences 4 Work). If it is found that you are parked within the unit complex, you will be asked to move your vehicle and be removed from your course. No refunds or reschedules apply.

Confirmation of Booking

- On confirmation of your booking, we will send you a confirmation by email, if you have not received a confirmation you will need to contact us on 8292 0111 (option 2)
- If you require additional training, then fees will apply. Refer to terms and conditions.

Course Requirement

To attain your Statement of Attainment you will need to Satisfactorily complete the following:

- Complete any Online Pre-attendance work.
- Complete all assessments and quizzes satisfactorily.
- Attend for your scheduled Theory and Practical Sessions
- Complete and submit your workplace logbook

Enrolment Period

You will have 3 months to complete all requirements of this course including: Participation in your scheduled webinar, completion of all online assessments and attendance for a final practical completion session. After this time, you will have to pay an extension fee of \$50 that will allow for a further 30 days. This applies once only. After that you will need to re-enrol at the advertised fee.

Results & Outcomes

To attain your Statement of Attainment you will need to:

- Complete any Pre-attendance work satisfactorily (all correct)
- Attend your scheduled course – and attain a result of Satisfactory for this component.
- Complete all assessments and quizzes satisfactorily (that is defined as getting all questions correct) – and attain a result of Satisfactory for each these.

We have an effective Appeals process should you disagree with your assessor's judgement on your competency.