

HSR Training Requirements



Response Learning needs to collect this information for approved WHSQ HSR courses.

Program Name:	HSR 5 Day Initial					
Client Name:						
Client Address:						
Contact Person:						
Phone			Email			
Site delivery address and Contact details: (if different from above)	Address:					
	Contact Name:					
	Phone:			Email:		
Section 1	Program Details: HSR 5 day Initial					
Delivery Option:	5 Days (M to F)	Yes	3 days + 2 days (Consecutive weeks)	Yes	1 day per week for 5 consecutive weeks	Yes
Proposed Date/s:	Monday / /20		Day 1 - Day 3 Day 4 & Day 5	/ /20 / / 20	(Week commencing)	
Course Price:	\$800 per person + GST (WHSQ 2019 requires all participants to be charged at the same rate)					
Travel and Accommodation Costs	N/A for delivery in Brisbane Metropolitan areas					
Participant Minimum Requirements	<ul style="list-style-type: none"> Elected HSR or Deputy HSR under the WHS Act 18 years of age or older Willing to provide Evidence of Identity (EOI). Please see the HSR EOI Form. Have at least a Year 10 level of numeracy, literacy and communication skills able to read and write English 					
Participant Names (to be provided to WHSQ):	1.		9.			
	2.		10.			
	3.		11.			
	4.		12.			
	5.		13.			
	6.		14.			
	7.		15.			
	8.		Max permissible by WHSQ id 15 participants			
Section 2	Program Details: HSR 1 Day Refresher (must be a different day to the 5 day course)					
Delivery Option:	1 Day (8.30 am – 5 pm)		Other Preferred Start and Finish Time: (Min. 7 hours plus breaks)			
Proposed Day and Date:						
Course Price:	\$325 per participant (WHSQ 2019 requires all participants to be charged at the same rate)					
Participant Names (to be provided to WHSQ):	## Please ✓ to confirm participants have completed the approved 5 day initial training course or, for existing HSRs, 30630QLD - Functioning as a Workplace Health and Safety Representative					
			## ✓			## ✓
	1.			9.		
	2.			10.		
	3.			11.		
	4.			12.		
	5.			13.		
	6.			14.		
	7.			15.		
	8.					

Section 3	Facilities			
WHSQ require notification of any site-specific requirements	Will the Facilitator and/or Participants require?:			
	Site Induction <input type="checkbox"/>	PPE <input type="checkbox"/>	Security Access <input type="checkbox"/>	Other <input type="checkbox"/>
	Please Provide Detail:			
Other Information:	The Facilitator is required to use a data projector for PowerPoint presentation and showing participants where to locate legislation and access WHSQ website.			
	Are these facilities at the delivery site training room?	Yes ✓	No ✓	Comments
	Access to power (for laptop and projector)			
	Internet Access for Facilitator			
	Data Projector			
	Projection Screen			
	Suitably projection wall (must cater for clear, easily readable projection)			
	White Board			
	Flip Chart with Paper			Not applicable
	Table/s and Chairs suitable for the identified number of participants			
Any other information you wish to provide?				

Please return this completed form to: studentservices@responseaust.com.au

If you would like to speak with one of our team in regard to your training needs please contact:

Neville Coward, RRO Manager

m: +61 431 153 699 | ph: 07 3249 4700 | e: training@responseaust.com.au

Or call Response Learning:

Ph: 073357 4400