

Industry Training Request

1. Salesforce details

INTERNAL USE ONLY

Quote Opp name:	
Related cases:	

2. Company details

Company & Billing:

Complete the following section with the details of the company paying the invoice.

SJA no.:		
Company name:		
ABN:		
Postal address:		
Billing address:		
Accounts payable:	Phone:	
	Email for invoice:	
	Purchase order required:	<input type="checkbox"/> Yes , please await a Purchase Order for this booking. <input type="checkbox"/> No , invoice can be paid without a Purchase Order. Please proceed without one.
Tick any that apply to company:	<input type="checkbox"/> Registered charity or not-for-profit <input type="checkbox"/> School, education institute or early learning centre <input type="checkbox"/> Master Builders Queensland member	

Booking contact:

Complete the following section about the person arranging the training.

Full name:		
Phone (business hours):		
Email address:		
Will the booking contact be on site on the day/s of training?	<input type="checkbox"/> Yes , they will be on site and available to contact from 7am on the day/s of training.	
	<input type="checkbox"/> No , someone else will be onsite and available to contact from 7am on the day/s of training:	
	→ Onsite Contact name:	
	→ Phone:	

3. Venue details

Location & Building Access

Complete the following details about the venue you would like the training to take place. Skip if using a St John Qld venue.
For **multiple venues**, please copy this page & complete one for each venue.

Location name:			
Street address:			
Directions & access info:			<i>e.g. "Workshop is on High St, but best to enter from Ocean Avenue.", or "Call Tina on arrival for escort inside: 0400 000 000"</i>
Site inductions:	<input type="checkbox"/> Yes , the trainer is required to complete an induction before coming onsite.		
	→ Induction name:		
	→ Duration:		
	→ Mode:	<input type="checkbox"/> Online	<input type="checkbox"/> In-person
	<input type="checkbox"/> No , the trainer is not required to complete an induction before coming onsite.		

Parking

How will parking be arranged?	<input type="checkbox"/> Customer will arrange parking onsite .	
	<input type="checkbox"/> Customer will arrange parking offsite (within 10 minute's walking distance to the venue).	
	<input type="checkbox"/> St John Qld will arrange parking offsite – Parking fee of \$50 may apply.	
Additional parking info:	<i>e.g. "Street parking on Smith St", "You will need to pay for parking in the Eastern Carpark", "Visitor bay 4 will be reserved."</i>	
Loading zone:	<input type="checkbox"/> Yes , the trainer has access to a loading zone onsite or max 500m from venue.	
	<input type="checkbox"/> No , the trainer does not have access to a loading zone onsite or max 500m from venue.	
Vehicle height restrictions:	<input type="checkbox"/> Yes , there are vehicle height restrictions	
	→ Max height:	
	<input type="checkbox"/> No , there are no vehicle height restrictions.	

Training room checklist:

<input type="checkbox"/> The venue is in good standing, hygienic and comfortable, and has facilities fit to service the number of participants.	
<input type="checkbox"/> The training room has clean and clear floor space so participants can kneel and perform CPR on a manikin (2m ² per person).	
<input type="checkbox"/> The trainer can access the Telstra 5G network inside the training room, and can use devices in room.	
<input type="checkbox"/> The training room has reliable internet coverage for participants to connect on their own mobile devices.	
<input type="checkbox"/> The training room has a TV or other screen 60 inches or bigger, with access to power.	
<input type="checkbox"/> Trainer can plug their laptop into the TV via a HDMI cable.	
→ If customer is supplying a projector:	<input type="checkbox"/> Training room has a clear, white blank screen or wall.
	<input type="checkbox"/> Training room can be darkened enough to see projection clearly.

Other comments or restrictions on the training room, venue or parking to consider:

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SA no.:

4. Courses required

Complete a line for each course you would like to book.

						INTERNAL USE ONLY		
#	Course:	Location:	No. ppl.:	Date Preference 1:	Date Preference 2:	Date Scheduled:	Cost:	Notes:
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								