

Dear Parent / Guardian

As we prepare for a new training group to commence at the Motivation Civil & Mining Academy, it is my responsibility to obtain your permission for some of the activities undertaken during the Academy program and also make you aware of one aspect of our policies and procedures undertaken for the safety of our trainees.

SAFETY - USE OF PLANT & EQUIPMENT

During the course of the program, trainees will be required to use large plant and equipment under strict supervision and with instruction from the trainers. The attached form acknowledges your understanding of this and provides permission for the student to participate in the practical activities.

SITE VISITS

Site visits are part of the program and trainees have the opportunity to visit some of the leading plant providers (Caterpillar, Komatsu). This enables the trainees to see firsthand where some of the machines they use are developed and serviced. Transport is provided by the Academy and permission for students to attend these is required of parents/guardians.

WORK EXPERIENCE

On some occasions, there may be opportunities provided for trainees to gain extra experience by sacrificing one week of their school holiday to gain more experience on a worksite. If these opportunities eventuate, the sites will generally be metropolitan, and the trainees will be well supervised. Trainees are responsible for their own transport to and from these site.

AUDIO VISUAL MEDIA CONSENT FORM

The Motivation Foundation is seeking consent for publication of photographs, film and other images taken of students engaged in activities at the Academy. These photographs and film may be used in the company's information and promotional materials and be published in print and electronic format. The photographs may also be published by Australian Training Management, the RTO for the program, for use in their publications.

SAFETY - DRUG & ALCOHOL TESTING

In line with the Academy being a live "work-site" during the course of the program we will be undertaking regular testing for drug and alcohol use. This testing will be carried out by registered and authorised personnel. This testing is in line with our policy.

Motivation Foundation is fully committed to ensuring that all employees and students are fit for work whilst undertaking activities on any site. To assist in ensuring fitness for work, Motivation Foundation will implement a drug and alcohol testing program, from which employees and students shall be required to produce a negative drug and alcohol test. In support of this procedure, the inappropriate use or effects of drugs and/or alcohol will not be tolerated.



Sty SITE PRACTICAL EXPERIENCE, SITE VISIT PROGRAM

CIVIL CONSTRUCTION TRADES

PARENTAL / GUARDIAN / CARER PERMISSION

I give permission for _____

to participate in the Motivation Civil & Mining Academy practical projects as part of the Certificate II in Civil Construction, site visits and any optional work experience program offered during school holiday periods.

- I understand that he/she will be working in the field of civil construction at various locations overseen by an experienced trainer or supervisor.
- I agree that he/she will be subject to the lawful direction and control of persons conducting the training or the work experience program. Consequently, I expect him/her to obey all reasonable rules governing safety and behaviour.
- I understand that this may involve him/her using civil construction plant and equipment as part of this training.
- I understand that he/she will be taken to visit various site locations overseen by an experienced trainer – supervisor and that this may involve transport to the location of the experience and this transport will be facilitated by the Motivation Civil & Mining Academy.
- In case of an incident causing injury, I authorise appropriate medical attention to be sought.

In an emergency I can be contacted on this number: _____

For your information he/she has the following medical condition(s) and/or may require the following medication (please include asthma if applicable):

Name of Parent / Guardian / Carer (Please Print): _____

Signature of Parent / Guardian / Carer: _____

Date: _____



DRUG & ALCOHOL TESTING

ACKNOWLEDGEMENT & PERMISSION FORM

I acknowledge that I have read the details of the Drug & Alcohol testing to be undertaken at the *Motivation Civil & Mining Academy* in accordance with our policy and I give permission for:

Name of Trainee: _____

(Please Print)

to be tested by registered and authorised personnel in accordance with our procedure.

Name of Parent / Guardian / Carer _____

(Please Print):

Signature of Parent / Guardian / Carer: _____

Date: _____

AUDIO VISUAL CONSENT FORM

Motivation Foundation regularly reproduces photographs, video and/or audio of people for marketing purposes, in its publications, promotional and marketing material and on its web and intranet sites in order to promote the organisation to the public.

Motivation Foundation (and/or its partner sponsors) would like to use and reproduce one or more photographs, video and/or audio of trainees for this purpose and is seeking your consent.

Photographs, video and/or audio of trainees which are sufficiently clear to identify the trainee are considered personal information. Motivation Foundation has a comprehensive policy addressing issues related to the use, collection, security and access to personal information.

If you consent to the use of your child's photograph/s, video and/or audio for the purpose stated above, please sign below.

I hereby agree to Motivation Foundation (and/or its partner sponsors) using, reproducing and disclosing photograph/s, video and/or audio of our child for use in promotional and marketing materials, publications and/or on its web and intranet sites.

Name of Trainee: _____

Name of Parent / Guardian / Carer (Please Print): _____

Signature of Parent / Guardian / Carer: _____

Date: _____