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## PROCEDURE FOR - TRAINING LICENSE

### Purpose

The purpose of this document is to inform the applicant of the steps involved with regards to their application for - Ausjet Licensed Trainer.

### Process – New Trainer/s for an Existing Member

- Members organisation makes verbal or written request to become training provider
- Where appropriate verbal or written advice is given regarding the application
- Membership status of the applicant is verified. Only current financial full members may apply
- Application form is sent out or downloaded from the Ausjet web site
- The applicant completes the form on behalf of their organisation, nominates a trainer(s) and forwards the completed application form along with supporting documentation (Cert IV) to Ausjet executive officer
- The application is initially assessed by the executive officer and then tabled for final approval by Ausjet President, Andrew Stanbury
- Once finally approved, Ausjet will notify IFAP Coordinator, Fran Chudleigh that a NEW trainer application has been received and approved ready for her to process
- Ausjet forwards the applicant's contact details and notifies IFAP Coordinator, so a handover can be organized in consultation with the applicant.
- Coordinator at IFAP will contact applicant and arrange Handover and invoicing
- A handover is conducted by an IFAP approved trainer and needs to be booked with the assistance of IFAP coordinator
- IFAP raises an invoice for the Handover charges, presentation material and any training consumables
- IFAP sends the new trainer a trainer stamp upon payment of IFAP invoice
- Ausjet raises an invoice for the training license(s) and presenter registration.  
See Ausjet Pricing List
- Ausjet sends out trainers certificate upon payment of their invoice and completed handover by IFAP

### Renewals

- ✚ Beginning of financial year, send out license renewal and annual presenter registration invoice
- ✚ If not paid within 45 days, request for payment made. If still unpaid after 90 days notify SRD that the organisation is no longer a training provider

## PARTICULARS REGARDING - IFAP HANDOVER

### Process – IFAP Handover

After the above Ausjet criteria have been performed, the candidate(s) will be required to attend a hand-over session with an Ausjet approved IFAP-trainer. Each candidate will receive registration confirmation and a personalised stamp a short period after completion of the hand-over. Registration and the stamp are included in the attendance fee.

Approved Training Providers may choose to purchase any or all of the following resources:

- An electronic or paper version of the course PowerPoint presentation;
- Lesson plan;
- Video;
- Questionnaire(s).

IFAP Handover Fee structures apply to:

- Attendance of the hand-over session; and
- Purchase of training resources.

IFAP Supplied Service	Fee for Service (ex GST)
Basic Induction Handover	\$465 per candidate
Basic Induction Accessories (full pack)	\$ 444.50 per pack (as listed below)
• Electronic presentation	\$155 per CD
• Printed overheads	\$207 per folder
• Lesson Plan	\$31 per folder
• Video	\$36 per copy
• Questionnaire	\$15.50 per master
IFAP Supplied Service	Fee for Service (ex GST)
Supervisors Handover	\$615 per candidate
Supervisors Accessories (full pack)	\$ 714 per pack (as listed below)
• Electronic presentation	\$228 per CD
• Printed overheads	\$362 per folder
• Lesson Plan	\$52 per folder
• Video	\$36 per copy
• Questionnaire	\$26 per master

### **Fran Chudleigh**

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