

Thank you for choosing MSS Safety to provide your training course!

Our Address is: 22 Acrylon Road, SALISBURY SOUTH, South Australia 5106  
 You can find us here (Google Maps): <https://goo.gl/maps/MupKMvrc6dP2>

## COURSE START TIME

Your course will start promptly, on time, as indicated in your confirmation email.

All trainees need to arrive **A MINIMUM OF 15 MINUTES BEFORE** the course start time to allow time for sign-in and registration.

If you **ARRIVE AFTER THE START TIME, YOU MAY NOT BE ADMITTED**, at the trainer's discretion. (See policies below)

NOTE: If you are running late or have been delayed, it is essential to call us on **1300 886477** as soon as possible.

## DIRECTIONS

### From The South...

Join North Road towards Elizabeth

Just after passing Bunnings, **TURN LEFT, KINGS ROAD**

### From the North...

Join Main North TOWARDS Adelaide

Just before Parafield Airport, **TURN RIGHT, KINGS ROAD**

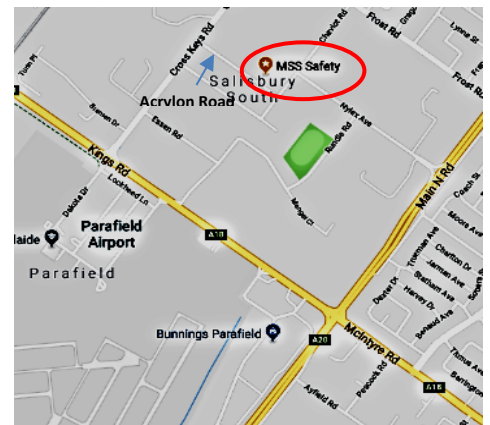
At Second set of Traffic Lights, **TURN RIGHT** into **CROSS KEYS ROAD**

Note: Acrylon Road is the **THIRD** turn on the right

**TURN RIGHT** into **ACRYLON ROAD**

MSS Safety is approximately 350mtrs on the **LEFT**.

**TURN LEFT** into the car park just before the MSS Sign



## PARKING

Please use parking spaces available in front of reception. More parking is available through the gates at the side of the building. Note: Car Park Speed Limit is 10km/h Report to Reception for sign in

## CLOTHING REQUIREMENTS (for all courses)



Long Sleeves



Long pants



Sturdy Enclosed Footwear

PLEASE NOTE:

**NO SKIRTS, SHORTS, HEELS OR THONGS OR OPEN TOE SHOES ARE PERMITTED**

PPE items such as hard hat, safety glasses, high-visibility will be made available as required

## OTHER THINGS TO BRING WITH YOU

- **USI – Unique Student Identifier – NO USI, NO CERTIFICATE**
- **Photo ID** - drivers licence or similar
- **Evidence of Previous Training** (refresher courses only), **NO EVIDENCE, NO CERTIFICATE**



## LUNCH & BREAKS

There may be several breaks in the sessions for morning tea, lunch etc. Basic refreshments are provided in the training room including tea, coffee, water etc and there are several food outlets nearby as follows:

Name	Type	Distance	Address
Cheviot Snack Bar	Hot/cold deli style, hot/cold drinks	150mtrs	23 Acrylon Road, SALISBURY SOUTH
McDonalds	-	2.8km	Park Terrace, SALISBURY
KFC	-	2.8km	Park Terrace, SALISBURY
Subway	-	3.4km	Park Terrace, SALISBURY
Hungry Jacks	-	4.3km	Main North Rd, near Officeworks

## CANCELLATION & LATENESS

We **NEVER** cancel scheduled course's because of low numbers!

If just one person is booked to complete a course, we still run the course!

<b>1. Lateness</b>	<p>Lateness is when a person arrives <b>AFTER THE SCHEDULED COURSE START TIME</b></p> <p>Students who <b>ARRIVE AFTER THE SCHEDULED COURSE START TIME MAY NOT BE PERMITTED</b> to enter the classroom. This <b>MAY ALSO APPLY TO TRAINEES WHO RETURN LATE TO CLASS AFTER BREAKS.</b></p> <p>MSS SAFETY retains the right to <b>allow or not allow the student into the class</b> based on the Administration Manager &amp; Instructor's discretion on the day.</p>
<b>2. No Show</b>	If you do not turn up, you will not be entitled to a refund unless subject to item 4.
<b>3. Cancellation</b>	<p>All course cancellations must be in writing by email (notice of cancellation) to: <a href="mailto:gen.admin@mss-safety.com.au">gen.admin@mss-safety.com.au</a></p> <p>If the notice of cancellation is received (effective date):</p> <ul style="list-style-type: none"> <li>▪ more than 14 days* prior to the course commencement date: 100% of the course fee will be refunded</li> <li>▪ between 7–14 days* prior to the course commencement date: 50% of the course fee will be refunded</li> <li>▪ less than 7 days* prior to the course commencement date: 0% of the course fee will be refunded</li> </ul> <p>MSS will not be responsible for consequential costs or any travel related expenditure resulting from cancelled courses.</p> <p>Transfers to another date or course can only be made up to 3 days prior to the course date Substitutions can be made at any time should the nominated person be unable to attend.</p>
<b>4. Illness or accident</b>	<p>The unexpected can happen.</p> <p>A Medical certificate or police report must be provided to MSS within 24 hours from the course date in order to allow a <b>TRANSFER</b> to another course. <b>NO REFUNDS</b> are issued</p>