# Training Registration

# Cancellation Policy

If Cancellation occurs prior to 30 days of the course date, a $50 service charge will be deducted from the refund. Bank details must be supplied to TACT Training for the refund to occur.

If cancellation occurs within 30 days of the course date, no refund will be made. TACT Training will allow a Participant replacement, however TACT training must receive all participant information 7 days prior to coursed date. All materials that have been posted must be handed over to the New Participant that is attending at the responsibility of the organisation sending the participant.

Participant replacement/swap will not be allowed within the 7 days out from the course date.

All cancellation must be provided in writing to TACT at [admin@tacttraining.org.au](mailto:admin@tacttraining.org.au)

If the course must be cancelled due to illness of an Instructor or another unforeseen event, TACT Training will offer to run the same course at a later date or refund the amount paid.

# Confirmation and Payment

Confirmation of your registration will be emailed to you when your form is received. A tax invoice with payment options will also be sent to you. All amounts charged by Tact Training are in Australian Dollars ($AUD).

Pre-course reading materials and information will be sent approximately three weeks before the training. Please notify Tact Training if you have not received the materials within 10 days of the course.

# Accommodation and Travel

Participants are responsible for making their own arrangements. We recommend that you do not make any travel arrangements until you have received written confirmation that you are registered for the training.

*For all enquiries, please contact Tact Training on 0481 275 145 or email*[*admin@tacttraining.org.au*](mailto:admin@tacttraining.org.au)

# Participation Guidelines

Participants are responsible for considering the health & wellbeing of themselves, other participants and Instructors. Therefore, we require that all in attendance consider their own wellbeing in terms of injury, illness, and physical capability. The individual is responsible to ensure they are able to safely participate in all relevant aspects of the training without negatively impacting on their own, or others’ health and wellbeing.

TACT will review significant changes or health advise on a case-by-case basis. If required, TACT reserves the right to implement health recommendations with little notice as outlined in the “TACT Event Risk Reduction Measure” available on the website. If a participant is unwell prior to or during course, they are required to follow the points outlined in “TACT Event Risk Reduction Measures”.

TACT is focussed on reducing the risk of injury for participants during training as well as setting reasonable guidelines for accredited trainers in their own agencies to reduce the risk of injury for staff members and children. Attendees are to consider the following risk factors and participate in the TCI training according to their individual level of physical fitness.

*NOTE: To calculate Body Mass Index (BMI), the following web site may assist:* [***https://www.nhlbi.nih.gov/health/educational/lose\_wt/BMI/bmicalc.htm***](https://www.nhlbi.nih.gov/health/educational/lose_wt/BMI/bmicalc.htm)

# No physical technique training

If you have one of the following conditions, you should not participate in any physical activity that requires twisting and turning, manoeuvring to the floor, or extreme exertion. You may participate in protective interventions if you and your physician determine that you are not putting yourself or others at undue risk. We reserve the right to request medical verification of your ability to participate in the category of physical activity you self-declare on the application.

* Pregnancy\*
* Back or knee problems
* Cardiopulmonary conditions
* Recent surgery
* Osteoarthritis
* Osteoporosis
* BMI over 35\*\*

\*Please note that if you are pregnant, you will not be allowed to participate in any of the physical activities.

\*\*If your BMI is over 35 and you wish to participate in the full physical restraint training, the following conditions should be met:

* You adhere to a regular fitness/workout routine
* Your blood pressure is within normal range (with or without medication)

# Participant Acknowledgement

I attest that I have read the above Guidelines and I am physically capable of sustained, intense exertion and have no physical disability or condition (e.g., recent surgery, back or knee problems, obesity, heart condition) that would prevent me from participating in the physical techniques and exercises (such as dropping repeatedly to knees, supporting another adult’s weight, twisting and turning manoeuvres, intense physical exertion, etc.) required to complete the course entitled Train the Trainer in Therapeutic Crisis Intervention and all update programs OR I have sought advice from my physician and I will participate in protective interventions only. I understand that these activities are strenuous.

I acknowledge and assume the risks associated with strenuous physical activities and any accident that may occur during my participation in such activities. I also understand that TACT, Cornell University and the Residential Child Care Project has no responsibility to make an independent assessment of my physical capability to participate in the Train the Trainer in Therapeutic Crisis Intervention course and all update courses. If I have any questions or reservations about my physical capability to participate, I attest that I have consulted my own physician and initialled the category of activity below that best applies to my ability.

* On the Indemnity and Release, please choose which physical interventions your agency uses and you are requesting to participate in.
* You should only be requesting certification in skills that you previously held a certification to train, and/or that your agency policies support.

*NOTE: regardless of the physical activities chosen, all prevention, de-escalation, safety, and recovery material will be covered in the training*