Pre-enrolment Information Guide
SIRCIND002 – Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

What is the SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines unit of competency?

The Pharmacy Guild of Australia’s Quality Care Pharmacy Program (QCPP) is a quality assurance program for community pharmacy. Through the use of 18 Standards the program provides support and guidance to community pharmacy on professional health services and business operations. Over 90% of pharmacies around Australia are QCPP accredited.

As part of the QCPP requirements all staff who supply Pharmacy Medicines and assist the pharmacist to supply Pharmacist Only Medicines must receive training via a recognised and accredited course. The unit, SIRCIND002 Support the supply of Pharmacy and Pharmacist Only Medicines meets this QCPP requirement.

On completion of this unit you will:

- Understand the legal and professional requirements relating to Pharmacy Medicines and Pharmacist Only Medicines
- Identify pharmacy assistant roles, responsibilities and restrictions for handling Pharmacy Medicines and Pharmacist Only Medicines
- Develop knowledge of Pharmacy Medicines and Pharmacist Only Medicines stocked by the pharmacy
- Identify patient needs
- Provide advice, product recommendations, information and support under pharmacist supervision
- Communicate effectively with your customers

What are the study pathways once I have completed the SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines unit of competency?

Learners who complete the SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines can progress to the SIR30116 Certificate III in Community Pharmacy to extend and develop their knowledge of product categories and key functions within the community pharmacy.

Is there an entry requirement?

You do not need to have prior pharmacy knowledge or prerequisite training, but you are required to be employed within a community pharmacy and be 16 years of age.

Unique Student Identifier (USI) Your USI Number must be provided upon enrolment.

The Australian Government requires individuals that are enrolled in nationally recognised training delivered by a registered training organisation must have a Unique Student Identifier (USI).

Your USI account will contain all your nationally recognised training records and results.

Should you need to apply for a USI number please visit www.usi.gov.au and follow the prompts to create your account and allow The Pharmacy Guild of Australia editing rights to your account so we are able to record your completed training.

Once you have obtained your USI number, please ensure this number is included on your enrolment form.

Is there a specific language, literacy and numeracy requirement for entry into this course?

There is no specific language, literacy or numeracy entry requirement stipulated for this course; however learners are encouraged to discuss any learning difficulties or preferred learning styles with their trainer and/or the training manager so that appropriate support can be arranged if required. It may be necessary for you to undertake an assessment to accurately determine your learning support needs. If it is determined that you require specialised or extensive learning support, a cost may be involved.

Any information you provide will be protected under the Privacy policies and procedures of the Pharmacy Guild of Australia.
What is competency based training and assessment?

Competency based training places an emphasis on the workplace demonstration of knowledge and skills. When provided with an adequate range of workplace tasks you have the best opportunity to develop the necessary skills to achieve competency and complete your unit of competency. Another benefit of competency based training is that it allows you to move through your course as you attain competencies rather than being bound to set time frames. When all the competencies outlined in your training plan have been achieved, and all parties to the training plan agree, you will receive your qualification.

Assessment is the process of collecting evidence and making decisions about whether you can perform to the standards expected in the workplace. The unit of competency that you are studying is the benchmark or standard for assessment and it forms the basis for the nationally recognised statement of attainment you will receive on successfully completing your training with Guild Training.

Guild Training uses a range of assessment methods and tools to make a decision about your competency in both on and off-the-job activities. The assessments used by Guild Training will include a minimum of three from the list below:

- Written assessment activities
- Practical activities
- Assessment through Recognition of Prior Learning
- Workplace assessment (SERs)

What is the mode of study?

Online Learning

This mode of study enables you to undertake your training in the workplace under the supervision of a workplace supervisor and at a time convenient to the pharmacy. You will be provided a user name and password to access the online system to complete your course.

Distance Education

This mode of study enables you to undertake your training in the workplace under the supervision of a workplace supervisor and at a time convenient to the pharmacy. You will be provided with training materials and supported by a Guild trainer/assessor who will contact you, in the pharmacy, by phone on a monthly basis.

How long will the course take me to complete?

This unit of competency is designed in a way that allows you to progressively develop competencies. An indication of completion times for SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines. All learners will have a period of 2 months to complete.

Note: These recommended timeframes may be reduced through Recognition of Prior Learning or credit transfer arrangements.

Can I gain credit toward my course?

Guild Training is committed to ensuring compliance with the VET Quality Framework by recognising qualifications and statements of attainments issued by other Registered Training Organisations (RTO).

Under the recognition principle Guild Training accepts the credentials issued by another Registered Training Organisation based in any State/Territory of Australia. All current and potential learners who hold qualifications or statements of attainment from other RTO’s will have these qualifications recognised and receive the appropriate credit transfers or recognition opportunities.
What is Recognition of Prior Learning?

Guild Training is committed to the Principles of Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) and will provide all learners with access to these recognition and assessment services.

Guild Training supports an approach which values all learning, however achieved, through an open and transparent approach to assessment and recognition. Guild Training recognises that learning takes place not only through formal studies at accredited institutions, but also through activities such as employer-based training and development and relevant life experience.

The underlying principle of RPL is that no learner should be required to undertake a unit of competency in a course for which they are already able to demonstrate satisfactory achievement of the performance outcomes.

Please note RPL can be applied for at course commencement or at any time throughout the duration of the training.

When can I start my training?

The Pharmacy Guild of Australia offers rolling starts to pharmacy staff wishing to undertake study. This means you may commence training any time that is suitable to you and your employer once you have been enrolled.

How much will SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines cost?

The SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines is offered on a fee for service basis. The fee structure is outlined below:

**Fee Structure Table**

<table>
<thead>
<tr>
<th>Category</th>
<th>Guild Members</th>
<th>Non-Guild Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Training</td>
<td>$90</td>
<td>$150</td>
</tr>
<tr>
<td>Delivered by workbook</td>
<td>$120</td>
<td>$170</td>
</tr>
<tr>
<td>RPL</td>
<td>$120</td>
<td>$170</td>
</tr>
</tbody>
</table>

**Payment Methods**

All learners are required to pay course fees upon enrolment. Fees can be paid by any of the following methods:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Mail</th>
<th>Phone</th>
<th>Fax</th>
<th>In-person</th>
<th>EFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Cheque</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
</tr>
<tr>
<td>Money Order</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Direct Debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>

Cheques to be made payable to The Pharmacy Guild of Australia, Queensland Branch and be posted to: The Pharmacy Guild of Australia Queensland Branch PO Box 457 Spring Hill QLD 4004

If paying by Electronic Funds Transfer, The Pharmacy Guild of Australia, Queensland Branch details are as follows:

**Bank:** NAB – National Bank of Australia

**Account Name:** The Pharmacy Guild of Australia, Queensland Branch

**BSB:** 084 - 004  **Account:** 608 350 148

**Reference:** Please include your surname to identify your payment.
Protection of Fees
Guild Training, QLD Branch, will not collect pre-payment of fees greater than $1,500. Where course fees are greater than $1,500, the Training Division will collect a deposit for the course at time of enrolment (of not more than $1,500) and schedule further installments for the balance of payment throughout the duration of the course.

Additional Charges
Re-issue of learner guides
If you have misplaced or lost your learner guides after the original issue from Guild Training, a $25.00 charge per learner guide will be applied for each learner guide re-issued.

Replacement Certificates/Statements of Attainment
Guild Training will provide replacement certificates to learners who provide proof of identity. Learners who require replacement Certificates/Statements of Attainment will be charged $50.00 for the provision of this service.

Once training is completed, learner files are archived off-site. To recall your file, you will incur a $25.00 charge.

Learner requires additional time to complete their studies
The course duration is a maximum of 2 months from the date of enrolment. Learners can request in writing for an extension on this timeframe. If the 2 month timeframe does expire and no extension request has been submitted, this may result in the enrolment being canceled. A new enrolment form with fee payment will be required should the learner choose to re-enrol.

Learner Policies
Learner policies and obligations will be provided upon enrolment. If you require information on any policies that apply to learners undertaking studies with the Pharmacy Guild of Australia, prior to enrolment, please refer to www.guild.org.au

Cancellation and Refunds of Course Fees
Pharmacy Guild of Australia, Queensland Branch Training Division’s Cancellation and Refund Policy
Where a student cancels or discontinues their training, the student or their employer depending on who is paying for their course is responsible for notifying training administration in writing.

The refund will be paid within 30 days of the day on which training administration receives the written notification of training cancellation. The refund will be paid to the same person or body from whom the payment was received on behalf of the student.

Training Terms and Agreement
The learner must be a minimum of 16 years of age to undertake SIRCIND002 Support the supply of Pharmacy and Pharmacist Only Medicines training.
A signed enrolment form and payment details must be completed and returned prior to course materials being issued.
Course fees are not refundable or transferable.
Prices are subject to change.

How do I complete the training?
Learners will need to complete the following items before being deemed competent in SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines.

Item One – Complete the online training section or workbook
Item Two – Complete the online assessment or workbook assessment
Item Three – A guild staff member will contact you to arrange an oral assessment once your completed workbook has been submitted

Once all the above tasks have been completed and your oral assessment has been deemed competent, the statement of attainment will be posted to the pharmacy address within 10 working days of the assessment.
Guild Overview
The Pharmacy Guild of Australia is an employer’s organisation registered under the Workplace Relations Act. Its role is to service the needs of independent community pharmacies. It exists for the protection and development of its members and to maintain community pharmacies as the most appropriate providers of health care to the community through optimum therapeutic use of drugs, drug management and related services.

Inside this framework, the Pharmacy Guild of Australia recognises that the role of the pharmacy assistant and the dispensary assistant has become increasingly important in supporting these health care services, and is committed to providing up-to-date training services. Within the scope of the National Secretariat, The Pharmacy Guild of Australia is a Registered Training Organisation (RTO) – Provider number 0452 and is approved to deliver nationally recognised training to pharmacy assistants working in community pharmacy.

Mission and Values
Guild Training is a provider of quality training and assessment services to the community pharmacy industry. All of our training and assessment, procedures and operations are based on the requirements of the VET Quality Framework for Registered Training Organisations and the Community Pharmacy Training Package.

Guild Training delivers nationally recognized vocational education and training (VET) and complies with relevant Commonwealth and State/Territory legislation and regulations, including OH&S, Anti-discrimination, VET and privacy.

Contacts
During your training you may need to contact someone from Guild Training. In most cases you will need to contact your Guild Trainer. Their contact details will be provided to you. Below is a list of additional contacts that you may need.

<table>
<thead>
<tr>
<th>The Pharmacy Guild of Australia, Queensland Branch - Guild Training Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training administration</strong></td>
</tr>
<tr>
<td>+61 7 3831 3788</td>
</tr>
<tr>
<td><a href="mailto:admin.training@qldguild.org.au">admin.training@qldguild.org.au</a></td>
</tr>
<tr>
<td><strong>Pharmacy and Pharmacist Only Medicine(S2/S3) Enquiries</strong></td>
</tr>
<tr>
<td>+61 7 3831 3788</td>
</tr>
<tr>
<td><a href="mailto:S2s3@qldguild.org.au">S2s3@qldguild.org.au</a></td>
</tr>
<tr>
<td><strong>Trainers</strong></td>
</tr>
<tr>
<td>+61 7 3831 3788</td>
</tr>
<tr>
<td>Advised by trainer at induction</td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td>The Pharmacy Guild of Australia, Queensland Branch</td>
</tr>
<tr>
<td>132 Leichhardt Street, Spring Hill QLD 4000</td>
</tr>
<tr>
<td>PO Box 457, Spring Hill, QLD 4004</td>
</tr>
</tbody>
</table>
Enrolment Form - SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

<table>
<thead>
<tr>
<th>Contact Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Legal Name:</td>
<td></td>
</tr>
<tr>
<td>Date of birth / /</td>
<td>(Student must be 16 years of age or over to undertake S2S3 training)</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>☐ Male</td>
<td>☐ Female</td>
</tr>
<tr>
<td>What is the address of your usual residence? Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</td>
<td></td>
</tr>
<tr>
<td>Building/property name:</td>
<td>Flat/unit details:</td>
</tr>
<tr>
<td>Street or lot number:</td>
<td>Street name:</td>
</tr>
<tr>
<td>Suburb:</td>
<td>State:</td>
</tr>
<tr>
<td>Home phone</td>
<td>Work</td>
</tr>
<tr>
<td>Personal email</td>
<td></td>
</tr>
<tr>
<td>Alternative email address (optional)</td>
<td></td>
</tr>
<tr>
<td>What is your emergency contact information?</td>
<td></td>
</tr>
<tr>
<td>Emergency contact name</td>
<td></td>
</tr>
<tr>
<td>Relationship to you</td>
<td>Emergency contact number</td>
</tr>
<tr>
<td>What is your postal address (only complete if different to the above)?</td>
<td></td>
</tr>
<tr>
<td>Street address or PO box</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
</tr>
</tbody>
</table>

**Unique Student Identifier (USI) – This must be provided upon enrolment**

**Unique Student Identifier (USI) –** From 1 Jan 2015, the Pharmacy Guild of Australia can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not obtained a USI you can apply for it directly at [http://www.usi.gov.au/create-your-USI/](http://www.usi.gov.au/create-your-USI/) on computer or mobile device. You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course, getting a white card, or studying at TAFE or training organization. It is important you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you have a USI, use the ‘Forgotten USI’ link on the USI website at [https://www.usi.gov.au/faws/i-have-forgotten-my-usi/](https://www.usi.gov.au/faws/i-have-forgotten-my-usi/)

**To commence training you will need to provide your Unique Student Identifier number (10 digits).**

My USI number is  

**Workplace Details**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Pharmacy email</td>
</tr>
<tr>
<td>Street address</td>
</tr>
<tr>
<td>Suburb</td>
</tr>
</tbody>
</table>
### Job/role in pharmacy

What is your job title?
- [ ] Pharmacy Assistant
- [ ] Front of shop / retail manager
- [ ] Dispensary Assistant
- [ ] Other (please specify)

Would you like to be contacted regarding further training opportunities?
- [ ] Yes
- [ ] No

### Workplace Supervisor Details

Surname
First Name
Personal email
(Please provide personal email as information forwarded to you may be of a confidential nature and cannot be sent to a general pharmacy email address)

Role / Position in Pharmacy

### Employment status

Which of the following best describes your employment status?
- [ ] Full time employee
- [ ] Part time employee
- [ ] Self-employed – not employing others
- [ ] Self-employed – employing others
- [ ] Employed – unpaid worker in a family business
- [ ] Unemployed – seeking full time work
- [ ] Unemployed – seeking part time work
- [ ] Not employed – not seeking employment

What date did you commence employment in the pharmacy?
- Date / /

How long have you worked in pharmacy?
- Years
- Months

### Average hours per week

### Schooling

Are you still enrolled in secondary or senior secondary education?
- [ ] Yes
- [ ] No

What is your highest completed school level?
- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent
- [ ] Year 8 or equivalent
- [ ] Year 7 or equivalent
- [ ] Year 6 or equivalent
- [ ] Never attended school

In which year did you complete that school level?

### Aboriginal and Torres Strait Islander Status

Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, make both ‘Yes’ boxes)
- [ ] No
- [ ] Yes - Aboriginal
- [ ] Yes – Torres Strait Islander

### Country of Birth

Were you born in Australia?
- [ ] Yes
- [ ] No

If no, which country were you born?

Are you an Australian citizen?
- [ ] Yes
- [ ] No

What is your residency status?
## Language

Do you speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often)

- [ ] No, English only
- [ ] Yes, other – please specify

How well do you speak English?

- [ ] Very well
- [ ] Well
- [ ] Not well
- [ ] Not at all

## Prior Education

Have you successfully completed any of the following qualifications?

- [ ] Bachelor Degree or Higher Degree
- [ ] Diploma or (Associate Diploma)
- [ ] Certificate III (or trade certificate)
- [ ] Other education (including certificates or overseas qualifications not listed above)

Did you obtain these qualifications in Australia?

- [ ] Yes
- [ ] No

Were these qualifications undertaken as a Traineeship or Apprenticeship?

- [ ] Yes
- [ ] No

Have you previously completed a qualification with the Pharmacy Guild of Australia?

- [ ] Yes
- [ ] No

- [ ] Support the sale of Pharmacy and Pharmacist only Medicines
- [ ] Certificate III in Community Pharmacy
- [ ] Certificate II in Community Pharmacy
- [ ] Certificate IV in Community Pharmacy
- [ ] Dispensary Assistant qualification
- [ ] Other (please specify)

Please note: Please provide a certified copy of any formal qualifications or training whether completed or partially completed.

## Medical Conditions/Disabilities

Do you consider yourself to have a disability, impairment or long term condition? If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities

- [ ] Yes
- [ ] No

- [ ] Learning
- [ ] Intellectual
- [ ] Hearing / Deaf
- [ ] Medical Condition
- [ ] Vision
- [ ] Physical
- [ ] Acquired Brain Impairment
- [ ] Mental Illness
- [ ] Other (please specify)

If you answered yes to the above question do you require any assistance to participate in this course?

- [ ] Yes
- [ ] No

Is there any relevant information regarding your health or personal circumstances that would affect your study or completion of your training?
The Pharmacy Guild of Australia is committed to providing language, literacy and numeracy support to its learners. Do you consider you may require language, literacy or numeracy support? Your response and any additional assistance provided will remain confidential.

Reason for study

What best describes your main reason to study? (tick one box only)

- To develop my existing business
- To get a better job/promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that allows you to gain recognition for skills and knowledge that you may already have. Instead of studying units that you already know, you can gain recognition for these. This may reduce the number of units that you have to complete learner guides for and reduce the time it takes for you to complete your training. If you think you have skills and knowledge from your previous or current work, study, work experience, life experience then you may apply for RPL.

Would you like to undertake RPL?

- Yes
- No

If you select that you would like to apply for Recognition of Prior Learning (RPL), you will be contacted by your Guild Trainer to take you through the RPL process and assist you in completing your RPL Application. Please submit the following documents with your enrolment information:

- A copy of your current resume including detailed listing of position duties; AND
- Certified copies of any relevant qualifications
Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 — Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 — Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 — Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 — Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 — Acquired brain impairment’

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.
‘17 — Vision’

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

‘18 — Medical condition’

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

‘19 — Other’

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.
Payment form and terms and conditions
SIRCIND002 - Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

(Please select one of the below)

- Online  **Guild Member** - $90  **Non-Guild Member** - $150
- Workbook  **Guild Member** - $120  **Non-Guild Member** - $170
- RPL  **Guild Member** - $120  **Non-Guild Member** - $170

<table>
<thead>
<tr>
<th>Total course fee</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/s Name:</td>
<td>NB. If paying for multiple enrolments, please only complete one payment form listing student names to be paid for.</td>
</tr>
<tr>
<td>Pharmacy Name:</td>
<td></td>
</tr>
<tr>
<td>Payment method</td>
<td>□ Visa □ MasterCard □ Amex □ EFT □ Cheque □ Money order</td>
</tr>
<tr>
<td>Please make cheque/money order payable to:</td>
<td>The Pharmacy Guild of Australia Queensland Branch</td>
</tr>
</tbody>
</table>
| Electronic Funds Transfer or Direct Deposit | Bank: National Australia Bank  
Account Name: The Pharmacy Guild of Australia  
BSB: 084 004  
Account Number: 608 350 148  
**Note: Please ensure that you include “S253 & Your Name” in the reference field so we can identify your payment** |
| Card number       | Expiry date |
| Name on card      | Signature |
| Cardholder declaration | I approve payment to be taken from my credit card as per the amount and details shown above |
| Signature         | Date |

Office use only:  
TRN-S23OL $  
5253-TAS $  
TRN-S23WB $  
TRN-S23OTH $
Terms and conditions

- The person must be a minimum of 16 years of age to undertake S2S3 training.
- A signed enrolment form and payment details must be completed and returned prior to course materials being issued.
- The course duration is a maximum of 2 months from the date of enrolment, after which time, the enrolment will expire and new enrolment with fee payment in the course will be required.
- Course fees are non-refundable or transferable.
- Prices are subject to change.

Refer to refund policy on www.guild.org.au/qld

| SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines |
|---------------------------------|--------------------------------------------------------------------------------|
| No training commenced           | SIRCIND002 – Support the supply of Pharmacy Medicines and Pharmacist only Medicines course fees are non refundable or transferable |
| Training commenced              | SIRCIND002 – Support the supply of Pharmacy Medicines and Pharmacist only Medicines course fees are non refundable or transferable |
| Training cancelled by the Guild | Full refund                                                                   |

☐ I have read and agreed to the above cancellation and refund policy.

Learner Declaration

I declare, to the best of my knowledge, the information supplied on this form is true and correct.
I authorise & consent for the Pharmacy Guild of Australia to provide my employer with the results for the unit SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines to be used as evidence during a Quality Care Pharmacy Program (QCPP) assessment. This evidence can only be provided during my employment with the pharmacy.
☐ Yes ☐ No

I authorise & consent for the Pharmacy Guild of Australia to provide the Guild’s authorised printer with my details of learning & assessment resources are to be sent to my pharmacy.
☐ Yes ☐ No

I authorise & consent for the Pharmacy Guild of Australia to access my USI record to confirm my date of birth & previous education/qualification details.
☐ Yes ☐ No

I declare that the information I have provided (or will provide) in connection with my application to enrol & in connection with any study progression (as applicable) is true & correct, & I authorise The Pharmacy Guild of Australia (The Guild) to verify any facts I have provided. I hereby consent to the information being provided to a third party for this purpose. I understand that if any information I have provided is found to be incomplete, inaccurate, false or misleading, this application may be cancelled &/or any offer of credit transfer or Recognition of Prior Learning (RPL) made to me, &/or my actual admission or enrolment in a course or unit, may be withdrawn, revoked or terminated (as applicable).
☐ Yes ☐ No

I agree to comply with all the Training Terms and Conditions included in this Enrolment Form and specifically agree that I will comply with the obligations set out in Clause 10 of the Training Terms and Conditions.

Signed: Date / / Parent / Guardian Signature (if learner is under 18) Date / /

Employer Declaration

I declare, to the best of my knowledge, the information supplied on this form is true and correct.
I agree to comply with all the Training Terms and Conditions included in this Enrolment Form and specifically agree that I will comply with the obligations set out in Clause 9 of the Training Terms and Conditions.

Signed: Date / /
Privacy Statement

Under the Data Provision Requirements 2012, the Pharmacy Guild of Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by the Pharmacy Guild of Australia for statistical, administrative, regulatory and research purposes. The Pharmacy Guild of Australia may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorized agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Terms and Conditions

By signing the attached ‘Enrolment Form’ (‘Enrolment Form’) and forwarding that form to PGA, the Learner and the Employer have agreed with the PGA to comply with these terms and conditions (‘Terms’). These Terms supersede and prevail over any other terms and conditions included in any purchase order, confirmation or other document or communication from the Learner or the Employer to PGA.

1. Definitions: In these Terms:

   (a) ‘Employer’ means the person described in the Enrolment Form attached to these Terms who employs the Learner;
   (b) ‘GST’ means GST as defined in the A New Tax System (Goods and Services Tax) Act 1999 as amended from time to time or any replacement or other relevant legislation and regulations;
   (c) ‘PGA’ means The Pharmacy Guild of Australia ABN 84 519 669 143 of Level 2, 15 National Circuit, Barton, Australian Capital Territory, Australia.
   (d) ‘Learner’ means the person described in the Enrolment Form attached to these Terms and who is employed by the Employer;
   (e) ‘Training Qualification’ means the qualification or qualifications described in the Enrolment Form; and
   (f) ‘Training Materials’ means any materials provided by the PGA to the Learner with respect to a Training Qualification including without limitation, any qualification notes, data presentations, case studies and assessment activities.

2. Enrolment: On receipt of the Enrolment Form, PGA may, in its sole discretion, either enrol the Learner in one or more of the Training Qualifications, or decline to enrol the Learner in one or more of the Training Qualifications. If PGA enrols a Learner in a Training Qualification, it will notify the Learner in writing of such enrolment (such notice will specify the date, time and location of the Training Qualification).

3. Cancellations: If the Learner is enrolled in a Training Qualification, he or she may cancel that enrolment by notifying PGA in the manner set out in the ‘Payment, Refund and Cancellation Policy’ prior to the start of that Training Qualification. The Learner and the Employer each acknowledge and agree that PGA will apply the ‘Payment, Refund and Cancellation Policy’.

4. Qualification fees: The fees for enrolling in a Training Qualification are as set out in the Fees and Charges form (Fees). PGA may, from time to time, vary the Fees by publishing those prices within its new Enrolment Forms.

5. Payment of fees: The Fees must be paid by either the Learner or the Employer at the time the Enrolment Form is submitted to PGA. The Learner and the Employer each acknowledge that PGA will not enrol the Learner until the Fees are paid as per the payment schedule or dates provided.

6. Qualification rescheduling: The Learner and the Employer each acknowledge and agree that PGA may cancel, postpone, reschedule or relocate any Training Qualification due to low enrolments or other unforeseen or unexpected circumstances. If PGA exercises this option, PGA will use its reasonable endeavours to notify Learners of any such change to a Training Qualification as early as practicable in the circumstances. The Learner and the Employer each acknowledge and agree that PGA will apply the ‘Payment, Refund and Cancellation Policy’ set out in the Enrolment Form.

7. Intellectual Property Rights: Any intellectual property rights subsisting in the Training Materials are owned by PGA and, where appropriate, its licensors. The Learner and the Employer must not reproduce, modify, enhance, adapt, translate, publish, perform, communicate, or create any derivative work based on, the whole or any part of the Training Materials. The Learner and the Employer must not remove, deface or obscure any identification, trade marks, proprietary or copyright notice on any part of the Training Materials. No intellectual property rights are assigned or licensed by PGA to either the Learner or the Employer under these Terms. The Learner and the Employer must not take any action, or cause any third party to take any action, contesting the ownership rights set out in this clause and must do all things necessary or convenient to give effect to this clause 7.

8. Use of Training Materials: The Learner may use the Training Materials solely for undertaking the Training Qualification to which the Training Materials relate. The Learner must not distribute, disclose, sublicense, rent, lease or sell or otherwise grant or transfer any interest in the whole or any part of the Training Materials to any person, except with the prior written consent of PGA.

9. Employer
9. **Employer Obligations:** The Employer must:
   (a) Comply at all times with its obligations under the training contract between the Employer and the Learner in respect of the Learner’s apprenticeship or traineeship and which has been lodged with the relevant authorities (‘Training Contract’);
   (b) Provide the Learner with appropriate on-the-job training, support and supervision which at a minimum complies with the Training Contract and training plan between the Learner, the Employer and the PGA (‘Training Plan’);
   (c) Monitor the progress of the learner and ensure the Learners Guide is completed and returned to PGA in accordance with the Learner’s Training Plan;
   (d) Ensure the Learner’s pharmacist/supervisor is available to check the Learner’s progress and monitor that the Learners Guide is being regularly completed and forwarded for assessment;
   (e) Ensure that the Learner’s pharmacist/supervisor signs the Assessment Sign-Off form and Supervisors Evidence Report at the back of the Learners Guide; and
   (f) Comply with the National Code of Good Practice for Australian Apprenticeships, the Training Plan, the Training Contract and relevant Australian Government and State/Territory laws (including, without limitation, those that relate to occupational health and safety, discrimination and Australian apprenticeship/traineeship arrangements)

10. **Learner Obligations:** The Learner must:
    (a) Comply with its obligations in the Training Contract;
    (b) Follow the Training Plan and make all reasonable efforts to ensure that units are completed by the dates specified in the Training Plan;
    (c) Ensure the pharmacist/supervisor of progress in relation to the apprenticeship/traineeship;
    (d) Ensure that the pharmacist/supervisor signs the Assessment Sign-Off form and Supervisors Evidence Report at the back of the Learner Guides; and
    (e) Comply with the National Code of Good practice for Australian Apprenticeships and relevant Australian Government and State/Territory laws (including, without limitation, those that relate to occupational health and safety, discrimination and Australian apprenticeship/traineeship arrangements).

11. **Exclusion of Liability:** To the extent permitted by law and except any implied term, condition or warranty the exclusion of which would contravene any statute or cause any part of these Terms to be void (‘Non-excludable Condition’), PGA and its related bodies corporate disclaim and exclude all terms, conditions and warranties implied by custom, the general law or statute.

12. **Several Liability:** An agreement, representation or warranty on the part of two or more persons binds them separately.

13. **Governing Law:** These Terms are governed by the laws in force in the Australian Capital Territory in Australia. The parties irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of that Territory and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts. These Terms constitute the entire agreement between the parties relating to the subject matter of these Terms and may only be varied by the written agreement of the parties.

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**Fees, cancellation and refund policy**

**Fees and charges**

Guild Training has a Fees and Charges policy which is fair and equitable. This policy is available on our website. Specific information regarding fees, charges and payment terms will be provided prior to enrolment. Fees and charges for User Choice traineeships are based on prices set by State/Territory Training Authorities. Fee-for-service qualification prices are set after consultation between state Branches and the National Secretariat. Learners who hold appropriate health care or concession cards may be granted concessions on tuition or administration fees. Guild Training has a policy in place to protect fees paid in advance. This policy is in line with the VET Quality Framework. Should any unforeseen circumstance occur where Guild Training is unable to complete the delivery and assessment of Training Services, the learner and employer will be able to continue their study with another provider at no additional cost.

**Refund, cancellation and transfer policy**

Guild Training has a refund, transfer and cancellation policy that is fair and equitable. Learners will be provided with specific information regarding refunds, cancellation and transfers during the enrolment process. This information is documented on all enrolment forms. Learners may appeal by stating any special circumstances which they feel may entitle them to a full or partial refund. Appeals must be in writing and contain full documentation supporting the claim. Some states/territories have specific cancellation and refund requirements and these are listed at the end of this document. Fees will be refunded in full where:

- The qualification does not start on the agreed starting date which is notified in the letter of offer, or
- Illness or disability prevents a learner from taking up a qualification (on submission of medical certificate).

No refund of qualification fees will be made where your enrolment is cancelled for any of the following reasons:

- Failure to maintain satisfactory qualification progress or failure to maintain satisfactory attendance.
- Failure to pay qualification fees.

Further information regarding specific state and territory fees, charges, refunds and cancellation policies and requirements will be provided to the learner and the employer during the enrolment process.