



NEW VERSION 2.7

St Patricks's Commercial Centre
6 Castlereagh Street (PO Box 478) Singleton NSW 2330
Phone: 1300 663 816 - Fax: 02 6571 8890 - Email: sales@onsitetrackeasy.com.au
Onsite Track Easy Pty Ltd
ABN 84 098 220 743

NEW VERSION RELEASE TRAINING: VERSION 2.7

We are pleased to announce that Onsite Track Easy version 2.7 will be released on Friday October 2nd 2009.

This release will contain some new functionality which will provide some significant improvements to our Training and competency management system.

Pre-book User Training

Don't miss out on detailed user training provided by our staff to ensure that you are up to speed with the latest round of changes. Read on to find out more.

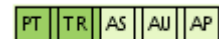
To ensure that your staff is up to speed with the latest functionality of Onsite Track Easy, we will be holding 4 individual training sessions designed to cover all the latest features and functionality.

Hurry Limited Positions Available!

What you will learn:

Main Version 2.7 function training (refer to the Version Release document):

- 1) Competency Management
 - a. Multi step competency assignment system
- 2) Scheduled Reports
- 3) Company Certification Keys and Validation
- 4) Finger print scanning
- 5) Visitor Photos at Logpoints



General function explanations on request, including:

- 1) Skills Matrix reporting and set up of Custom Lists
- 2) Expiring Competency reporting
- 3) Admin note auditing and querying
- 4) Activity Logpoint page / Site Contact Set-up and reporting



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Who should attend?

Existing and new users of Onsite Track Easy including:

1. Safety Managers
2. Training Co-ordinators
3. Data Administrators
4. Compliance Officers
5. HSEC Staff
6. Project Superintendants

When:

Wednesday 7th October 2009 – 9am to 12pm
Wednesday 7th October 2009 – 1pm to 4pm
Wednesday 14th October 2009 – 9am to 12pm
Wednesday 14th October 2009 – 1pm to 4pm

Where:

Pegasus Training Centre
Pitt Street Singleton, NSW

How Much: \$110 per attendee (inc GST)

To register please complete the form on the next page to secure your training position.

Enquiries:

Please contact sales@onsitetrackeasy.com.au for more information or to request additional training quote.

Training session times and booking forms detailed on the next page.



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Office Use Only			
1. Payment Processed	Name:	Date:	_____ / _____ / _____
2. Entered into Onsite	Name:	Date:	_____ / _____ / _____
3. Onsite Company #:			

Terms and Conditions

- Positions within courses will not be confirmed until Pegasus has received a fully completed training booking request.
- Some training courses may have selection conditions imposed by client policies (e.g., employment, age, drug and alcohol testing).
- Proof of identity will be required by means of photo identification presented to Pegasus representative before commencement of training.
- Demonstration of competency for each learning outcome of the training will be by way of a fair and equitable assessment.
- Training courses with low enrolment numbers may be rescheduled or cancelled.
- Training officers for an training course may change without notice to course attendees from time to time.
- Pegasus reserves the right to decline registration or admission to an training course.
- Pegasus training courses (subject to client policies) are available to all persons in compliance with the provisions of the Anti-Discrimination Act 1977.
- Participants to all courses must arrive 20 minutes prior to the course commencement for sign in and registration. Courses will commence promptly at the nominated start time and participants arriving later than this will not be allowed entry if the course has commenced.

Confidentiality and Privacy

- Pegasus recognises every training course participant's right to privacy and our privacy policy identifies the
- Appropriate means for the collection, storage and use of private and personal information.
- The collection of such information by Pegasus is strictly for the purposes of conducting training and the
- storage of that training information in the Onsite Track Easy database, and is protected under the Privacy
- Amendment Act 2002.
- Pegasus does not distribute any personal information collected without the written consent of the
- participant, except to the company and client for which the participant is acting as a contractor and on
- which premises the Onsite Track Easy database is being used.
- Should a participant wish to access their own personal records they can do so by providing proof of identity.

Cancellation, Refund and Re-Scheduling Policy

- Cancellation of attendance to an training course must be confirmed in writing two (2) working days prior to the commencement of the course to avoid a cancellation fee.
- A cancellation fee of 50% of the training course fees will apply for non-attendees or cancellations outside the above notice period.
- Onsite Track Easy reserves the right to cancel or change the course date and will notify the participant within two (2) working days of the commencement of the course. Participants will either be rescheduled or refunded in full.

Client Feedback, Complaints and Appeals

- Onsite Track Easy conducts regular reviews of the training courses and all feedback from participants is welcomed and will be considered in all internal reviews.
- Onsite Track Easy has a fair and equitable process for dealing with participant complaints and appeals. In the event that complaints cannot be resolved internally, Onsite Track Easy will advise the participant of the appropriate body where they can seek further assistance.
- All written appeals will be treated in confidence and a decision relayed to the participant as soon as possible.

Occupational Health and Safety

- Onsite Track Easy aims to ensure the health, safety and welfare of all its employees and other who enter its work premises and training course venues. Similarly, attendees must also be aware of their duty to take responsible care of the health and safety of others.