



COUNSELLING • TRAINING
MEDIATION • CONSULTING

EMPLOYEE ASSISTANCE SERVICE NT INC
Registered Training Provider no. RTO 037

Katherine Regional Training Centre
19 Second Street, Block D, Room 2

Drink Driver Education

KATHERINE

2012

COURSE INFORMATION

For further information regarding

DRINK DRIVER INFORMATION

Contact: EASA Office on

(08) 8941 1752 or fax (08) 8941 0746
easadarwin@easa.org.au

GPO Box 1031
DARWIN NT 0801

WHO IS EMPLOYEE ASSISTANCE SERVICE AUSTRALIA Inc

Drink Driver Education in Katherine is provided as a service of Employee Assistance Service NT Inc (EASA). EASA with offices in Darwin, Alice Springs, Katherine and Townsville, is also able to provide Australians with a wide range of other services such as confidential training, consulting and counselling relating to:

- vocational or work related issues
- Emotional difficulties
- Relationship and family issues
- Stress, anxiety and depression
- Critical incident and trauma debriefing
- Alcohol and other drug counselling

EASA is a registered training provider and uses an experience Course Facilitator to provide this course. Successful completion of a Drink Driver Education course is a prerequisite to reinstatement of your driver's license.

WHAT IS DRINK DRIVER EDUCATION (DDE)

DDE is intended as an educational process aimed at providing participants with the information and skills necessary to make informed choices about drinking and driving as well as to plan strategies to avoid drinking and driving. The program consists of two modules:

- (a) **Module One – Cost \$250** (payable by credit card or bank deposit – must be paid in advance, see payment details below)

Short term effects of alcohol and alternative behavioral strategies (Module UGS002)

For first offenders disqualified from driving due to blood alcohol concentration (BAC) of less than 0.15. This course is 10 hours.

- (b) **Module Two – cost \$300** (payable by credit card or bank deposit – must be paid in advance, see payment details below)

Short term effects of alcohol and alternative behavioral strategies (Module UGS002)

AND

Long term effects of alcohol and alternative behavioral strategies (Module UGS 003)

For drivers previously convicted and/or were disqualified from driving due to a blood alcohol concentration (BAC) reading exceeding 0.15. this course is of 14 hours duration comprising of 10 hours relating to the short term effects of alcohol and 4 hours relating to the long term effects of alcohol.

WHEN AND WHERE IS THE COURSE HELD

Course Times: 9am to 5pm
Katherine Regional Training Centre
19 Second Street, Block D, Room 2

ISSUE OF NOTIFICATION OF COMPLETION

THE Course Facilitator will issue participants with a Notification of Completion on successfully completing the course they are legally required to undertake and payment of the course fees. At the time of applying for reinstatement of your license, the Notification of Completion needs to be presented to the Motor Vehicles Registry.

WHAT IS EXPECTED OF YOU

To obtain a Notification of completion, you are required to demonstrate you have achieved a number of competencies and or met various requirements. Therefore, you must have:

- Lost your drivers license as a result of a drink driving offence
- Provided proof of your identity
- Paid your course fees when lodging your registration forms
- Signed the conditions of Attendance Agreement
- Have no alcohol or non-prescribed drugs in your system when attending each session of the course and submit to random breath analysis as determined by the Course Facilitator. A breath analysis reading in excess of zero may result in immediate discharge from the course. No refund of fees would occur in such circumstance.
- Attend all sessions, on time and remain for the duration of each session
- Completed all course assessments, which may be either written and/or verbal as required.

WHAT YOU CAN EXPECT

The objective of the course is to provide you with information and skills. Therefore you can expect from the course Facilitator:

- A course orientated to participation
- An opportunity to undertake the course regardless of your literacy and or numeracy skills
- Fair, honest and non-judgmental treatment and assessment of you on the course
- Confidentiality of your information
- Delivery of the course for all within the Katherine Region by competent and experienced staff, in modern air-conditioned training facilities
- Access to professional back up services, counselling, referral etc.

COUNSELLING/CONTINUED ASSISTANCE

EASA as a professional counselling service is available to provide confidential counselling for a range of personal issues at their Katherine, Darwin or Alice Springs offices. Persons with a specific need can be referred to other organisations for assistance.

FEE REFUND POLICY

Course Cancelled/Postponed

In the event that a particular course is cancelled or postponed, each nominated participant who has paid fees relating to that course is eligible for a refund. The refund would be from the EASA Finance Manager of any monies paid, should they not wish to or are unable to attend an alternative course.

Neither **EASA** nor the Course Facilitator will be responsible for reimbursing or contribution towards any costs associated with participants attending a course cancelled or postponed. In the event of canceling or postponing a course, as much advance notice will be given as reasonably practical.

Failure to commence after making payment

A refund of any fees paid may be made to a nominated participant who is unable to commence the course for a 'good reason'. A good reason is at the discretion of the course Facilitator and will not be given lightly or as a mere convenience. A reasonable expectation is that you would attend an alternative course date.

Withdrawal during the course.

There would be no refund of any monies paid. However, depending on all the circumstances, consideration would be given for acknowledging portions of the course completed as at the time of the withdrawal. This would need to be determined and agreed upon at the time of withdrawing. Failure to do so would require the full course to be completed.

GRIEVANCE PROCEDURE

The Course Facilitator is intent on operating within a conciliatory environment in terms of resolving participant grievances. In the first instance, the participant is to discuss their concerns with the course facilitator. Should a participant feel that a grievance has not been handled fairly, the matter can be referred to the General Manager of Employee Assistance Services Australia Inc. who shall have the final and binding say on the matter.

CONFIDENTIALITY

Records relating to the course are kept by the Course Facilitator. Details relating to participants of the course will not be released to any person or organisation other than those that have a legitimate requirement to be advised due to a reporting, processing or statutory requirement.

DRINK DRIVER EDUCATION ENROLMENT FORM

FIRST NAME: _____ SURNAME: _____

PHONE: HM _____ WK _____ MOB _____

ADDRESS: _____
_____ POSTCODE: _____

DATE OF BIRTH: ___/___/___ AGE: _____

GENDER: Male / Female COUNTRY OF BIRTH: _____

EMPLOYMENT STATUS: (please circle)

Full time Casual Self Employed Not Working

Part time Benefit Student

EDUCATIONAL LEVEL: (please circle)

Primary Secondary Tertiary

Trade Other

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT? Y / N

BLOOD ALCOHOL COUNT AT TIME OF OFFENCE: _____

NUMBER OF PRIOR DRINK DRIVE OFFENCES: _____

MODULES REQUIRED TO COMPLETE: UGS002 / UGS 003

WHEN DOES YOUR DISQUALIFICATION PERIOD END? _____

COURSE DATE: _____ FEES PAID: \$ _____

IMPORTANT

- Two forms of ID are required – one must be a photo ID
- Photocopies of ID need to be returned with this form and originals need to be brought to the first session
- Conditions of Attendance Agreement must be signed

CONDITIONS OF ATTENDANCE AGREEMENT

Drink Driver Education Course

I, _____ agree to abide by the following conditions when attending the Drink Driver Education course:

1. To ensure that I am free from alcohol and/or any other non-prescription drugs when I am present at, and for the duration of each session of the course.
2. To submit to a breath analysis for the purposes of determining my blood alcohol concentration (BAC) is at a zero level, on a random basis, as directed by the course presenter during the duration of the course
3. to be on time and remain for each entire session during the course.
4. To attend all the sessions of the course for which I am enrolled
5. to actively participate during the sessions
6. To complete all tasks and assessments as required by the course presenter during the course.

IMPORTANT

If I fail to abide by these conditions, I am aware that I will be excluded from the course and I will not receive the Notification of Completion.

I also understand that I must achieve all the competencies specified in the course in order to receive the Notification of Completion.

I agree that the provider of the Module(s) may confirm the details of my Notification of completion with the staff of the Motor Vehicle Registry (or their agent) via a central register held by Amity Community Services.

**I have read and had explained to me the refund and grievance procedures.
Please note that the information given in the training i.e. calculating BAC is a guide only and many factors may influence an outcome**

Signed: _____

Dated ____ / ____ / ____

Witness: _____

Witness Name: _____



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PAYMENT OPTIONS

1 – Payment direct to bank account below

WESTPAC
ACCOUNT NAME: EASA KATHERINE
BSB: 035 309
ACCOUNT NUMBER: 117792

*******PLEASE USE YOUR FULL NAME AS THE REFERENCE*******

PLEASE ATTACH A PRINT OUT OF THE RECEIPT FOR THE DEPOSIT TO THE ENROLMENT FORMS

2 – Pay via credit card

Phone 8941 1752 or fill in form below and fax to 8941 0746

Client/Business name:

Address:

Course date/Module's:

CREDIT CARD DETAILS

Card type: Bank Card MasterCard Visa

Card Number: **Expiry Date:**

CCV Code:

Name on Card:

Amount: \$ **Signature:**