

Contact the *VBSA Educator* through vbsa50@yahoo.com.au and arrange a Level 1 or Level 2 course when required.

1. Convenor to book at least one month in advance, 3 dates to be provided. A minimum of 10 to attend or payment for 10. The course will not be run for 5 or less.
2. Education Officer to arrange for Treasurer to mail out an invoice for \$110 booking fee (includes GST) for the course.
3. Course payment of \$110 is to be in the hands of the Treasurer at least one week prior to course date.
4. This is fully refundable if one week's notice of cancellation of course is given
5. Education Officer to organise a coach and decide on the date, and notify the Association Convener of the date..
6. Secretary or Educator to arrange the course information to be placed onto the VBSA web site and email all Conveners with same information.
7. If there are travel costs incurred the Education Officer will notify the Convenor one week prior to the course of the travel cost. Travel costs are to be paid on the day of the course
8. The onus is on the Convenor to make sure they have enough people to attend.

Attendees at Level 1 courses must pay their affiliation fee before the course commences.

Course time averages 5 hours, commencing time is 9.30am.

Ensure all level 2 applicants are ready to undertake the course, and they must be affiliated before attending.

It is recommended a white board be available; also access to hot water for tea & coffee.