

Biosecurity Awareness for Accredited Persons

Course Learner Information

General Enrolment Information

All persons wishing to attend a Biosecurity Awareness for Accredited Person Training course provided by The AgriChain Centre may do so by contacting our free calling number, 0800 AGRICHAIN (0800 247 424) or by making a booking online via our website www.agrichain-centre.com

Course Overview

The Accredited Person Training course provides:

- An overview of what the term Biosecurity means and how it is important in a country like New Zealand.
- An understanding of the Import Health Standard for Sea Containers from all Countries and the role of accredited people at Approved Transitional Facilities.
- Information needed by accredited persons to carry out an effective check of containers and their contents.
- Practical know-how on transitional facility and procedure requirements based on your business needs.

Who Should Attend This Course?

- All persons who will be checking imported containers and want to become accredited persons so that the transitional facility can receive imported sea containers.

This course is a precursor to appointment as an accredited person for checking sea containers. After the course you will be familiar with your obligations as a MAF accredited person.

Entry and Selection Criteria

Courses are open to any person wishing to undertake the course who is currently working in a field specifically related to the course offered as long as they have a **reasonable understanding of the English language (both written and oral)**.

Recognition of Prior Learning or Current Competency

Under the current MAF Standard, anyone who is responsible for devanning a sea container, regardless of experience, must undertake an approved MAF Biosecurity Awareness for Accredited Persons training session in order to become an Accredited Person.

Total Costs for Enrolment and Pursuing a Proposed Course of Study

The standard cost for a training course, effective from 1 January 2012, is **\$165.00 + GST for training in all regions**. (This includes the **\$10 Certificate Charge** from MAF.)

In-house training and preferential rates for group bookings are also available. To discuss your in-house training requirements, or preferential rates, in further detail please contact our office on 0800 247 424.

Course Material

At the commencement of the training course you will be provided with a workbook which contains space for taking notes during the session.

Course Duration

The course runs for 3 ½ - 4 hours and is based on adult-education principles. Attendees will receive a certificate issued by MAF confirming their status as an Accredited Person for devanning Sea Containers. This certificate is **not** issued unless course payment has been received in full.

Training Dates

Course details and a calendar outlining upcoming training dates/locations are also available on our website:

<http://www.agrichain-centre.com/biosecurity-ap-training-dates/>

Training Venues

The AgriChain Centre utilises a number of venues throughout the country for training purposes. Before attending your scheduled training course, please familiarise yourself with the venue and address details of the training location you are attending. This information is included on your tax invoice issued at the time of booking.

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Contact Details/Student Support Services

The AgriChain Centre staff are available to answer any questions with regard to the procedures for the devanning of sea containers, transitional facility requirements and completion of paperwork, as required.

For any support services prior to or following your course, please direct your enquiry to the relevant contact listed below.

Technical Aspects/Course Content	Keith Budd	kbudd@agrichain-centre.com
Administration/Course Bookings	Shirner Kenny	skenny@agrichain-centre.com
Complaints	Debbie Woods	dwoods@agrichain-centre.com
Accounts	Jack Wen	jwen@agrichain-centre.com
For all other enquiries	Telephone: 0800 AGRICHAIN	Freephone: 0800 247 424 Fax: 09 414 6140

The AgriChain Centre's contact details are also available on the Ministry of Agriculture and Forestry's website www.maf.govt.nz, the governing body for Biosecurity training courses offered by The AgriChain Centre.

Pastoral Care, Welfare

The AgriChain Centre is sensitive to individual's requirements and is committed to providing these services should they be required. Should you have any specific personal requirements, please contact our office prior to attending a course.

Rules and Regulations

The Accredited Person Training course complies with the rules and regulations specified in the MAF Standard for Independent Training Providers. Please also refer to The AgriChain Centres Rules and Regulations with regards training: http://www.agrichain-centre.com/uploads///rules_regs_v5.pdf

Complaints Procedures

Our courses are delivered to a high standard and we therefore anticipate that you will have a rewarding and enriching learning experience. In the event that you wish to express some dissatisfaction with the training delivery you have experienced please contact us on 0800 247 424 to obtain a complaint form which we would ask you to complete and return to us. Any complaint submitted will be treated in confidence and dealt with in a professional manner with the aim of reaching an amicable solution for all parties concerned within the minimum of time.

In the event that the learner is unsatisfied with the outcome of The AgriChain Centre's internal complaints process, they can make a complaint to The New Zealand Qualifications Authority by contacting them on 0800 QA HELP (0800 724 357) or by following the procedure detailed in the NZQA Complaints Kit <http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider>

Reassessment Procedures

An open book quiz is conducted at the conclusion of the training session to test the attendees understanding of the course material. If the trainer is not completely satisfied with the level of understanding of an attendee, the trainer will raise their concern with the employer concerned and/or MAF.

Health and Safety Requirements

The AgriChain Centre recognises the importance of health and safety requirements and is compliant with current health and safety legislation. The venues have been selected on the basis of their compliance with current legislation.

Occupational Safety and Health ("OSH") regulations are specific to each training venue. Trainers will notify attendees of these at the beginning of a training session. If you have any queries in relation to Health and Safety issues, please discuss with your trainer.

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Cancellation & Refunds Policy

1. Cancellation Policy

The following administration fee will apply to cancellations:

Cancellations received 5 working days or more before the course - No charge

Cancellations received less than 5 working days before the course - 50% of course cost

Cancellations not received before the course - No Refund (Full course cost applies)

2. Refund Policy (where applicable)

No refunds will be given for clients who do not attend their course without prior notice of cancellation.

3. Non Attendance Policy

Non attendance without prior notification will incur the full course cost.

4. Non Payment

We do not forward names to MAF until payment is received in full. After three months any non-payment of outstanding invoices will result in the account being passed to a debt collection agency for recovery.

5. Payment Prior to Course

Where payment is not received prior to the course date and a trainee does not attend or cancels as per clauses 1 & 3. The AgriChain Centre will enforce the payment as per the original invoice.

Rebooking Rules

Rebooking is accepted once only if the change is made 5 days prior to attending the course. If you subsequently cancel a rebooked course, you will incur a full course cancellation fee.