

Power Training Services WA (PTS)

EFFECTIVE 13 JUNE 2016

ENROLMENT BY APPLICATION FOR COURSES WITH COMPULSORY PREREQUISITES

COMMUNICATION DATE OF ISSUE:

9 June 2016

BACKGROUND:

PTS is experiencing ongoing instances where students are enrolled in training courses that have compulsory prerequisites which the student has either not completed, or failed to provide evidence of completing. This is resulting in students not being accepted into classes on the day; it causes significant inconvenience to everyone involved, has a direct impact on costs to time, money and efficiency and impedes the delivery of training services PTS provides to its customers.

ACTION:

PTS will require a student enrolment to be made by way of application for certain courses that have compulsory prerequisite requirements. A list of the PTS courses this applies to is available on the website www.pts-training.com.au click on the **Jump to** menu located at the top right of the screen, then select **How to enrol**, or click on this link https://www.pts-training.com.au/how_to_enrol. Full details of the compulsory course prerequisites are outlined in the course descriptor on the website, as well as an **Application for enrolment form** for you to download and submit to PTS.

CONTACT & HELP:

Detailed instructions called **How to complete an online enrolment** and a list called **Enrolment by application – list of current courses** are available on the website www.pts-training.com.au click on the **Jump to** menu located at the top right of the screen, then select **How to enrol**, or click on this link https://www.pts-training.com.au/how_to_enrol

If you require website assistance, please contact PTS training administration, Monday to Friday 7:00am to 3:00pm on 9411 7888, or email ptsadmin@pts-training.com.au

Kind regards,
Western Power, Power Training Services WA

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