

# Professional Compliance Training Policy

For Initial Dangerous Goods Regulations Training

(for Category 1 & 3 Personnel)

(5 Days Course)

Version 4  
March 2017

## 1. Enrollment Procedures

- 1.1 Download and complete the enrollment form
- 1.2 Send the completed enrollment form in excel format by email to [dg@alliancealliance.com](mailto:dg@alliancealliance.com)
- 1.3 Send a copy of the last DGR certificate(s) by email to [dg@alliancealliance.com](mailto:dg@alliancealliance.com) for verification (if any)
- 1.4 Upon receipt of enrollment form, an email will be sent to applicant for acknowledge of enrollment within 2 working days
- 1.5 Settle the course fee by cheque made payable to **Supply Chain Security Association Limited** and send the cheque (mark the course name and trainee's name on the back of the cheque for identification) to **Room 1715, Veristrong Industrial Centre, 34-36 Au Pui Wan Street, Fo Tan, N.T.** or transfer the amount to our **Hang Seng Bank A/C #384-128195-883** and forward the bank-in-slip by fax to 23318609 or email to [dg@scsasecurity.org](mailto:dg@scsasecurity.org) within 5 working days after submitting the enrollment form
- 1.6 Enrollment is on a **first-come-first-served basis**, full payment must be settled before commencement of the class, seats will only be reserved upon receipt of enrollment form and full payment
- 1.7 Failing receipt of full payment, the organizer reserves the right to either deny access to the class or withhold the course certificate
- 1.8 Letter of Confirmation with course details will be sent via email at 7 working days before the course date

## 2. Cancellation of Enrollment and Refund Policy

### **Cancellation made by course participants**

- 2.1 Once the enrollment has been confirmed by organizer, cancellation of enrollment will not be allowed, no refund will be granted (**Valid for Early Bird Discount Enrollment Only**)

- 2.2 Cancellation of enrollment made in writing less than 7 days prior to the commencement of the class, an administration fee which is equivalent to 50% of course fee will be charged for each cancellation (**Cancellation for Early Bird Discount Enrollment is not allowed**)
- 2.3 Cancellation of enrollment made within 1 working day before the commencement of the class will not be accepted

#### **Cancellation made by the organizer**

- 2.4 In case of inadequate enrollment or unforeseen difficulties, the organizer reserves the right to cancel of any class by 14 working days prior to the commencement of the class, in which the course fee can be fully refundable
- 2.5 Notice of cancellation will be sent via email to the registered participants
- 2.6 Registered participants will be entitled to a full refund of course fee or change the enrollment to another class
- 2.7 Organizer will not be liable for any expenses incurred by registered participants upon cancellation of training class

### **3. Amendment of Enrollment and Refund Policy**

#### **Amendment made by course participants**

- 3.1 Change of class within 6 months by request in writing at least 7 working days prior to the commencement of the class, no additional cost is required (**Early Bird Discount Enrollment is not allowed**)
- 3.2 Change of class within 6 months by request in writing less than 7 working days prior to the commencement of the class, an administration fee HK\$1,000 will be charged for each amendment
- 3.3 Change of participant by request in writing less than 7 working days prior to the commencement of the class, no additional cost is required

- 3.4 Change of participant by request within 1 working day prior to the commencement of the class will not be accepted

#### **Amendment made by the organizer**

- 3.5 In case of inadequate enrollment or unforeseen difficulties, the organizer reserves the right to change the schedule of any class by 14 working days prior to the commencement of the class, in which the course fee will be fully refundable
- 3.6 Notice of change of training class will be sent via email to the course participants
- 3.7 Registered participants will be entitled to a full refund or change the enrollment to another class
- 3.8 Organizer will not be liable for any expenses incurred by registered participants upon change the schedule of any class

#### **4. Absent from the class**

- 4.1 In case the registered participant absent from the class, the course fee will not be refundable, the registered participant is required to enroll to another class with full course fee

#### **5. Test and Recognition**

- 5.1 Participant is required to take a written test at the end of the course
- 5.2 Test Papers will be set in English only
- 5.3 Duration of test is 3 hours
- 5.4 Participant is required to provide their HKID card/Passport to organizer during the class for identification check
- 5.5 To be eligible for the award of the certificate, participants must **PASS** the test with a score more than 80% of full mark, a wording "**Pass with Distinction**" will be marked on the certificate for participant obtaining a score at least 90% of full mark
- 5.6 Participant obtaining a score less than 80% of full mark will be regarded as fail

## **6. Fail and re-test arrangement**

- 6.1 Participant failed in the test is granted a retest ONCE only (provided that there is no change in the requirements from HKCAD/ICAO/IATA)
- 6.2 Organizer will arrange a retest session for participant, participant is required to complete a full training in case the participant is failure to attend the retest session
- 6.3 Participant is required to complete a full training in case he/she failed in the retest
- 6.4 An administration fee of HK\$600 will be charged for re-test session (enrollment for retest should refer to Enrollment Procedures of this policy)
- 6.5 Participant enrolled in the re-test session who have interest to sit in the revision session on the test day, an administration fee of HK\$300 will be charged
- 6.6 Participant enrolled in the re-test session who have interest to sit in the course, an administration fee of HK\$900 will be charged for each day

## **7. Medium of instruction**

- 7.1 Training lesson will be conducted in the specified language (e.g. Cantonese), registered participant is required to be communicated in the specified language (e.g. Cantonese)
- 7.2 Language test will be arranged to the registered participant by organizer in case of a doubt on communicating in the specified language (e.g. Cantonese)
- 7.3 Participant failure in the language test, the organizer reserves the right to deny the enrollment or deny access to the class
- 7.4 Organizer will not be liable for any expenses incurred by registered participants in case the participant failed in the test

## 8. Arrangements during Bad Weather

<b>Before Training Commence</b>		
If the local storm warning signal No. 8 or above or the black rainstorm signal is issued at the following hours, classes will be suspended as below:		
<b>Signal issued by</b>	<b>Sessions/Periods suspended</b>	
7:00 am	8:30 a.m. - 1:30 p.m.	
12:00 noon	1:30 p.m. - 6:00 p.m.	
<b>Training in Progress</b>		
<b>Signals</b>	<b>Training</b>	<b>Examination</b>
If the local storm warning signal No. 8 or above is issued during a class period	Classes will be suspended immediately	Examinations to be held as scheduled
If the black rainstorm signal is issued during a class period	Classes will be held as scheduled	Examinations to be held as scheduled
<b>Details of postponement for course will be announced</b>		

**The organizer reserves the right to vary, modify and terminate the above offer and to amend the applicable terms and conditions at any time. In case of disputes, the decision of the organizer shall be final and binding.**