



Professional Compliance Training Policy

For Li-CAT Professional Training

Module 1 – Li-Battery Requirements & Awareness

Module 2 – Li-Battery Handling & Documentation

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
- 1.3 Provide proof of prerequisite required, if enroll in Module 2 only (Letter of attendance of Module 1)/Test only (Letter of attendance of Module 1 & 2 Or Copy of valid IATA Dangerous Goods Regulation Certificate).
- 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@alliancealliance.com 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 letter of attendance/ training 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 Cancellation of enrollment made in writing at least 7 working days prior to the commencement of the class, the course fee will be fully refundable

- 2.2 Cancellation of enrollment made in writing less than 7 working days prior to the commencement of the class will not be accepted, the course fee will not be refundable
- 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 8 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
- 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\$400 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 8 working days prior to the commencement of the class, in which the course fee can be fully refundable
- 3.6 Notice of change of training class will be sent via email to the registered participants
- 3.7 Registered participants will be entitled to a full refund of course fee 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 Each participant will be issued a letter of attendance at the end of Module 1 & at the end of Module 2
- 5.2 A test will be held at the end of Module 2 for those who enrolled in the Li-CAT Professional Training Certification Test
- 5.3 Participants must fulfill the one of the below prerequisite to be eligible for the Test:
 - 5.3.1 Attended Li-CAT Professional Training Module 1 & 2 (3+3 hours); or
 - 5.3.2 Holder of valid IATA Dangerous Goods Regulation Certificate
 - 5.3.2.1 The Li-CAT Professional Training Certificate will be invalid if their IATA Dangerous Goods Regulation Certificate is no longer valid, i.e. their IATA DGR Certificate has expired.
- 5.4 Test Papers will be set in Chinese and English
- 5.5 Duration of test is 30 minutes

- 5.6 Participant is required to provide HKID Card/Passport to organizer during the class for identification check (HKID Card/Passport number will be printed on the certificate for identification purpose)
- 5.7 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
- 5.8 Participant obtaining a score less than 80% of full mark will be regarded as fail

6. Fail and retest 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\$300 will be charged for retest session (enrollment for retest shall refer to Enrollment Procedures)

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 participant in case the participant failed in the test

8. Arrangements during Bad Weather

Before Training Commence		
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:		
Signal issued by	Sessions/Periods suspended	
7:00 am	8:30 a.m. - 1:30 p.m.	
12:00 noon	1:30 p.m. - 6:00 p.m	
Training in Progress		
Signals	Training	Examination
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
Details of postponement for course will be announced		

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.