Transpower: Non-attendance/Withdrawal Policy

LEARNER WITHDRAWAL

From time to time a learner may need to withdraw from a course; this is completed via the training record page in MySkills. If a learner withdraws without a substitute learner being enrolled, the cost of training will be invoiced as follows:

Technical Courses

Withdrawal within 20 working days of the first day of the training course, Grid Skills will charge $350 per training day.

Compliance Courses (Substation Entry, Work Management, Permit Recipient and their related refreshers)

Withdrawal within 10 working days of the first day of the training course, Grid Skills will charge $350 per training day.

NON-ATTENDANCE

If for any reason a learner is unable to attend on the day of training they must contact Grid Skills before the course commences by either ringing Grid Skills registrations 06 3570919 or e-mailing gridskills@transpower.co.nz, advising the reason for the absence. Where the learner simply does not show or there is not a valid reason for the absence the cost of training will be charged at $350 per training day.

NOT WORK READY

• Learners are required to arrive at training “work ready”. Where a trainer deems, a learner unfit for training due to either:
  • Course pre-work not completed
  • Pre-requisite courses not completed
  • Under the influence of drugs or alcohol
  • There is any other reason the learners is deemed not work ready.

The learner will be withdrawn from the course and advised to report to their workplace manager. The learner’s employer will be invoiced $350.00 per training day and advised they will not be eligible to claim the Travel and Accommodation allowance.

Where there are extenuating circumstances Grid Skills may choose to waive any or all charges.