

HOW TO BOOK A GENERIC INDUCTION ONLINE

- Step 1: Go to <http://inductions.xstratacoal.com.au> select courses tab
- Step 2: Use the filter to select NSW only, QLD only, or specific locations
- Step 3: Click on the desired date and location
- Step 4: Select 'Click here to register for this session'
- Step 5: Course Registration (Select Employer, complete company details, + Add Student details)
- Step 6: Confirm details and select course fee (Employer sponsored fee)
- Step 7: Select payment type and agree to terms and conditions
- Step 8: Pay via Visa or MasterCard
- Step 9: Enrolment Complete

DETAILED INSTRUCTIONS

- Step 1: Go to <http://inductions.xstratacoal.com.au> select courses tab

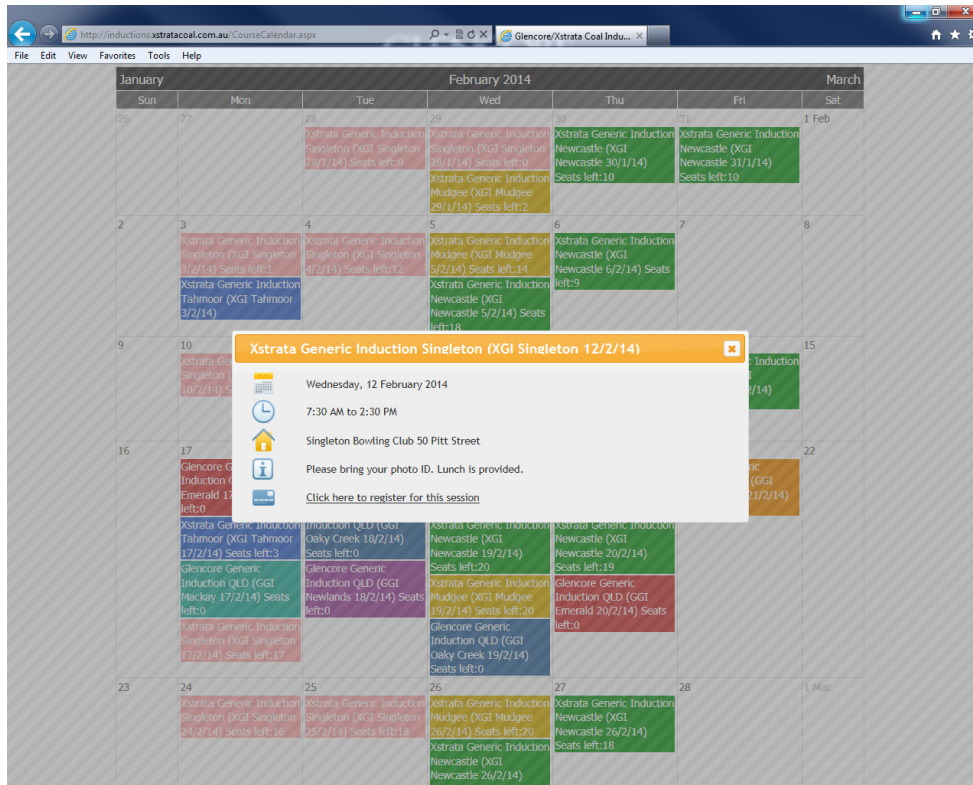
The screenshot shows the 'Glencore Inductions' website. The navigation bar includes 'HOME', 'COURSES', and 'CONTACT US'. Below the navigation bar is the 'Course Calendar' section. It features a filter menu on the left with checkboxes for 'ALL', 'NSW Only', 'QLD Only', 'Singleton', 'Newcastle', 'Tahmoor', 'Mudgee', 'Mackay', 'Newlands', 'Collinsville', 'Rockhampton', 'Oak Creek Complex', 'Emerald', 'Rolleston', and 'Clermont'. The main calendar displays sessions for January, February, and March 2014. Each session entry includes the date, location, and the number of seats left.

January		February 2014					March
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28 Xstrata Generic Induction Singleton (XGI Singleton) 28/1/14) Seats left:0	29 Xstrata Generic Induction Singleton (XGI Singleton) 28/1/14) Seats left:0 Xstrata Generic Induction Mudgee (XGI Mudgee) 29/1/14) Seats left:2	30 Xstrata Generic Induction Newcastle (XGI Newcastle 30/1/14) Seats left:10	31 Xstrata Generic Induction Newcastle (XGI Newcastle 31/1/14) Seats left:10	1 Feb	
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9	10 Xstrata Generic Induction Singleton (XGI Singleton) 10/2/14) Seats left:17	11 Xstrata Generic Induction Singleton (XGI Singleton) 11/2/14) Seats left:19	12 Xstrata Generic Induction Singleton (XGI Singleton) 12/2/14) Seats left:17 Xstrata Generic Induction Mudgee (XGI Mudgee) 12/2/14) Seats left:17	13 Xstrata Generic Induction Newcastle (XGI Newcastle 13/2/14) Seats left:18	14 Xstrata Generic Induction Newcastle (XGI Newcastle 14/2/14) Seats left:18	15	
16	17 Glencore Generic Induction QLD (GGI Emerald 17/2/14) Seats left:0	18 Xstrata Generic Induction Singleton (XGI Singleton) 18/2/14) Seats left:18 Glencore Generic	19 Glencore Generic Induction QLD (GGI Collinsville 19/2/14) Seats left:0	20 Glencore Generic Induction QLD (GGI Mackay 20/2/14) Seats left:0	21 Glencore Generic Induction QLD (GGI Rockhampton 21/2/14) Seats left:0	22	

- Step 2: Use the filter to select NSW only, QLD only, or specific locations

Step 3: Click on the desired date and location

Step 4: Select 'Click here to register for this session'



Step 5: Course Registration

Already have a log in? Please ignore this section and continue down to select Employer or Student.

Select 'Employer' and complete the requested details.

The email address entered at this point will receive the automatic email confirmation, invoice and payment receipt.

Step 3: Complete your enrolment

XGIS Xstrata Generic Induction Singleton (XGI Singleton 12/2/14) 12/2/2014 to 12/2/2014

Already have a login?

Username:

Password:

Login

Your details

Student: ☐ Employer: ☒

* Legal Name:

* Trading Name:

* Email:

* Address line 1:

Address line 2:

* Suburb:

* State:

* Post Code:

* Phone Number

Home/Work:

Mobile:

+ Add New Student

Additional Fields

* What is your Employer/Company name

+ Add Student – you can add multiple employees by pressing the yellow cross for the number of employees required.

Complete Student Details: First Name, Surname, DOB, Job Title and Gender

Complete additional fields: Employer/Company name (this is a duplicate, but required to get to the next stage, apologies)

Mobile:

+ Add New Student

* First Name:

* Surname:

* DOB:

Job Title:

Email:

Gender:

Address line 1:

Address line 2:

Suburb:

State:

Post Code:

Phone Number

Home/Work:

Mobile:

Additional Fields

* What is your Employer/Company name

Back Continue

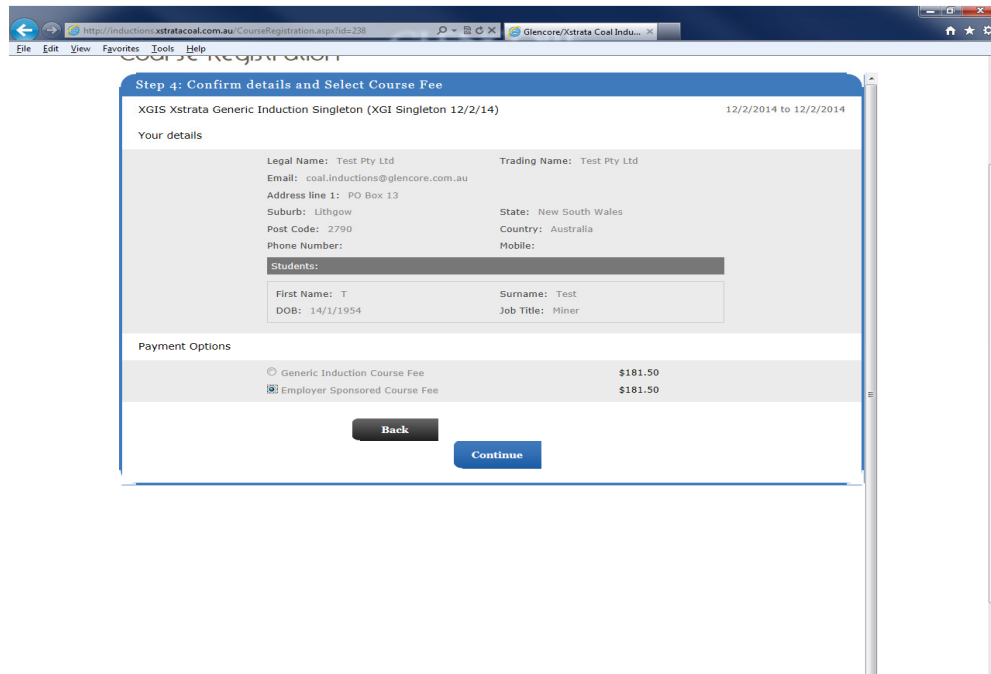
Copyright © 2013 Glencore Xstrata plc. All rights reserved.

Select Continue

Step 6: Confirm details and select course fee

Check your details are correct.

Select Employer Sponsored Course Fee – this will ensure the invoice is in the Company's name. The amount will be \$181.50 for NSW courses and \$191.40 for QLD courses.



The screenshot shows a web browser window with the URL <http://inductions.xstratacoal.com.au/CourseRegistration.aspx?id=238>. The page title is "Course Registration". The main heading is "Step 4: Confirm details and Select Course Fee". Below this, it says "XGIS Xstrata Generic Induction Singleton (XGI Singleton 12/2/14)" and "12/2/2014 to 12/2/2014".

Your details

Legal Name: Test Pty Ltd	Trading Name: Test Pty Ltd
Email: coal.inductions@glencore.com.au	
Address line 1: PO Box 13	
Suburb: Lithgow	State: New South Wales
Post Code: 2790	Country: Australia
Phone Number:	Mobile:

Students:

First Name: T	Surname: Test
DOB: 14/1/1954	Job Title: Miner

Payment Options

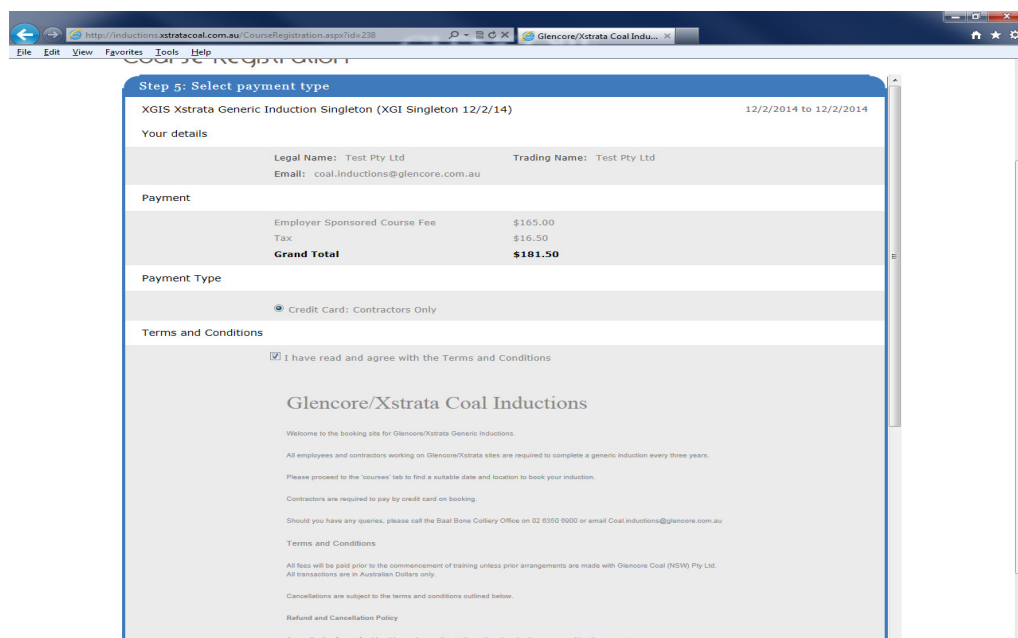
<input type="radio"/> Generic Induction Course Fee	\$181.50
<input checked="" type="radio"/> Employer Sponsored Course Fee	\$181.50

At the bottom, there are "Back" and "Continue" buttons.

Select Continue

Step 7: Select payment type and agree to terms and conditions

Select Credit Card: Contractors Only and tick the box I have read and agree with the terms and conditions



The screenshot shows a web browser window with the URL <http://inductions.xstratacoal.com.au/CourseRegistration.aspx?id=238>. The page title is "Course Registration". The main heading is "Step 5: Select payment type". Below this, it says "XGIS Xstrata Generic Induction Singleton (XGI Singleton 12/2/14)" and "12/2/2014 to 12/2/2014".

Your details

Legal Name: Test Pty Ltd	Trading Name: Test Pty Ltd
Email: coal.inductions@glencore.com.au	

Payment

Employer Sponsored Course Fee	\$165.00
Tax	\$16.50
Grand Total	\$181.50

Payment Type

☒ Credit Card: Contractors Only

Terms and Conditions

☒ I have read and agree with the Terms and Conditions

Glencore/Xstrata Coal Inductions

Welcome to the booking site for Glencore/Xstrata Generic Inductions.

All employees and contractors working on Glencore/Xstrata sites are required to complete a generic induction every three years.

Please proceed to the 'courses' tab to find a suitable date and location to book your induction.

Contractors are required to pay by credit card on booking.

Should you have any queries, please call the Coal Bore Colliery Office on 02 6350 6000 or email Coal.inductions@glencore.com.au

Terms and Conditions

All fees will be paid prior to the commencement of training unless prior arrangements are made with Glencore Coal (NSW) Pty Ltd. All transactions are in Australian Dollars only.

Cancellations are subject to the terms and conditions outlined below.

Refund and Cancellation Policy

An application for a refund is addressed according to the notice given by the person making the request.



Select continue at the bottom of the terms and conditions

Step 8: Pay via Visa or MasterCard

The screenshot shows a web browser window with the URL <http://inductions.xstratacoal.com.au/CourseRegistration.aspx?id=238>. The page title is "Glencore/Xstrata Coal Induction". The main heading is "How would you like to pay?". Below this, a box contains the text "Pay securely by clicking on the card logo below:". There are two logos: Visa and MasterCard. Below the logos, it says "Your details will be sent to and processed by ANZ eGate." with a "Cancel" link. At the bottom, there is a copyright notice: "© Copyright Australia and New Zealand Banking Group Limited (ANZ) 100 Queen Street, Melbourne 3000, ABN 11 005 357 522, 1996 - 2004".

How would you like to pay?

Pay securely by clicking on the card logo below:

Your details will be sent to and processed by ANZ eGate.
[Cancel](#)


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Select the card type and complete the card number, expiry date and security code.

The screenshot shows the same web browser window, but the page title is "Glencore/Xstrata Coal Induction" and the heading is "Enter your card details". The page content is for MasterCard. It says "You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click 'enter payment' to complete your purchase." There is a form with three fields: "Card Number:" (a long text box), "Expiry Date:" (two boxes for month/year), and "Security Code:" (a box for the 3 digits). To the right of the Security Code field, it says "The 3 digits after the card number on the signature panel of your card." Below the form, there is a "Purchase Amount:" field showing "AUD \$181.50". At the bottom of the form, there is a green "enter payment" button and a "Cancel" link. Below the form, there is a copyright notice: "© Copyright Australia and New Zealand Banking Group Limited (ANZ) 100 Queen Street, Melbourne 3000, ABN 11 005 357 522, 1996 - 2004".


Enter your card details

 **MasterCard** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click 'enter payment' to complete your purchase.

Card Number:

Expiry Date: / month/year

Security Code: The 3 digits after the card number on the signature panel of your card.



Purchase Amount: AUD \$181.50

[enter payment](#) [Cancel](#)

Your details will be sent to and processed by ANZ eGate.

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To confirm the payment select 'Enter payment'

Step 9: Enrolment Complete

A page will appear to state that your enrolment has been completed successfully.

You should receive a confirmation email containing a tax invoice and payment receipt within 1 hour of booking.

If you have not, please email us at coal.inductions@glencore.com.au