

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

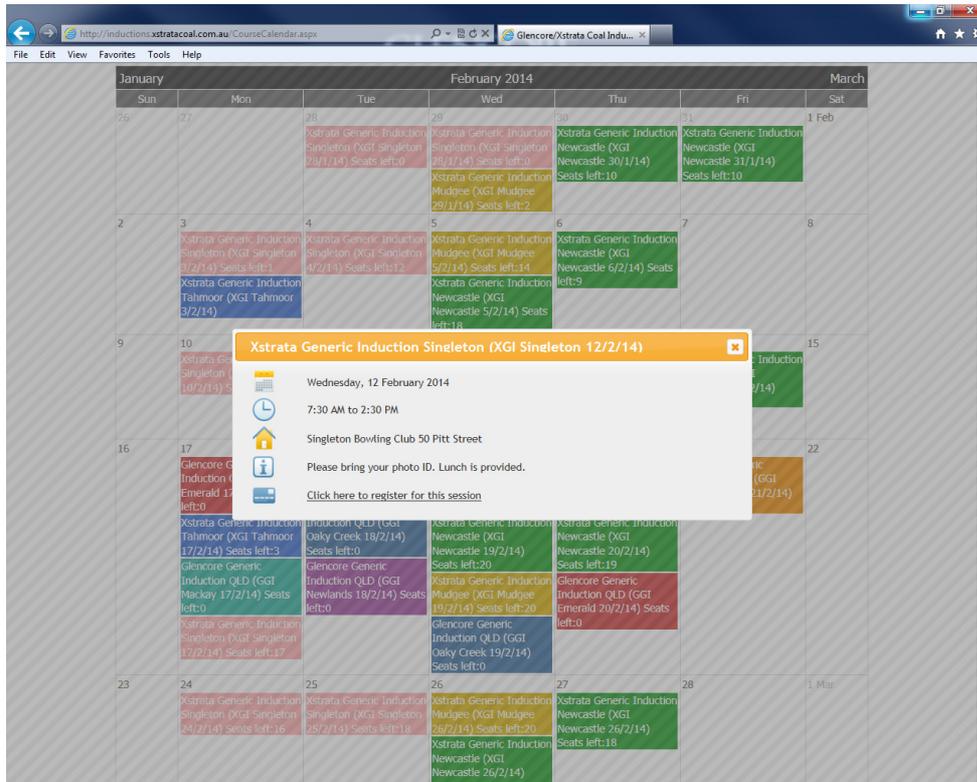
The screenshot shows the 'Course Calendar' page on the Glencore Inductions website. The page features a navigation menu with 'HOME', 'COURSES', and 'CONTACT US'. Below the menu is a filter section with checkboxes for various locations: ALL, Singleton, Mackay, Emerald, Rolleston, NSW Only, Newcastle, Newlands, Rockhampton, Clermont, QLD Only, Tahmoor, Collinsville, Oaky Creek Complex, and Mudgee. The main content is a calendar grid for January, February, and March 2014. Each cell in the grid represents a date and contains information about an induction session, including the location (e.g., Singleton, Newcastle, Mudgee, Emerald, Collinsville, Mackay, Rockhampton) and the number of seats left. The sessions are color-coded by location.

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

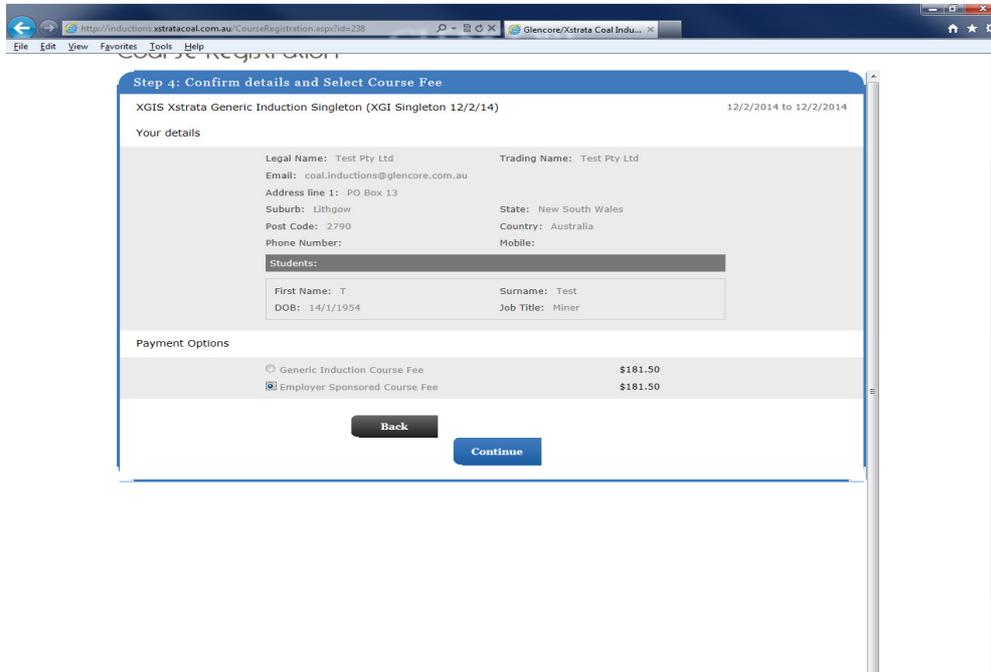
Copyright © 2013 Glenore Xstrata plc. All rights reserved.

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 content area is titled "Step 4: Confirm details and Select Course Fee" and includes the course name "XGIS Xstrata Generic Induction Singleton (XGI Singleton 12/2/14)" and dates "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

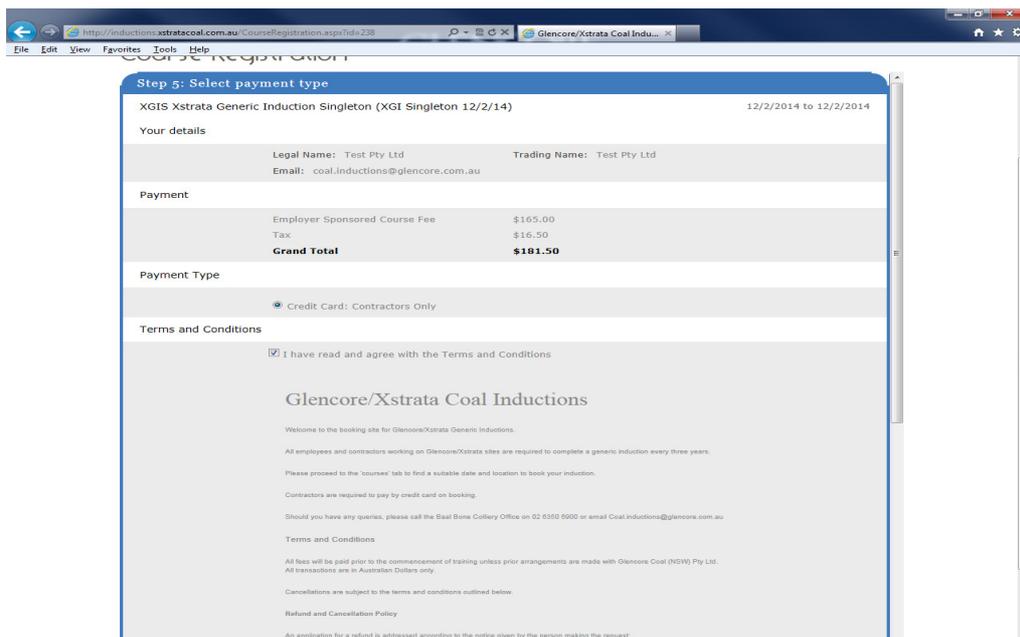
<input type="radio"/> Generic Induction Course Fee	\$181.50
<input checked="" type="radio"/> Employer Sponsored Course Fee	\$181.50

Buttons: Back, Continue

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 content area is titled "Step 5: Select payment type" and includes the course name "XGIS Xstrata Generic Induction Singleton (XGI Singleton 12/2/14)" and dates "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 9000 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.

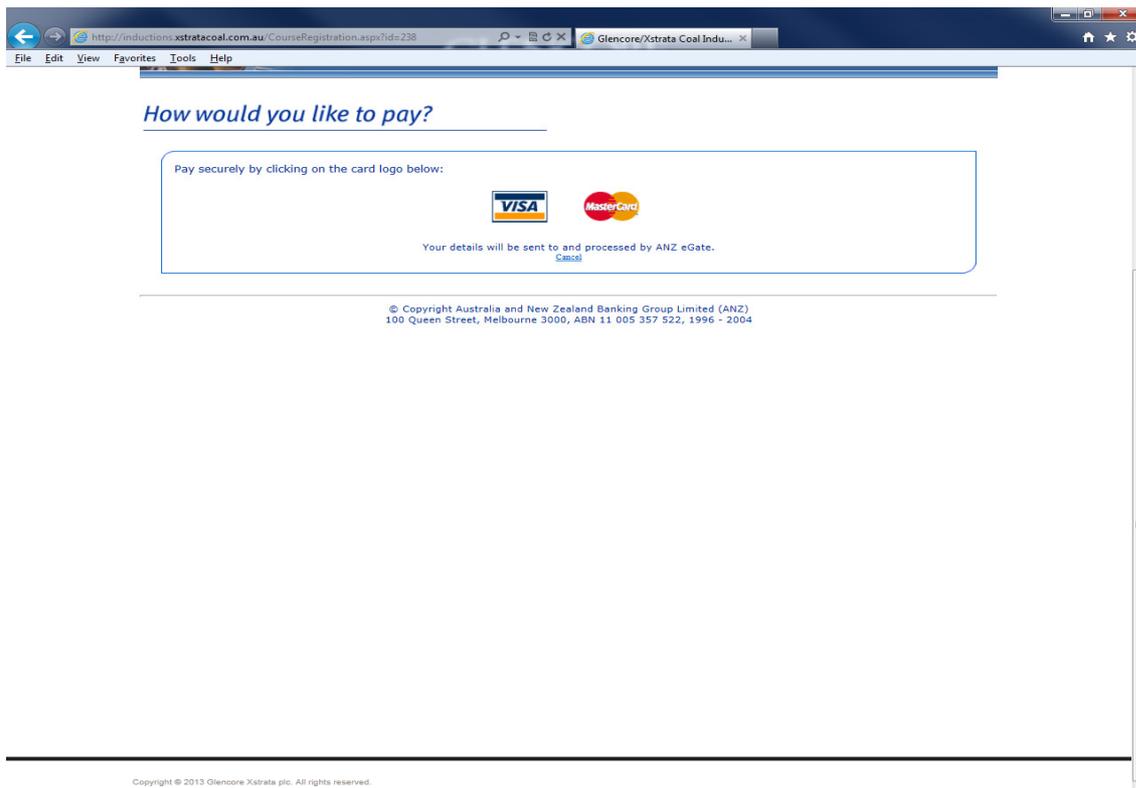
Cancellations are subject to the terms and conditions outlined below.

Refund and Cancellation Policy

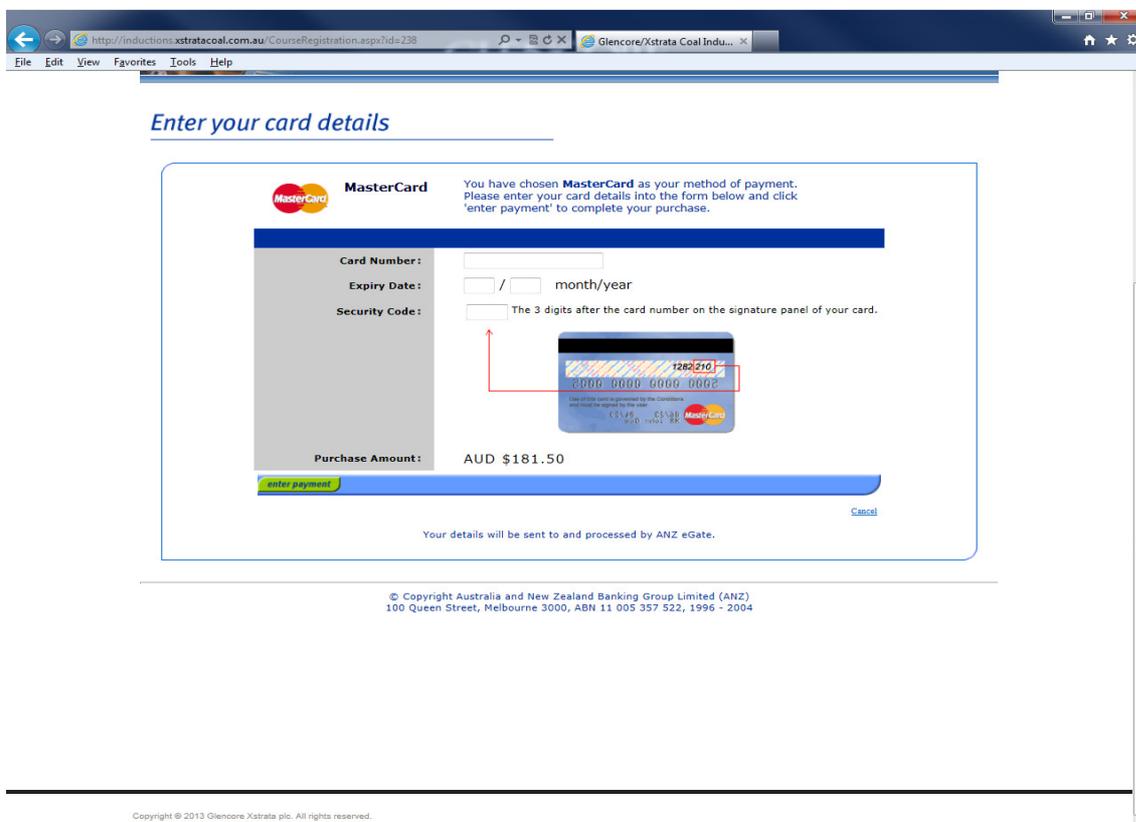
An application for a refund is addressed according to the notice given by the person making the request.

Select continue at the bottom of the terms and conditions

Step 8: Pay via Visa or MasterCard



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



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