

ADVOCACY

EMPLOYMENT

EVENTS

NEWS

TRAINING

# ACAPMA

## Petroleum Convenience Compliance course (PCC)



## About the PCC course

It is a requirement under law that a business be able to demonstrate that it has trained all workers effectively in all risks, hazards and compliance requirements that they will face in the workplace.

While many businesses fulfil this legal obligation, it is often not documented sufficiently enough to demonstrate compliance to external parties such as inspectors. These situations can result in penalties and breaches for the business.

To address this, ACAPMA has developed the online Petroleum Convenience Compliance (PCC) course to fulfil the training and reporting obligations for console operators within a service station.

The PCC is delivered and assessed online via ACAPMA's e-learning hub, allowing staff to complete it on any computer with internet access, at any time.

Helpdesk support is available through ACAPMA's training department, who can guide staff through the course, to achieve the required 100% pass mark.

Each business is then able to report on the progress of each staff member directly from the system, allowing instant demonstration of compliance to regulators and inspectors.

## Costs and inclusions of the PCC course

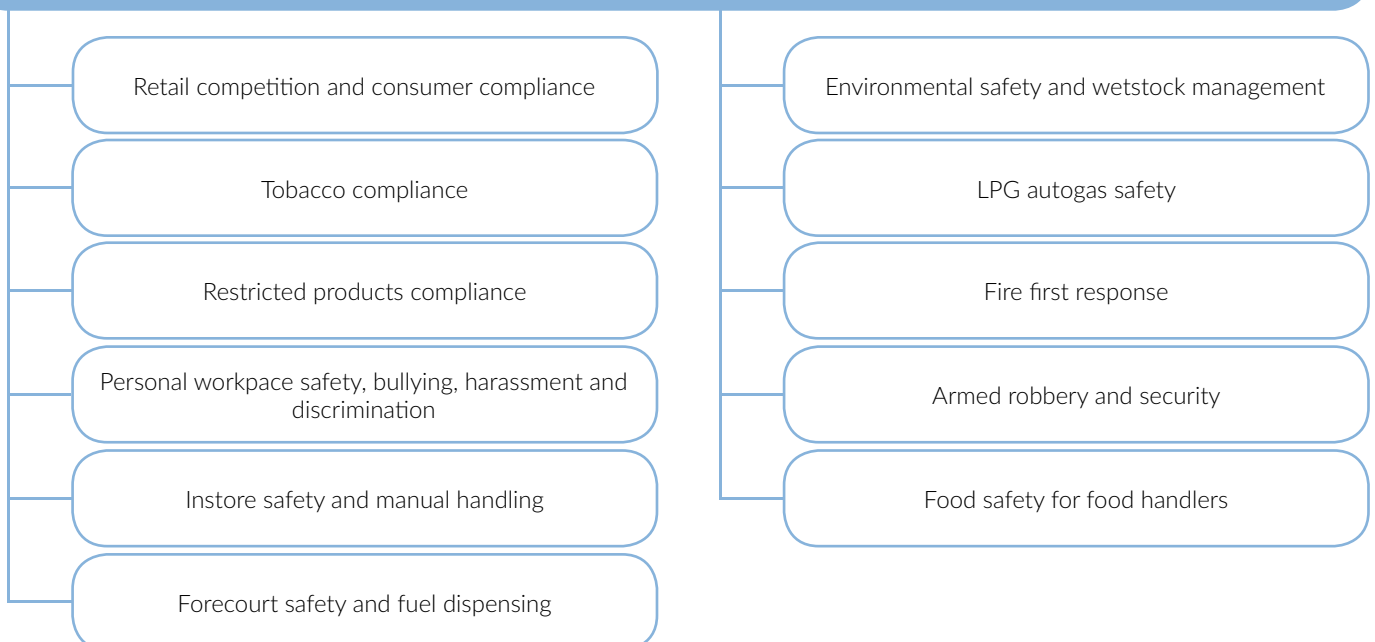
The PCC course package is available as a stand alone item for \$1,650 inc GST for non members and at the discounted price of \$1,100 inc GST for ACAPMA Members. Access is billed yearly and includes:

- Access to the PCC for all staff at the site
- Access for the site supervisor to report on staff progress and completion

The PCC is also available to ACAPMA Members at a further discounted cost when ordered as part of the Compliance Partner+ program which delivers the PCC and ACAPMA Assisted Compliance Audit for \$930 inc GST per site.

Further information on the PCC can be sought by contacting ACAPMA on 1300 160 270 or emailing [communications@acapma.com.au](mailto:communications@acapma.com.au).

## PCC Modules





## Application Form

Please print these pages, fill and return to [communications@acapma.com.au](mailto:communications@acapma.com.au).

Business Name

ABN

Street Address

State

Postcode

Training Contact Name

Training Contact Email

Training Contact Phone

On behalf of the business listed above, I am applying for \_\_\_\_\_ number of retail sites to participate in the following program:

**Petroleum Convenience Compliance Course**

- > Petroleum Convenience Compliance course access per site for all staff
- > Reporting and user creation capacity for supervisors at the site

The details for these sites are provided below.

I understand that access to the course is on a per site per year basis and that access will be automatically renewed on anniversary and the business will be re-invoiced.

I understand that myself, or another such representative of the business, can withdraw from the program by submitting a request to withdraw to [communications@acapma.com.au](mailto:communications@acapma.com.au).

I understand that each annual access period, or part therefore, will be invoiced and paid in full unless withdrawal from the program is submitted in writing prior to the commencement of the renewal date.

Contact Signature

Date

Complete the site details on the next page, please provide additional site details as a separate attachment if required.



## Site #1

Site Name

Street Address

State

Postcode

Site Manager Full Name

Site Manager Email

## Site #2

Site Name

Street Address

State

Postcode

Site Manager Full Name

Site Manager Email

## Site #3

Site Name

Street Address

State

Postcode

Site Manager Full Name

Site Manager Email

## Site #4

Site Name

Street Address

State

Postcode

Site Manager Full Name

Site Manager Email

ACAPMA | 1300 160 270 | [communications@acapma.com.au](mailto:communications@acapma.com.au) | [www.acapma.com.au](http://www.acapma.com.au)  
3 Spring Street, Sydney, NSW, 2000