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# ACAPMA

## Petroleum Convenience Compliance New Zealand (PCCNZ)



## About the PCCNZ 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, with the assistance of the MTANZ has developed the online Petroleum Convenience Compliance (PCCNZ) course to fulfil the training and reporting obligations for console operators within a service station.

The PCCNZ 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 PCCNZ course

The PCCNZ course package is \$880 AUD, billed yearly and includes:

- Access to the PCCNZ for all staff at the site
- Access for the site supervisor to report on staff progress and completion
- Support resources including; template toolbox talks, safety drills and training registers

## PCCNZ Modules

Consumer guarantee and retail compliance

Tobacco compliance

Personal workplace safety, bullying, harassment and discrimination

Instore safety and manual handling

Forecourt safety and fuel dispensing

Environmental safety and wetstock management

LPG autogas safety

Fire first response

Robbery and security

Food safety for food handlers

## 50% discount for MTANZ Members

The PCCNZ is also available at a further discounted cost for MTANZ members.



Further information on the PCCNZ can be sought by contacting ACAPMA on +61 1300 160 270 or emailing [training@acapma.com.au](mailto:training@acapma.com.au).



## Application Form

Please fill and return to [training@acapma.com.au](mailto:training@acapma.com.au) or send to; 3 Spring Street, Sydney, NSW, 2000, Australia

Business Name

Address

Training Contact Name

Training Contact Email

Training Contact Phone

On behalf of the business listed above, I am applying for participation in the PCCNZ

The details for these sites are provided on the following pages (or in the attached list).

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

Please enter number of sites this application is for:

### Petroleum Convenience Compliance Course (PCCNZ)

- > Petroleum Convenience Compliance New Zealand course access per site for all staff
- > Reporting and user creation capacity for supervisors at the site
- > Resources and Templates associated with the PCCNZ

PCCNZ cost is \$880 AUD per site per year. MTANZ Members are entitled to a 50% discount to claim the discount MTANZ membership number must be provide



## 50% discount for MTANZ Members

Please provide your MTANZ Member Number

Accepted Cards:    VISA    MasterCard    AMEX

Name on the Card:

Card Number:

Expiry Date:

CCV :

Credit card transactions incur a 1.4% fee for Visa and MasterCard and 2% for AMEX and Diners.



## 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

*Additional site information can be provided as an attachment to this Application*