

About Part 1: Lithium Batteries Requirements Workshop

1. Course Type	Classroom Training
2. Target Group	Operations, Customer Service, Sales, and Warehouse/Transportation operators who involve in documentation and/or physical handling lithium batteries shipments (PI 966, PI 967, PI969 & 970 Section II)
3. Estimated Participants	25 to 40 participants per class
4. Location	As marked in the registration form
5. Duration	Part 1: 09:15-12:15 Lithium Batteries Requirements Workshop (NO test for Part 1)
6. Objectives	Ensure the participants, To familiar and comply with the internal training requirements of IATA DGR 3.9.2.6 & IATA DGR 1.6 (PI 966, PI 967, PI969 & 970 Section II)
7. Contents	2022 IATA DGR PI 966, PI 967, PI969 & 970 Section II (Main focus on the practical handling on lithium batteries)
8. Regulatory requirements	IATA DGR 3.9.2.6 & IATA DGR 1.6
9. Language	Cantonese
10. Recognition	Letter of attendance will be present to participants after the attending of this session.
11. Learn the difference	We will demonstrate competency-based learning approach to simulate participants to equip with the knowledge, skills and attitudes in relation to the duties of personnel.

About Part 2: Risks Prevention Workshop

This session focuses on **discussing the risks** in handling lithium batteries, as well as **how to check the lithium batteries documentation** to facilitate the smooth of the shipments.

1. Course Type	Classroom Training
2. Target Group	Operations, Customer Service, Sales, and Warehouse/Transportation operators who involve in documentation and/or physical handling lithium batteries shipments (PI 966, PI 967, PI969 & 970 Section II)
3. Estimated Participants #	25 to 40 participants per class
4. Location	As marked in the registration form
5. Duration	Part 2: 1:15-4:45 Risks Prevention Workshop Test: 4:45-5:15 (Only the one who complete both Part 1 & Part 2 or the one who has valid IATA DGR certificate, is eligible to attend the test session)
6. Objectives	Ensure the participants, <ul style="list-style-type: none"> • Understand the risk and consequence for non-compliance; • To familiar the documentation, e.g. Lithium battery letters, SLI, Packing List, Invoice, MSDS and UN 38.3
7. Contents	1. Case study and experience sharing 2. Noncompliance risks and Legislation liabilities and its prevention
8. Regulatory requirements	IATA DGR 3.9.2.6 & IATA DGR 1.6
9. Language	Cantonese
10. Recognition	Letter of attendance will be present to participants after the attending of each session. A Certificate issued by Plus One Global Consulting Limited is awarded to participants obtaining a grade level of 80% or higher on the test. A special distinction is awarded to all participants obtaining a grade of 90% or higher.
11. Retest	One re-test is given but HKD 200 for the administration fee must be paid.
12. Learn the difference	We will demonstrate competency-based learning approach to simulate participants to equip with the knowledge, skills and attitudes in relation to the duties of Personnel.

Training Policy - Registration

1. Please adopt ONE of the following methods for course registration:
 - (a) Kindly complete the registration form and send it to our email (training@plus-one.com.hk). Please send a crossed cheque payable to "Plus One Global Consulting Limited" to Unit 2606, 26/F, Prosperity Place, No. 6 Shing Yip Street, Kwun Tong. Please write your name and course code on the back of the cheque.
 - (b) Register via our company website: <https://plus-one.hk/>.
2. Application will be treated on a first-come-first-served basis upon confirmation email before lesson. Seats can be reserved either by sending completed enrolment forms via e-mail (training@plus-one.com.hk) or via online registration in our company website.
3. Payment can be made by company cheque or personal cheque.
4. An email with course details will be sent out 7 days before the training.
5. The certificate will be passed to participant after the course if he/she passes the test.
6. For any request that requires re-issue certificate service, PLUS ONE will impose a service charge of HK\$300.- upon the request. For details and procedure, please contact PLUS ONE directly.

Training Policy - Cancellations/Amendment/Change of Class/Refunds

7. Amendment (except Change of Class and Cancellation) can be made only one time FREE of charge on the application within 3 days after the confirmation email is issued. After that, an administration fee of HK\$300.- will be charged for each amendment/cancellation. No guarantee on amendments could be made within 3 working days before the start of the course.
8. Change of Classes received, PLUS ONE may in its sole discretion and without assigning any reason for its decision approve or reserve a seat for the registration in future course subject to the availability of seat or refuse any such application. An administration fee of HK\$300.- will be charged for each request. No guarantee on change of class could be made within 3 working days before the start of the course.
9. After the commencement of the course, no refund will be given.
10. No Cancellation can be made on the registration once the Confirmation Letter is issued. No refund will be given in this case.

Training Policy - Others

11. The date & time shown in the confirmation email will be taken as the official date & time of registration.
12. Registration is subject to PLUS ONE's approval. PLUS ONE reserves the right to reject any application in any circumstances and for whatever reasons. Submission of the enrollment form and cheque should NOT be construed as acceptance of admission.
13. PLUS ONE reserves the right to cancel any of the classes if there is insufficient enrolment or unforeseen difficulties arising from mounting the class(es).
14. Kindly be advised that if you have to be absent from any session of the course, you must inform the course tutor at tel: 3705 2100. Trainees with attendance rate less than 80% may not be allowed to sit for the exam.
15. PLUS ONE reserves the right to change the program contents, schedule, number of seats or venue at any time and without prior notice when necessary. Those who are affected by course cancellation will be entitled to full refund or seat reservation for future courses.
16. Special Weather Arrangement:
 - a) Arrangement of lesson in the morning¹: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 7:15 a.m., the lesson in the morning will be cancelled. If the warning is cancelled at 7:15 a.m. or earlier, the lesson will remain normal. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.
 - b) Arrangement of lesson in the afternoon²: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 12:00 p.m., the lesson in the afternoon will be cancelled. If the warning is cancelled at 12:00 p.m. or earlier, the lesson will remain normal. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.
 - c) Arrangement of whole-day lesson: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 10:15 a.m., the whole-day lesson will be cancelled. If the warning is cancelled at 10:15 a.m. or earlier, the lesson will remain normal. Please return to the training center as scheduled within 2 hours after the warning is cancelled. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.

¹ Lesson in the morning: lesson that finish before 2:00 p.m.

² Lesson in the afternoon: lesson that start after 2:00 p.m.

培訓條款- 註冊

1. 請顧客透過下列任何一種方式報名：
 - a) 把填妥的註冊表格發送到以下電郵地址：training@plus-one.com.hk，並將支票寄到觀塘成業街 6 號泓富廣場 26 樓 2606 室。支票抬頭請寫“Plus One Global Consulting Limited”，並請於支票背面寫下申請人姓名以及課程編號。
 - b) 透過我們公司的網站：<https://plus-one.hk/> 進行課程註冊。
2. 課程名額有限，先到先得。顧客可以傳送報名表格到以下電郵地址：training@plus-one.com.hk，或在網站報讀課程，如報名成功，系統會發出確認電郵通知顧客。
3. 款項可以透過公司支票或個人支票支付。
4. 我們會在上課七天前發送包含課程細節的電郵給顧客。
5. 如果學員在考試取得合格成績，我們會在課程完結後把證書發給學員。
6. 申請補發證書的費用為港幣三百元正，如顧客對補發證書的申請細節或步驟有任何查詢，請直接聯絡本公司。

培訓條款- 取消報名／更改報名內容／轉班／退款

7. 在發出確認電郵後的三天內，顧客仍可免費申請一次課程變更（除了轉班及取消註冊的申請），任何在這之後作出的更改要求將會被收取三百元正的手續費。本公司不能確保成功安排在課程開始三個工作天前才提出的更改申請。
8. **Plus One Global Consulting Limited** 保留對轉班申請的決定權，本公司有權在不提供任何原因的情況下允許或拒絕申請，或者為申請人安排入讀其他課程。任何轉班申請會被收取港幣三百元正作為行政費用。本公司不能確保成功安排任何在課程開始前的三個工作日前才提出的申請。
9. 課程開始後將不接受任何退款要求。
10. 在發出確認電郵後，將不接受任何取消註冊或退款的申請。

培訓條款- 其他

11. 確認電郵上標註的日期及時間會被視為註冊的正式日期及時間。
12. **Plus One Global Consulting Limited** 對課程註冊有最終決定權，並保留無條件拒絕報讀申請的權利，成功提交註冊表格或支票並不代表報讀要求被接納。
13. 假如課程報讀人數不足或開課期間出現問題，**Plus One Global Consulting Limited** 保留取消課程的權利。
14. 如果學員缺席任何課堂，請提早致電 3705 2100 通知課程導師。出席率少於 80%的學員將不能出席考試。
15. **Plus One Global Consulting Limited** 保留隨時更改課程內容、時間表、人數、地點的權利，在必要的情况下，本公司有有權作更改而不另行通知。任何受以上安排影響的學員將獲全額退款，或獲安排入讀其他課程。
16. 特別天氣安排：
 - a) 上午課堂的安排³：若八號或更高颱風信號、黑色暴雨警告信號在 7:15 a.m.以後仍然生效，上午課堂將會被取消；若信號在 7:15 a.m.或以前除下，課堂將按照原定安排進行。導師會在當天個別通知學員上課的安排。
 - b) 下午課堂的安排⁴：若八號或更高颱風信號、黑色暴雨警告信號在 12:00 p.m.以後仍然生效，下午課堂將會被取消。若信號在 12:00 p.m.或以前除下，課堂將按照原定安排進行。導師會在當天個別通知學員上課的安排。
 - c) 全日課堂的安排：若八號或更高颱風信號、黑色暴雨警告信號在上課前兩小時或更早前取消，課堂將按照原定安排進行。

³ 上午課堂：在 2:00 p.m.前完結的課堂

⁴ 下午課堂：在 2:00 p.m.後開始的課堂