



BHP Mitsubishi Alliance

## HOW TO ENROL

### 1. Find a course

Visit our BMA page on our website and select the course, date and location you would like to book into: [link-resources.com.au/bma-courses/](http://link-resources.com.au/bma-courses/)

### 2. Complete the enrolment form

Complete the online enrolment form. For the question 'Would you like to pay for this course now?', please select 'Yes with a purchase order' and for the 'Purchase Order' number, enter "BMA PO" (see below). Once the form has been completed, click SUBMIT.

Would you like to pay for this course now? \*

- Yes with a purchase order
- Yes using a credit card
- Yes using CITB Funding
- No (Please note that if you choose no, this booking will be tentative only)

Purchase Order

BMA PO

**Please Note:** For any refresher courses, you will need to provide a previous SOA or USI transcript.

### 3. Booking Confirmation

Once you have been confirmed in a course, you'll receive an 'Booking Confirmation' email. This email contains all the information you require for your course.

### 4. Course Completion

After successfully completing the training course, you will be issued with either a Statement of Attainment or Attendance Certificate (please allow 1-3 business days for this to be issued).

If you have any further questions, please contact us on the below details.

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