



## E-learning order form

| Contact details |  | Invoice details    |  |
|-----------------|--|--------------------|--|
| Name*           |  | Company name       |  |
| Function        |  | Department         |  |
| Organisation    |  | Name               |  |
| Address         |  | Address            |  |
| Postal code     |  | Postal code        |  |
| City            |  | City               |  |
| Country         |  | Country            |  |
| Phone number    |  | Business No. (ABN) |  |
| Email address   |  | Email address      |  |

\*Please fill in your full name as you would like to see it shown on your certificate. Note: this can not be changed at a later stage.

### E-Learning Module

Each module gives the user 2 months access as per effective date. Once a module is ordered the user will receive the login details. In case you want to schedule the effective date, please fill in here: \_\_\_\_\_ Please note that this date cannot be changed at a later stage. (modules 2-7 will be available soon). Pricing is excluding VAT/GST. (10% GST will apply where applicable)

- Module 1: Basic Bowtie Methodology
- Module 2: BowTie diagram construction with BowTieXP
- Module 3: Bowtie advanced diagram construction
- Module 4: Evaluating Bowties
- Module 5: AuditXP
- Module 6: IncidentXP
- Module 7: BowTieServer

| Quantity     | Unit Price            | Line Total |
|--------------|-----------------------|------------|
|              | AUD 150               |            |
|              | AUD 300               |            |
|              | tbd                   |            |
|              | tbd                   |            |
|              | tbd                   |            |
|              | tbd                   |            |
|              | tbd                   |            |
| <b>Total</b> | <b>Total Excl GST</b> |            |

### User details

#### E-Learning Module

| Name | Email Address | Modules   |
|------|---------------|---|
| 1)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| 2)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| 3)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| 4)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| 5)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| 6)   |               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |

Payment is be required prior to issue of training access.

|       |       |       |
|-------|-------|-------|
| Name: | Sign: | Date: |
|-------|-------|-------|

Please fill in the order form completely for quick acceptance and send by email to [bowtiexp@bowtiexp.com.au](mailto:bowtiexp@bowtiexp.com.au) or call + 61 7 3237 8899. (Australia). An invoice will be issued on receipt of the completed form.



## E-learning modules

Currently we offer two e-learning modules:

- *Module 1: Basic BowTie Methodology*
- *Module 2: BowTie Diagram Construction with BowTieXP*

### **Module 1: Basic Bowtie Methodology**

This course describes the basics of the bowtie method by going through the steps of building a basic bowtie diagram. It is particularly useful as a refresher course for those who have already been trained in the bowtie method. This course can also be useful for those who would like to familiarize themselves with the bowtie method, but do not need in-depth knowledge as they will not develop bowties themselves, but may need to interpret the diagrams and or make risk-based decisions based on the diagrams.

The course starts with a brief introduction into bowties and then follows the steps to create a bowtie diagram. For each step, the theoretical lessons are followed by an exercise. This module doesn't require the use of a BowTieXP license. It is advised to follow the course in sequential order, although browsing backwards is allowed and encouraged.

The course can be completed in (approximately) 2 hours straight or over a period of time. After completion of the course an attendance certificate will be awarded.

### **Module 2: Bowtie diagram Construction with BowTieXP**

This course covers the basic functionality of the software enabling you to create full Bowtie diagrams and to use them for communication purposes in multiple ways. It's suitable for those who will use BowTieXP to make Bowtie diagrams and those who will use Bowties for reporting. No previous experience with the software is required to participate in this course. The format of the course consists of explanations supported by screenshots and videos, supplemented by exercises and software practice assignments in BowTieXP. As practice with the software is part of this module it is necessary to have a BowTieXP license. In case you don't have one yourself, we are pleased to provide you with a trial license.

This module starts with a general introduction into the software and continues with how to construct a bowtie diagram, how to adjust and link reference information such as effectiveness values, job titles, activities, document links, risk matrix scores etcetera and how to create different forms of reporting.

The course can be completed in approximately 2 hours straight or over a period of time. It is advised to follow the course in sequential order, although browsing backwards is allowed and encouraged. After completion of the course an attendance certificate will be awarded.

### **Gain access**

If you are interested in gaining access to our e-learning module(s), please fill in the order form (attached) and send by e-mail to [bowtiexp@bowtiexp.com.au](mailto:bowtiexp@bowtiexp.com.au) for quick acceptance. Upon receipt of the filled out order form, we will invoice you for payment.

We will confirm your purchase by e-mail and send you your login details and if necessary a trial license of BowTieXP as soon as possible after payment is confirmed in our account.

Upon payment for the course we send out the following by email:

After we have created your login details you will automatically receive an e-mail from the system with the login link and your personal username and password. If your organization is using a spam filter, please make sure that you can receive emails from [elecgerisk@elearning.cgerisk.com](mailto:elecgerisk@elearning.cgerisk.com). In case that you haven't received an e-mail with your personal login details within one (work) day, please contact us.

Upon completion of the course you will receive your certificate of attendance through the same way. This certificate is a .png document, please make sure that your spam filter (if applicable) allows this type of document as well. On this certificate your name 'XXX' will appear.

## CREDIT CARD PAYMENT

### SECURE ONLINE PAYMENT

- Credit Card Payments can be made via our secure online facility

### CURRENCY

- Payment currency is in Australian Dollars only (AUD).
- Please contact us for the AUD equivalent if the quote / invoice are in a foreign currency.

### ACCEPTED CARDS

- Master Card
- VISA
- Master Pass

### PAYMENTS – Process

- Click on the following link <https://www.bpoint.com.au/payments/rpsenergy>  
RPS Energy Pty Ltd., Biller Code **1336288**
- Enter the following reference details (up to 50 characters long)
  - Invoice / Quote Reference
  - Company or Personal Name
  - Short Description
- Email us the payment receipt [bowtiexp@bowtiexp.com.au](mailto:bowtiexp@bowtiexp.com.au)

## ELECTRONIC FUNDS TRANSFER

Payments can also be made by electronic funds transfer.

| Currency: AUD               |                    | Currency: USD  |                    |
|-----------------------------|--------------------|--|--------------------|
| <b>BSB:</b>                 | 066-007            | <b>BSB:</b>  | 006-000            |
| <b>Account #:</b>           | 1004 8403          | <b>Account #:</b>  | 1200-6898          |
| <b>Account Name:</b>        | RPS Energy Pty Ltd | <b>Account Name:</b>                                       | RPS Energy Pty Ltd |
|                             |                    | <b>Swift Code:</b>   | CTBAAU2S           |
| <b>Bank Name / address:</b> |                    | Commonwealth Bank, 225 St. Georges Terrace, Perth, WA 6000 |                    |

Enter the Invoice or Quote Reference along with your name in the transaction. Email the payment receipt to [bowtiexp@bowtiexp.com.au](mailto:bowtiexp@bowtiexp.com.au)

|  |   |   |
|--|---|---|
| <p><b>Queensland</b><br/>743 Ann St,<br/>Brisbane, QLD 4006<br/>: +61 7 3237 8899<br/>F: +61 7 3237 8833</p>   | <p><b>Western Australia</b><br/>Level 2, 27-31 Troode St,<br/>West Perth, WA 6005<br/>P: +61 8 9211 1111<br/>F: +61 8 9211 1122</p> | <p><b>Kuala Lumpur</b><br/>Level 5a, Menara Chan, 138 Jalan Ampang,<br/>50450, Kuala Lumpur, Malaysia<br/>P: +60 3 2732 8270<br/>F: +60 3 2732 8273</p> |
| <p><b>WEB:</b> <a href="http://www.bowtiexp.com.au" style="color: white;">www.bowtiexp.com.au</a><br/><b>EMAIL:</b> <a href="mailto:bowtiexp@bowtiexp.com.au" style="color: white;">bowtiexp@bowtiexp.com.au</a></p> |   |   |