

Lincoln University - First Aid Training for Staff:

- St John tutors will deliver First Aid training courses at Lincoln Event Centre. Special rates will apply.
- First Aid refresher and Workplace First Aid Courses have been scheduled throughout the year that you are able to book onto in advance. When courses are full you will be advised of when the next course will run. If there is sufficient demand an additional course may be run.

Booking a course:

- Please email your course booking request through to training@stjohn.org.nz.
- You will need to provide the following information:
 - Your Name and that you are booking through Lincoln University
 - Date of Birth
 - Preferred course date - of the course you want to book on to
 - Contact details
- If you require personal assistance phone 0800 347 782 and ask for Victoria Wright.
- The maximum number of people per course is 20. Once each course is full you will need to book onto the next available course /or course date that suits.
- You will receive confirmation of your booking via email – or if that course is full you will be advised of the next available course.
- If you have a group of more than 16 special client course rates may apply and you may choose to book a **Client Course**. Please contact training@stjohn.org.nz and advise of your requirements.

Payment:

- Payment is by Credit Card only.

Training courses at a St John Venue:

- If you are unable to attend an on-site training course you are welcome to attend any St John courses delivered from any of the advertised locations around NZ
- Go to www.stjohn.org.nz and go to Training Courses
- Please note the cost to attend one of these courses will be at the standard rate.

Ordering First Aid Kits and Products - Lincoln University Departmental Purchases:

- Your on-line account number is **sj800252**. (Password is LINCOLN01).
- You will need a purchase order/authorisation from your department head.
- Go to www.stjohn.org.nz click on online shop and follow the instructions, or phone our telesales team on **0800STJOHN / 0800 785 646** to place your order. Faxing is available if required – contact **0800 STJOHN / 0800 785 646** to arrange.
- **Personal purchases:** First Aid kits and supplies are available via the St John On-line shop. Go to www.stjohn.org.nz click on online shop and follow the instructions. Payment is via credit card.