



# Assignment Instructions

## READ CAREFULLY

Course Name: BITUMINOUS SURFACING PRINCIPLES & PRACTICE (BSP) Course Code: TC1461

Course Date: 19-21 AUGUST, 2014 Location: BRISBANE, QLD

COMPLETED ASSIGNMENTS NEED TO BE SUBMITTED BY: *19 SEPTEMBER, 2014*

### PLEASE NOTE:

- Attendance at a course is a prerequisite for completion of assignment.
- Late assignments will not be accepted unless prior arrangements have been made.
- Assignments received after the due date will be returned unmarked.
- Multiple assignments have an additional *two weeks* only from the above date. Please notify AAPA that you are undertaking multiple assignments and that you will require the additional two weeks.
- For all extensions please submit a written request via email or fax with supporting circumstances to the Training Centre by email: [trainingcentre@aapa.asn.au](mailto:trainingcentre@aapa.asn.au) or by fax: 03 9853 5914
- The assignment must be your own work. Copying of material from other candidate's submission or from any other source will result in your submission being returned without an assessment.
- Title your assignment file name with your name, course title abbreviation and course code e.g. John Smith APC TC1356
- When we receive your assignment, we will acknowledge its receipt. Please contact the AAPA Training Centre within 7 days if you have not received any response in regard to you assignment.

## This form must be completed and included with each assignment.

Personal information supplied by you will be maintained in accordance with AAPA privacy policy available at [www.aapa.asn.au](http://www.aapa.asn.au)

This form must be completed and included with each assignment. It will help us to readily identify the course you attended, arrange early assessment and ensure we have your correct name and home address for all correspondence.

It is *highly recommended* that you keep a copy of your assignment, as a safeguard in case your original gets damaged or lost.

### PLEASE PRINT CLEARLY

**Surname:**

**Given Name:**

**Private Email:**

**Work Email:**

Company/Organisation:

**Home Address:**

**Suburb:**

**State:**

**P/Code:**

Phone (w):

(h):

(m):

Return Completed Assignments to

Please Note

AAPA TRAINING CENTRE  
LEVEL 2, 5 WELLINGTON STREET  
KEW VIC 3101  
Ph: (03) 9853 5322 Fax: (03) 9853 5914  
Email: [trainingcentre@aapa.asn.au](mailto:trainingcentre@aapa.asn.au)

Please include your name, course code and page number in the footer/header of every page.

For assignments submitted electronically please ensure your name, course title abbreviation and course code is included in your assignment file title e.g. John Smith APC TC1356.

**Signature:**

**Date:**