

NETWORK TRAINING

Registration Form - Terms 1 & 2, 2012

Network of Community Activities

A.B.N 68 002 561 631

• Please photocopy if you wish to register more than one staff member

• Please keep a copy of the completed form as your tax invoice.

TAX INVOICE

PERSONAL DETAILS

1. Service

Name of Service:

Email:

Postal Address:

Phone:

Postcode:

2. Contact person at service

Name:

Daytime phone:

3. Membership

I am (or my service is) a financial member/subscriber to Network YES NO Member No:

NAME OF ATTENDEE

(please use block letters as name is needed for name tags and certificates)

Over 18 years old (please tick)

Please list any attendee dietary or mobility requirements

COURSE FEES

Please note: training courses do not attract GST

In-service training (IST)

All In-service training sessions have set fees which covers morning tea, lunch/ supper and participant's course notes.

■ HALF-DAY (2-4 hours)

Members: \$55

Non-members: \$70

■ FULL-DAY (5-7 hours)

Members: \$75

Non-members: \$95

■ TWO-DAY (13 hours)

Members: \$120

Non-members: \$155

Accredited Training and Assessment

Accredited training and assessment fees vary according to the learning pathway chosen. All face-to-face accredited training sessions (includes assessment) have price indicated throughout the brochure.

Anyone interested in accredited training & /or assessment pathway options should contact the Adult Education Coordinator and request an 'Accredited Training & Assessment Information' pack, or visit www.netoosh.org.au

TERMS AND CONDITIONS

Cancellations

Network makes every attempt to ensure that courses run, however we reserve the right to cancel or alter arrangements. If a course is cancelled we will advise you as soon as possible. Refunds or credits will only be issued if cancellations are received at least 7 days prior to the course date.

Refunds

You will be contacted to arrange a refund or credit if the course is full.
PLEASE NOTE - Credits must be used within this current training calendar.

Full refunds or credits will only be issued if cancellations are received at least 7 days prior to the course date.

If there is less than 7 days before the course commences 25% of the training fee will be kept by Network for administration purposes, up to 24 hours before the course begins.

After such time no refunds or credits will be given.

Receipts

Your registration form is a tax invoice, please keep a copy before sending it in. If you require a receipt please contact our office.

Confirmation

Confirmation of bookings will only be sent if an email address is provided on the registration form. If you do not have an email address please feel free to contact our office to confirm your booking.



COURSE DETAILS

Please tick desired session

**This registration form is not for Children's Services Central courses.
Please go to the CSCentral website: www.cscentral.org.au**

Child Protection – Overview

Thursday 1st March
10.00am to 2.00pm
Surry Hills
\$55/\$70

Thursday 3rd May
10.00am to 2.00pm
The Junction
\$55/\$70

Child Protection – Accredited

Tuesday 20th March
9.30am to 4.00pm
Surry Hills
\$162/\$200

Tuesday 29th May
9.30am to 4.00pm
Surry Hills
\$162/\$200



Constructing Your Programs

Tuesday 6th March
10.00am to 2.00pm
Surry Hills
\$55/\$70

Tuesday 1st May
10.00am to 2.00pm
Castle Hill
\$55/\$70

Tuesday 19th June
10.00am to 2.00pm
Bass Hill
\$55/\$70

Food is Fun – Accredited

Thursday 15th &
Friday 16th March
9.30am to 4.00pm
(both days)
Surry Hills
\$162/\$200



Snapshot – Digital Photography Workshop

Friday 30th March
10.00am to 2.00pm
Surry Hills
\$100/\$125

Tuesday 5th June
10.00am to 2.00pm
Parramatta
\$100/\$125

Spotlight on Behaviour

Wednesday 20th June
10.00am to 1.00pm
Penrith
\$55/\$70

Stepping Up – A Guide for New Co-ordinators

Tuesday 21st February
9.30am to 4.00pm
Surry Hills
\$75/\$95

RETURN TO:

Network of Community Activities
66 Albion Street, Surry Hills NSW 2010

Payment and registration form must be returned together.

Bookings cannot be taken by phone or email.

For any enquiries Tel: (02) 9212 3244 Fax: (02) 9281 9645

PAYMENT DETAILS

AMOUNT PAID \$

METHOD OF PAYMENT

DIRECT DEPOSIT (please fax or send form once payment is remitted)

BSB 082-016 Account No: 04611-6199

Date paid: ___/___/___ **Your reference:** _____

CHEQUE/MONEY ORDER

(please enclose, made payable to Network of Community Activities)

CREDIT CARD (please fill out details and fax or send form)

Visa **Mastercard** (Only these cards accepted, please tick one)

Name on card: _____

Card number:

Expiry Date: ___/___

