

COURSE APPLICATION FORM



COURSE DETAILS:	
Course Name:	
Course Location:	VIC <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> TAS <input type="checkbox"/> NT <input type="checkbox"/> ACT <input type="checkbox"/>
Course Dates:	

APPLICANT DETAILS:			
Name:		Position:	
Union/Employer:		Branch:	
			* Compulsory Field: Branch must be specified
Work Address:			
Work Ph:		Work Fax:	
Mobile:		Email: **	

INDUSTRY IDENTIFIER:
Please tick the box that most closely corresponds to your union's area of industry coverage (Union Employees), or to the industry you currently work for (Delegates & Other). This information is collected for statistical/reporting purposes.
<input type="checkbox"/> Agriculture, Forestry & Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water & Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation & Food Services <input type="checkbox"/> Transport, Postal & Warehousing <input type="checkbox"/> Information Media & Telecommunications <input type="checkbox"/> Financial & Insurance Services <input type="checkbox"/> Rental, Hiring & Real Estate Services <input type="checkbox"/> Professional, Scientific & Tech. Services <input type="checkbox"/> Administrative & Support Services <input type="checkbox"/> Public Administration & Safety <input type="checkbox"/> Education & Training <input type="checkbox"/> Health Care & Social Assistance <input type="checkbox"/> Arts & Recreation Services <input type="checkbox"/> Other Services

BILLING ADDRESS (please complete this section if Billing Address is different from Work Address above):		
Union/Employer Name:		Branch:*
		* Compulsory Field: Branch must be specified
Union/Employer Address:		

UNION / EMPLOYER AUTHORISATION:			
Name:		Position:	
Signature:		Ph:	Email:

PRE-REQUISITES/ENTRY REQUIREMENTS (view pre-requisites at http://www.actu.org.au/orgcentre):
If you are enrolling in one of the following courses, please explain how you meet the pre-requisites:
<input type="checkbox"/> Developing Workplace Leaders <input type="checkbox"/> Lead Organiser Development Program <input type="checkbox"/> Craft of Organising <input type="checkbox"/> Advanced Corporate Research & Campaigning

**Please submit this form to the ACTU Organising Centre on
 Fax: 03 9670 0837 or Email: orgcentre@actu.org.au**

** The Organising Centre will email all correspondence to the email address provided unless otherwise notified
A TAX INVOICE WILL BE SENT TO THE BILLING ADDRESS ABOVE.

Cancellation Policy: In order to receive a full course refund, participants must cancel their enrolment at least five (5) working days prior to course commencement. Notification of course cancellation should be submitted in writing to orgcentre@actu.org.au. Fees cannot be refunded, waived or transferred if notification is received after this date. Please note: This refund policy does not apply to Residential Courses. No refunds, waivers or transfers can be given once participants have enrolled in Residential Courses. Delivery of all courses is dependent on sufficient enrolments. For scheduled courses, participants will receive confirmation of course delivery two (2) weeks prior to course commencement. If participants are travelling from interstate to attend courses, travel arrangements should not be made before the course has been confirmed in writing. The ACTU Organising Centre does not acknowledge liability for reimbursement of lost flight/accommodation costs, where travel arrangements are made prior to course confirmation.