



Australian Government
 Australian Public Service Commission

**Australian Public Service Commission
 Program Registration Offer/Tax Invoice**

ABN 99 470 863 260

Please FAX completed form to 02 6276 7155

Program name Indigenous Career Trek—Career Management Workshop

Program date/s _____ Location _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification Graduate APS 1-2 APS 3-4 APS 5-6 EL 1 EL 2 SES Band 1 SES Band 2 SES Band 3

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

Do you identify as Aboriginal or Torres Strait Islander?

(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).

Special needs

Please note any special dietary or other requirements _____

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

TERMS AND CONDITIONS

Fees and charges: Workshop fees are fully subsidised by the Australian Public Service Commission and participants are not required to pay any workshop fees. All travel and accommodation costs incurred by the participant in order to attend the workshop will remain the responsibility of the participant's agency.

Registration Acceptance: To ensure equity of access to workshops for all APS agencies and to provide participants with the opportunity to expand their networks the Commission reserves the right to confirm final participants for each workshop to reflect participation from a range of agencies.

Cancellations: *Indigenous career trek* is a special initiative of the Australian Public Service Commission. If you are unable to attend your nominated workshop it will not be possible to reschedule you to a later date within your preferred location. Pending availability you may be able to reschedule to a workshop in another location. Any additional travel and accommodation costs associated with rescheduling to another date and location will remain the responsibility of the participants' agency.

Substitutes and refunds: If you are unable to attend your program we would welcome a substitute at the appropriate level.

Identifying Information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about other Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email apscmailing@apsc.gov.au. For more details see our [privacy statement](http://www.apsc.gov.au) at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programs at the locations and on the dates specified in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes.