



Registration for Certificate IV in Training and Assessment

TAA40104 start date 22 March 2010

Instructions. Please complete both pages of this registration form and fax to 02 6250 4835
***Indicates a mandatory field**

This is a thirteen day program with face-to-face sessions running as follows:
22, 29 March, 3,24,31 May, 21, 28 June, 19, 26 July, 2,9,16,23 August 2010

The venue for each face to face learning program, unless advised otherwise, is:
Australian Public Service Commission
Level 5 (Aviation House)
16 Furzer St
PHILLIP ACT

Please note that places may be allocated subject to availability
Please put your full name as this is how it will appear on your certificate

Surname* First name*

AGS Number*

Mr Ms Mrs Miss Dr Other

Classification* APS 4 APS 5 APS 6 EL 1 other

Title/Position Agency*

Branch/team

Postal address*

Phone* Fax

Email* Agency ABN

Do you identify as Aboriginal or Torres Strait Islander?

- | | |
|--|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Aboriginal |
| <input type="checkbox"/> Yes, Torres Strait Islander | <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander |

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

Special needs - Please note any special needs or other requirements that may affect your assessment: as reasonable adjustments can be made to the recognition process to accommodate these.

Candidate to complete and sign

I understand the terms and conditions, including payment obligations, outlined over.

Name.....

(Signature)(Date)/...../2010

Units of Competency

TAADES402B	Design and develop learning programs	TAAASS401C	Plan and organise assessment
TAADES401B	Use Training Packages to meet client needs	TAAASS403B	Develop assessment tools
TAADEL401B	Plan and organise group-based delivery	TAAASS402C	Assess competence
TAADEL301C	Provide training through instruction and demonstration of work skills	TAAASS404B	Participate in assessment validation
TAADEL402B	Facilitate group-based learning	TAAENV402B	Foster and promote an inclusive learning culture
TAADEL403B	Facilitate individual learning	TAAENV403B	Ensure a healthy and safe learning environment
TAADEL404B	Facilitate work-based learning	TAAENV401B	Work effectively in vocational education and training

Payment details – pay by credit card or tick the Invoice option.

- Registrations prior 1 February 2010, please invoice for the total amount \$3,150 (GST free)
- Registrations from 1 February 2010, please invoice for the total amount \$4,100 (GST free)

Credit card payment

Card holder's name

Card holder's phone*

- Visa MasterCard American Express

Expiry date* __ __ / __ __

Card number* __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __

Card holder's signature*

TERMS AND CONDITIONS

- Registrations prior 1 February amount \$3,150 (GST free)
- Registrations from 1 February amount \$4,100 (GST free)

Upon payment a receipt will be sent to you.

Authorised person to complete and sign

I understand the terms and conditions, including payment obligations, outlined below.

Name.....

(Signature)(Date)/...../2010

(Phone).....

Refunds: Refunds can be made if your written cancellation is received at least 30 calendar days prior to the start of the program or service.

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 programmes. 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 information see our privacy statement at <http://www.apsc.gov.au>.

Questions: Any questions relating to this form can be addressed by calling 02 6202 3787 or by emailing rto@apsc.gov.au

