



Registration for Diploma of Government

PSP50104 start date 9 March 2010

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

This is a fifteen day program with face-to-face sessions running as follows:
9-10 March, 7-8 April, 20-21 May , 21-22 June, 15-16 July, 16-17 August, 16-17 September, 18 October 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?

- No Yes, Aboriginal
 Yes, Torres Strait Islander 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

PSPETHC501B – Promote the values and ethos of public service

PSPLEGN501B – Promote compliance with legislation in the public sector

PSPGOV504B – Undertake research and analysis

PSPOHS501A – Monitor and maintain workplace safety

PSPGOV505A – Promote diversity

BSBFLM501B – Manage personal work priorities and professional development

PSPGOV505A – Use complex workplace communication strategies

PSPGOV516A – Develop and use emotional intelligence

PSPGOV413A – Compose complex workplace documents

PSPGOV515A – Develop and use political nous

PSPGOV511A – Provide leadership

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

Registrations prior 1 February 2010, please invoice for the total amount \$4,950 (GST free)

Registrations from 1 February 2010, please invoice for the total amount \$5,445 (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*

Registrations prior 1 February amount \$4,950 (GST free)

Registrations from 1 February amount \$5,445 (GST free)

TERMS AND CONDITIONS

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

