



**ONLINE register at [www.apscregistration.gov.au](http://www.apscregistration.gov.au) or FAX completed form to 02 6250 4089**

Programme name SES BAND 3 FORUM

Programme date/s 15 DECEMBER 2010

Surname \_\_\_\_\_ First name \_\_\_\_\_

Mr  Ms  Mrs  Miss other \_\_\_\_\_

Classification  SES Band 1  SES Band 2  SES Band 3  Statutory Office Holder

Title/position \_\_\_\_\_ Agency \_\_\_\_\_ AGS \_\_\_\_\_

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 \_\_\_\_\_

**Payment**

Invoice Amount \$ 55.00 (GST inclusive)

Participants are responsible for their own travel and accomodation costs and arrangements.

**Credit card payment**

Visa  Mastercard  American Express Card holder's name \_\_\_\_\_

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date \_\_\_\_\_ Card holder's phone \_\_\_\_\_

Card holder's signature \_\_\_\_\_ Amount \$ \_\_\_\_\_ (GST inclusive)

**TERMS AND CONDITIONS**

**Fees and charges:** Please refer to the accompanying program materials. The total amount payable includes GST for the supply. This completed document will be a tax invoice for GST when you make payment by credit card ONLY. Otherwise upon registration a tax invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice. Participants are responsible for their own travel and accommodation costs and arrangements.

**Substitutes and refunds:** If you are unable to attend your programme we would welcome a substitute at the appropriate level. Refunds (only available for development programmes) can be made if your written cancellation is received at least 30 calendar days prior to the start of the programme.

**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](mailto:apscmailing@apsc.gov.au). For more details see our privacy statement at <http://www.apsc.gov.au>.

**Other conditions:** Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the program fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the program details.