

OCPE Course Enrolment Form

Enrolment Forms will not be processed unless ALL *mandatory fields are filled out.

Course Details			
Course Title*			
Course Date(s)*			
Applicant Information			
AGS Number		Classification	
First Name*			
Surname*			
Position Title*			
Agency*			
Location	<input type="checkbox"/> Darwin <input type="checkbox"/> Katherine <input type="checkbox"/> Alice Springs <input type="checkbox"/> Other please specify		
Email*			
Telephone		Mobile	
Request for Reasonable Adjustments			
Adjustment Required			
<p>The NTPS strives to accommodate people with disability and makes every endeavour to implement reasonable adjustments to ensure inclusion for all NTG employees. Please ensure you let OCPE know in advance about any adjustments to access the course or its method of delivery that you may require.</p>			
Equal Employment Opportunity Information			
<p><i>This information will be used for statistical reporting only, individuals will not be identified</i></p>			
<input type="checkbox"/> Do you identify as an Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Do you identify as a person with disability?	<input type="checkbox"/> Are you aged 50 years or over?	
Applicant's Commitment			
<p>By signing this form, I am confirming that I understand and agree to the following:</p> <ul style="list-style-type: none"> Attend all scheduled days of the course. There is no refund if this applicant fails to complete or withdraws after the course has been confirmed In the instance of courses with a \$0 charge for participation; a \$100 Non-Attendance fee will be charged to agencies for applicants who fail to cancel or do not attend the nominated session. 			
Signature*			Date / /

Tick this box if you do **NOT** wish to receive information (by email) about training and events offered by OCPE.

Line Manager Endorsement	
<p>I endorse this application and agree to support the applicant's participation in the Course by:</p> <ul style="list-style-type: none"> Ensuring release time from the workplace for the applicant to attend the Course Assisting and providing support to the applicant in completing the Course <p>I understand that:</p> <ul style="list-style-type: none"> There is no refund if this applicant fails to complete or withdraws after the course has been confirmed. In the instance of courses with a \$0 charge for participation; a \$100 Non-Attendance fee will be charged to agencies for applicants who fail to cancel 24 hours prior or do not attend the nominated session. 	
Name*	
Position Title*	
Signature*	Date / /

Financial Delegate Approval - Authority to Pay	
<p>Note: the applicant and the approved financial delegate cannot be the same person</p>	
<p>Course Fee: \$ _____ excluding GST</p> <p>In authorising this payment I understand that:</p> <ul style="list-style-type: none"> Agencies are responsible for covering any additional costs (travel, accommodation, travel allowance etc); An invoice will be issued after enrolment close date; and Course fees are to be paid in full prior to commencement of the course. 	

Government Agency			
<p>As the financial delegate I am authorised to approve the nominated monetary amount</p>			
<p>ORG Code* This is usually a 2 digit code that represents your agency (e.g. OCPE = ORG 13)</p>		<p>LTF Recipient* This person will receive the initial invoice and code / process before sending to financial delegate.</p>	
Financial Delegate's Name*		Position	
Financial Delegate's Signature*		Date	/ /

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Non-Government Organisation Only			
<p>As the financial delegate I am authorised to approve the nominated monetary amount</p>			
Unit/Section/Branch		ABN*	
Financial Delegate Name*		Position	
Financial Delegate's Signature*		Date	/ /
Phone Number		Email	

Please forward this form swpd.ocpe@nt.gov.au and CC your Human Resources/Learning & Development Area

***Please ensure your agency training approvals process is followed before submitting this form.**

PRIVACY STATEMENT: All information collected from the enrolment will be treated in accordance with the *NT Information Act*. It will be used by the OCPE Strategic Workforce Planning and Development Branch to assist in processing enrolments and administering Courses and may be provided to the Course facilitators to assist in meeting the needs of all participants.