

OCPE Course/Event Enrolment form

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

Applicant Details

Course Details			
Course Title*			
Course Dates*		Course Cost	
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			
The NTPS strives to accommodate people with disability and makes every endeavour to implement reasonable adjustments to ensure inclusion for all NTG employees. Please advise if you require any adjustments to access the course or its method of delivery.			
Adjustment Required			
Equal Employment Opportunity Information			
This information will be used for statistical reporting only, individuals will not be identified.			
<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			
By signing this form, I confirm that I understand and agree to the following: <ul style="list-style-type: none">• I am required to attend all scheduled days of the course.• I must give 5 working days cancellation notice prior to the session start date to avoid my agency being charged full course costs.• I must give 10 working days cancellation notice prior to the session start date to avoid my agency being charged full course costs for courses that have pre-course work and/or diagnostic assessment requirements.• OCPE will notify me if the course is re-scheduled and will transfer my registration to the next available session or will work with me to find a session that suits me and my workplace.			
Signature*		Date	/ /

Government Agency

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Line Manager Endorsement			
<p>I endorse this application and will ensure the applicant is:</p> <ul style="list-style-type: none"> Released from the workplace to attend the course. Provided workplace support to help consolidate learning. <p>I understand that:</p> <ul style="list-style-type: none"> 5 working days cancellation notice prior to the session start date is required to avoid full course cost charges. 10 working days cancellation notice prior to the session start date is required to avoid full course cost charges for courses that have pre-course work and/or diagnostic tool assessment requirements. Agencies can only nominate a replacement applicant for courses that do not have pre-course work/diagnostic assessment requirements. In the event a course is cancelled, OCPE will (a) transfer the applicant to the next available session or (b) work with the applicant to find a date suitable for them and their workplace. OCPE free events/information sessions involve managing registration waitlists due to high demand. Applicants who fail to provide OCPE with 24 hour cancellation notice will incur a \$100 non-attendance fee charged to their agency. 			
Name*			
Position Title*			
Signature*		Date / /	
Financial Delegate Approval – Authority to Pay			
Please note that the applicant and the approved financial delegate cannot be the same person.			
ORG Code*		LTF Recipient*	Nominate the person to receive the invoice first for coding/ processing.
Agencies are responsible for covering any additional participant costs i.e., travel, accommodation, allowances etc.			
I authorise payment of the following course fee: \$ excl GST			
Financial Delegate Name*		Position	
Financial Delegate Signature*		Date	/ /

Non-Government Agency

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

Email your completed form to swpd.ocpe@nt.gov.au and ensure you copy in (cc) your Human Resource Department and/or Learning & Development Unit for their records.

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.