

Registration Form



NOVEMBER 2018

Session Details

Please select which session(s) you would like to attend (Please check the venue for each session as they vary)

Session Title	Session Date	Session Time	Region	Register to Attend
Hands Up for Inclusion Week launch and expo (see separate agenda)	12 November 2018	9.00am – 12.00pm	Darwin	<input type="checkbox"/>
Leading Access and Inclusion in the Workplace	13 November 2018	9.00am – 11.00am	Darwin	<input type="checkbox"/>
Mental Health in the Workplace	14 November 2018	9.00am – 10.30am	Darwin	<input type="checkbox"/>
Aboriginal Employment & engagement for Workforce Planning	14 November 2018	2.00pm – 3.30pm	Darwin	<input type="checkbox"/>
Leading Access and Inclusion in the Workplace	14 November 2018	10.30am – 12.30pm	Alice Springs	<input type="checkbox"/>
National Seniors on Research, Advocacy, Finance and Member Benefits	15 November 2018	9.00am – 11.00am	Darwin	<input type="checkbox"/>
Why Should We Provide Reasonable Workplace Adjustments for Employees?	15 November 2018	2.00pm – 3.30pm	Darwin	<input type="checkbox"/>
Mental Health in the Workplace	15 November 2018	9.30am – 11.00am	Alice Springs	<input type="checkbox"/>
Inclusion at Work	16 November 2018	9.00am – 10.15am	Darwin	<input type="checkbox"/>
The Realities of Discrimination – How Being Inclusive is the Solution	16 November 2018	10.20am – 11.45am	Darwin	<input type="checkbox"/>
Unconscious Bias and LGBTIQ+ People	16 November 2018	2.00pm – 3.30pm	Darwin	<input type="checkbox"/>
National Seniors on Research, Advocacy, Finance and Member Benefits	16 November 2018	9.30am – 11.30am	Alice Springs	<input type="checkbox"/>
Creating the Social Environment to Enable Change	20 November 2018	9.30am – 11.00am	Darwin	<input type="checkbox"/>

Applicant Information

AGS Number		Classification:	
First Name*			
Surname*			
Position Title*			
Agency*			

Applicant Information Continued

Location: Darwin Katherine Alice Springs Other please specify

Email:

Telephone:

Mobile:

Request for Reasonable Adjustments

Adjustment Required:

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 sessions or its method of delivery that you may require.

Equal Employment Opportunity Information

This information will be used for statistical reporting only, individuals will not be identified

Do you identify as an Aboriginal or Torres Strait Islander?

Do you identify as a person with disability?

Are you aged 50 years or over?

Applicant's Commitment

By signing this form, I am confirming that I understand and agree to the following:

- Attend all selected sessions.
- a Non-Attendance fee of **\$100** will be charged to agencies for **each** session selected where the applicant fails to cancel 24 hours prior or does not attend the selected session(s).

Signature:

Date:

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

Line Manager Endorsement

I endorse this application and agree to support the applicant's participation in the selected session(s) by:

- Ensuring release time from the workplace for the applicant to attend the session(s)
- Assisting and providing support to the applicant in completing the session(s)

I understand that:

- A Non-Attendance fee of **\$100** will be charged to agencies for **each** session selected where the applicant fails to cancel 24 hours prior or does not attend the selected session(s).
- Agencies are responsible for covering any additional costs (travel, accommodation, travel allowance etc);

Name:

Position Title:

Signature:

Date:

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Please forward this form to your Human Resources/Learning & Development Area who will coordinate with OCPE

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 sessions and may be provided to the facilitators to assist in meeting the needs of all participants.