

# Executive Ethics Program Nomination Form

Program Dates	Face-to-face: 21 & 22 November 2022 (Darwin)		
Program Cost	\$1,850 (gst included)		
<b>Nominee details</b>			
AGS Number		Classification	ECO 1, ECO 2 etc.
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			
Contact Number		Mobile	
Nominees Signature			Date / /
<b>Request for Reasonable Adjustments</b>			
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 program or its method of delivery.			
Adjustment Required			
<b>Delegate's Endorsement – must be the CEO of your agency</b>			
I have delegation to endorse this application and will ensure the applicant is: <ul style="list-style-type: none"> <li>Released from the workplace to attend the program.</li> <li>Provided workplace support to help consolidate learning.</li> </ul> I understand there is no refund if my staff member fails to attend or withdraws after the training has been confirmed.			
Name			
Position Title			
Signature		Date	/ /
<b>Financial details – course fees will be collected through a journal transfer.</b>			
Agencies are responsible for covering additional participant costs i.e., travel, accommodation, allowances etc. Agencies will have the program fee directly charged to their nominated cost centre and standard classification code.			
Cost Centre		Standard Classification Number <small>Refer to agency charter of accounts)</small>	3 7 1 _ _ _ <i>Training and Study</i>

RETURN COMPLETED FORM TO [swpd.ocpe@nt.gov.au](mailto:swpd.ocpe@nt.gov.au) by noon 4 November 2022.

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