

SHORT COURSE ENROLMENT FORM



PERSONAL DETAILS

First name: _____ Last name: _____
Company name: _____
Address: _____ Email: _____
Post code: _____
Phone: _____ Mobile: _____

COURSE DETAILS

Course title: _____
Course code (refer to reference table on last page): _____
Training date: _____ Location: _____
Please indicate in which industry would you like to receive your Statement of Attainment: FOOD MEAT LAB

PAYMENT DETAILS Refer to terms and conditions regarding payment information

Payment amount: \$ _____ Do you require a tax invoice? No Yes Please provide your ABN if Yes

Cheque Invoice (by arrangement)

Eft to our bank: Account Name: Symbio Alliance Bank: Commonwealth Bank BSB: 06-4001
Account Number 10246178. Please use invoice number or course number and name as reference

Bankcard Mastercard Visa

Credit card no: Expires: ___/___

Card holder name: _____ (as it appears on card)

Cardholder signature: _____

Amount to be charged: _____

COURSE ENTRY INFORMATION

Do you require further information about the course content and vocational outcomes? Yes No

Will you apply for a Recognition of Prior Learning (RPL) for all or part of this training? Yes No

Do you require Symbio to contact you to discuss an access and equity issue (for example a) Language, Literacy or Numeracy, b) health or disability, c) cultural issues). Yes No

TERMS & CONDITIONS

Yes, I have read, understood and accept Symbio Alliance's Terms and Conditions (see page 2 of this enrolment form)

Your signature: _____ Date: _____

RETURN FORM

Please return the completed enrolment form to: training@symbioalliance.com.au

Post to Symbio Alliance PO Box 4312, Eight Mile Plains Q 4113 OR Fax to 07 3340 5796

OFFICE USE ONLY

Project Manager	Training Coordinator	Entered into database	Course Code	Course ID	Confirmed enrolment	Invoiced	Pre-course info sent

TERMS & CONDITIONS

1. A copy of Symbio Alliance's Code of Practice is available at www.symbioalliance.com.au and is also available during training.
2. Enrolments can only be accepted if accompanied by payment, except when prior arrangements have been made.
3. Confirmation of booking will be provided by email or post upon receiving your enrolment and payment.
4. Symbio Alliance reserves the right to cancel a training course due to insufficient numbers of enrolments or for other unforeseen circumstances. We will notify participants as soon as practical. Participants will be transferred to the next available course or offered a full refund.
5. In the event of a training course cancellation by Symbio Alliance, we will not be held liable for travel, accommodation or other expenses incurred.
6. Participants are eligible for a full refund or transfer if written notice is given no less than "close of business" 7 days prior to the course commencement date.
7. Participants who fail to notify Symbio of a cancellation inside 7 days for non-attendance will receive 80% of their course fees refunded, the balance being used to cover administration and catering costs.
8. Registration can be transferred to another participant and no additional cost will be incurred.
9. For courses costing over \$1000 do not send payment with this enrolment form. We will provide you a payment schedule to ensure our compliance with AQTF arrangements.

For questions regarding your enrolment please contact Symbio Alliance on 07 3340 5726 or email training@symbioalliance.com.au

For organisations who wish to discuss training a group of staff on demand, please contact training@symbioalliance.com.au

Symbio Alliance course codes and titles:

Code	Course
AT021	Internal Auditor Training
AT075	Food Safety Auditing of Cook Chill Process
AT013	Food Safety Auditor
AT074	40 hour microbiology course
TBA	Allergen VITAL training
TBA	Food production to meet cultural, religious and dietary needs
AT065	Shelf Life Training
TBA	Allergen Management
AT020	HACCP Principles & Applications
TBA	Interpreting Microbiological Laboratory Reports
AT073	Listeria Control in Food Processing
AT051	Food Safety Supervisor
TBA	Assertive Communication Behaviours
TBA	Business Documents and Correspondence
TBA	Change Management
TBA	Coaching skills for Managers
TBA	Coping with workplace stress
TBA	Time Management

For any other course codes and titles, please visit our website www.symbioalliance.com.au or contact Symbio Alliance at training@symbioalliance.com.au

Thank you for your enrolment. We look forward to meeting you on your training day.