



Scouts Australia QLD
 32 Dixon Street
 Auchenflower QLD 4066
 PO Box 520
 Toowong QLD 4066
 Ph 07 3870 7000 Fax: 07 3870 4960
 e-mail: training@scoutsqld.com.au

Form: A15
 Issue: 46
 Date: 09/18

TRAINING COURSE APPLICATION ALL COURSES

INSTRUCTIONS:

1. Completed application form, with course fees or credit card details must be sent directly to the training department
2. **Applications without payment will NOT be processed. Payments will NOT be invoiced to Group or Personal Accounts**
3. Applications **MUST** be received before the closing date, as advertised in the Training Calendar.
4. Prerequisite e-Learning, (as applicable), must be completed prior to the closing date, of course.
5. **Venturer Scouts are required to have their Venturer Scout Leader and Parent or Guardian approval to attend courses**

COURSE DETAILS

Course Number: _____ (as shown in the Adult Training Calendar, one course per form)

Course Name: _____

Course Dates: _____ Course Fee: \$ _____

Location: _____

Please note that Basic and Advanced training courses **MUST** be completed in the order as listed in the training calendar

APPLICANT'S PERSONAL DETAILS

Membership No.: _____ Title: _____ Family Name: _____

Given Name: _____ Preferred Name: _____ Age _____

Mailing Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Email Address: _____ Current Role: _____

Preferred Phone: _____ Group/Formation _____

MEDICAL/DIETARY DETAILS	EMERGENCY CONTACT DETAILS IN case of an emergency during the course, please contact:
Medical/Special Needs:	Name:
	Relationship:
Special Dietary Requirements:	Contact Phone Numbers:
	Address:
Other: e.g. disabilities.	
Do you require assistance with either language, literacy or numeracy	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicants Signature

I certify that I have completed all the pre-requisites required for this course. If circumstances prevent me from attending this course, I understand that I must notify the Branch Support Office at least SEVEN working days prior to any course. (Please email.)

Signature of Applicant: _____ Date: _____

Approval to attend Adult Leader Courses

1. The Leader has demonstrated satisfactory performance and completed the Basic Course pre-requisite e-Learning and mandatory attachments as per the learning plan.
2. Completed the Advanced Course e-Learning and associated mandatory attachments as per the learning plan.
3. Completed the required pre-requisites for the course that is being applied for

Team Leader approval: Name _____ Signature _____ Date: _____
 (GL/DC/RC)

Approval of Parent or Guardian and Venturer Scout Leader Venturer Youth Courses only

I agree to my son/daughter participating in the above mentioned course and all pre-requisites have been completed.

Name _____ Signature: _____ Date: _____
 The Venturer has complete the required pre-requisites for the course applied for
Signature of V S L. Name _____ Signature _____ Date _____

COURSE FEES (Applicable from 1 January 2018 to 31 December 2018)

Course / Resource:		Amount:	✓
Basic Training	Basic Practical Weekend (Joey Scouts, Leader of Adults)	\$140.00	
	Basic Practical Weekend (Cub Scouts)(includes Cub Scout Leader resource folder)	\$165.00	
	Basic Practical Weekend (Cub Scouts)(if has copy of Cub Scout Leader resource folder)	\$140.00	
	Basic Practical Weekend (Scout, Venturer Scout, Rovers) (includes Field Book)	\$155.00	
	Basic Practical Weekend (Scout, Venturer Scout, Rovers) (if has copy of Field Book)	\$140.00	
	Basic Outdoor Skills residential weekend (Includes Field book)	\$83.00	
	Basic Outdoor Skills Residential weekend (if has copy of Field book)	\$68.00	
Advanced Training:	Advanced Practical residential weekend	\$178.00	
For Adventurous Activities, and Supplementary course fees, please refer to Qld Scout website – members area – training			
Venturer Scout Courses			
	Venturer Scout Leadership Course	\$77.00	
	Unit Management Course	\$31.00	

Payment Options:

1. Cheque / Money Order

Please make your cheque / Money Order payable to: **Scouts Australia – Queensland Branch Inc.**

Please tick if Receipt required

Drawer: _____ Amount: _____ Cheque No: _____ Bank: _____

Please post all cheques, money orders and credit card payments to: Training department PO Box 520, TOOWONG QLD 4066

2. Credit Card (Credit Card payments can also be accepted over the telephone)

Please tick if Receipt required Receipt email _____ only Master and Visa cards are accepted

Card Number: _____ Expiry Date: _____

Card Holder's Name: _____ Amount authorised: _____

Signature: _____

3. Direct Credit

Date Paid _____ Amount \$ _____

Transfer/Deposit Reference _____

Bank: **Westpac** Branch: Fortitude Valley

Account Name: Scouts Association of Australia, QLD Branch Inc

BSB: 034-010 Account No: 822097

REFUND AND CANCELLATION POLICY:

- The full course fee is payable in advance, prior to attending the course. Any sessions not completed or not attended will not incur further costs, other than catering charges if applicable.
- In the event of a trainee withdrawing from the course by 4:00pm of the Thursday week prior to the course, monies paid will be transferred to the Group account and can be used for similar course in the future. If notice is received after this time – catering and administration fee is payable. No notice of withdrawal could result in full course fees being forfeited.
- If a course is cancelled by the Branch Commissioner (Adult Training and Development), monies paid will be transferred as above

PRIVACY POLICY:

The Scout Association of Australia, Queensland Branch Inc. values the privacy of those with whom it deals. It will:

1. only collect and keep personal information necessary for its own purposes;
2. only use personal information for the purposes for which the consent of the individual has been sought;
3. take reasonable steps to ensure that personal information held is accurate, complete and up-to-date;
4. provide access on request by individuals to the personal information held on them and correct anything that is inaccurate, incomplete or out of date.

As a matter of principle, Scouts Australia Queensland Branch Inc. does not provide personal information (e.g. names and addresses) to third parties for use for commercial gain. This includes information obtained from recipients of its training or other services, members, customers, sponsors or donors.

The implementation of this policy will be in accordance with the National Privacy Principles and State/Territory Government privacy requirements.

OFFICE USE ONLY

Mail Tracker:

Payment

Credit Card

Direct Deposit

Cheque

Grant/Credit

Processed by: _____ Date: _____

Cash

Date:

E_Learning completed