



Scouts Australia QLD
 32 Dixon Street
 Auchenflower QLD 4066
 Ph: 07 3870 7000
 e-mail: a15@scoutsgld.com.au

TRAINING COURSE APPLICATION ALL COURSES

Form: A15
 Issue: 49.1
 Date: 01/20

INSTRUCTIONS:

1. Completed application form, with course fees or credit card details must be sent by email directly to the training department (a15@scoutsgld.com.au). Each course application should be emailed via separate email to enable tracking
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 and mandatory attachments, (as applicable), must be completed prior to submission of application
5. **Venturer Scouts are required to have their Venturer Scout Leader and Parent or Guardian approval to attend courses**
6. Pre-course Workbooks, where applicable, will be sent to Applicants once applications and payment has been processed

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 <u>MUST</u> 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: _____
Special Dietary Requirements:	Relationship: _____
Other: e.g. disabilities.	Contact Phone Numbers: _____
Do you require assistance with either language, literacy or numeracy	Address: _____
	<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 by email to at least SEVEN working days prior to any course	
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 attachments for the issue of the Certificate of Adult Leadership, <u>as per the learning plan</u> .		
2. Completed the Advanced Course e-Learning and associated mandatory attachments <u>as per the learning plan</u> .		
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: _____
I confirm that this Venturer has completed all pre-requisites for the course being applied for:		
Signature of V S L. Name _____	Signature _____	Date _____

COURSE FEES (Applicable from 1 January 2020 to 31 December 2020)

Course / Resource:	Amount:	
Basic Practical residential weekend – all Sections	\$130.00	✓
Basic Outdoor Skills residential weekend	\$65.00	
Advanced Practical residential weekend – all Sections	\$185.00	
Training the Trainers – Intro	\$100.00	
PLA Update workshop	\$32.00	
PLA Course	\$32.00	
Working with Youth with Special Needs	\$70.00	
For Adventurous Activities, and Supplementary course fees, please refer to Scout Queensland website–training https://scoutsgld.com.au/members/leadership/training/		
Venturer Scout Courses		
Unit Management Course	\$35.00	
Leadership Course (weekend course)	\$86.00	
You Plus (weekend course)	\$120.00	

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, 32 Dixon Street, Auchenflower 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

Processed by:

Credit Card

Direct Deposit

Cheque

Grant/Credit

E-Learning completed

Date:

Cash

Date: