

Corporate Training Application Form - Trainee

Trainee's Personal Details

Family Name: _____ First Name: _____

Date of Birth: ___ / ___ / _____ Title: Mr. Ms. Mrs. Sex: Male Female
(Please Tick) (Please Tick)

Current Address: _____
Street Address *Apartment/Unit #*

_____ *Suburb* *State* *Postcode*

Phone: () _____ Mobile: _____

Email: _____

Photo ID Submitted

Type of ID: _____ Expiry Date: ___ / ___ / ___
(if applicable)

ID Number: _____

*Please attach a copy of your ID

Courses (Please Tick)

- | | |
|--|---|
| <input type="checkbox"/> Quality Customer Service | <input type="checkbox"/> Diversity in the Workplace |
| <input type="checkbox"/> Workplace Safety | <input type="checkbox"/> Operational Plan |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> Marketing Plan |
| <input type="checkbox"/> Recruitment, Selection and Induction of Staff | <input type="checkbox"/> Communication in the Workplace |
| <input type="checkbox"/> People Performance | <input type="checkbox"/> Manage Risk |

Where did you hear about us? Online Word of Mouth Agent: _____

Corporate Training Cancellation Charges are as follows: 50% of the total training fee at the time of cancellation with more than 48 hours' written notice given by the approving company officer prior to the first agreed training date. 100% of the total training fee at the time of cancellation with less than 48 hours' written notice given by approving company officer prior to the first agreed training date. To avoid any doubt, no refund will be paid if the written notice is received with less than 48 hours' prior to the first agreed training date from the approving company officer. Change of training dates and time is allowed provided that the college is notified in writing at last one(1) week prior to the first agreed training date. In the unlikely event that the college is unable to deliver the training, approving company officer(s) will be offered a refund of the unused portion of the training fees that he/she has paid to the College. Alternatively, he/she may be offered enrolment in an alternative course by the College at no extra cost. The approving company officer has the right to choose whether he/she would prefer a refund of the unused portion of the training fees, or to accept a place in another course at the College.

I have read and understood the information in the Corporate Training Cancellation Charges and agree to be bound by it. Please note that to meet the Training Benchmark B requirements, all trainees must be either Australian Permanent Residents or Australian Citizens and employees of the business, not the owners or not the owner's relatives.

Signature of Applicant: _____ Date of Application: ___ / ___ / ___



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COLLEGE SYDNEY

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