

Training registration form

This form should be used to apply and pay for training courses. Please fill out both sides and return your completed form by fax, post or email. See details on page two. Please print clearly and **do not use** correction fluid.

Please note: Your place in a course is **only** confirmed when you receive a confirmation email. If you do not receive an email within 5 working days please contact our office on (07) 3239 6277.

Personal details (all fields required)

Please fill out all fields and post, fax or email to the address above. You are required to supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

Name

 Dr

 Mr

 Mrs

 Ms

 Miss

Organisation

Address of attendee

Postcode

Phone

 ()

Mobile

Special dietary requirements

Email

Where did you hear about our training program?

Payment Details

I will be paying by:

- | | |
|-----|---|
| (a) | <input type="checkbox"/> Cheque / Money Order (attach to form) |
| (b) | <input type="checkbox"/> Credit Card (complete card details below) |
| (c) | <input type="checkbox"/> Invoice Requested (complete invoice details) |

(a) I have enclosed a cheque payable to the Dispute Resolution Branch for \$

(b) Debit my credit card ^ \$ Visa MasterCard

Expiry Date (MM / YY)

Card Number

Name of Bank/Credit Union

Name on Card

Signature of cardholder

(c) Name and address of company/individual to be invoiced

Post Code

Supporting Documents

(only required for full time student and pension card holders)

I have included a copy of my concession card for verification

The Department of Justice and Attorney-General is collecting the information on this form for the purpose of processing your request for training. This information is used by authorised departmental employees. Your personal information will not be disclosed to third parties without your consent or unless authorised or required under law.

Training details

* Concession price is applicable to full-time students and pension card holders only. Please include a copy of your concession card with payment.

Training course	Location	✓	Dates	Cost
Mediation skills (includes DVD)	Brisbane		30 April – 4 May 2012 (five days)	\$1870.00 (\$1545.00*)
			04 – 08 June 2012 (five days)	
			06 – 10 August 2012 (five days)	
	Mackay		16 – 20 April 2012 (five days)	
	Cairns		28 May – 1 June 2012 (five days)	
	Rockhampton		28 May – 1 June 2012 (five days)	
	Townsville		04 – 08 June 2012 (five days)	
Mediator Development PD1: Professional Development 1 PD2: Professional Development 2 NMAA: National Mediator Accreditation Assessment <i>Please allow a minimum of six weeks between the completion of your five day course and the commencement of your NMAA. Please note: attainment level in five day course is required to attend NMAA.</i>	Brisbane		09 May 2012 (PD1)	\$1005.00 (\$875.00*) for the three day package. <i>Participants may attend one or two days if preferred at \$370.00 a day.</i>
			10 May 2012 (PD2)	
			11 May 2012 (NMAA)	
			20 August 2012 (PD1)	
			21 August 2012 (PD2)	
			22 August 2012 (NMAA)	
	Mackay <i>2 day course only \$370.00 a day.</i>		24 May 2012 (PD1)	
		25 May 2012 (NMAA)		
Mediation skills DVD			State quantity	\$115.00 each
Facilitating effective groups	Brisbane		15 – 17 May 2012 (three days)	\$1005.00 (\$875.00*)
Restorative justice	Brisbane		23 – 25 July 2012 (three days)	\$1005.00 (\$875.00*)
Workplace conflict resolution MDB: Managing difficult behaviours NS: Negotiation skills PWB: Prevention of workplace bullying	Brisbane		29 May 2012 (MDB)	\$1005.00 (\$875.00*) for the three day package. <i>Participants may attend one or two days if preferred at \$370.00 a day.</i>
			30 May 2012 (NS)	
			31 May 2012 (PWB)	
			01 August 2012 (MDB)	
			02 August 2012 (NS)	
			03 August 2012 (PWB)	
	Townsville		29 May 2012 (MDB)	
			30 May 2012 (NS)	
			31 May 2012 (PWB)	
	Cairns		11 April 2012 (MDB)	
			12 April 2012 (NS)	
			13 April 2012 (PWB)	
	Wide Bay		13 June 2012 (MDB)	
			14 June 2012 (NS)	
			15 June 2012 (PWB)	

Please note: Fees include GST, course materials, catering and a certificate or receipt upon completion. Courses are subject to numbers; prices are subject to change.

Cancellation Policy: No refunds or transfers to a later course can be made less than 14 days prior to commencement of the course (except with a medical certificate or in exceptional circumstances). However, should you be unable to attend, a substitute delegate is welcome. ^The Dispute Resolution Branch reserves the right to contact applicants where credit card details are incorrect or incomplete.

Please print this form and return via

Email: trainingdrb@justice.qld.gov.au OR

Fax: (07) 3239 6284 OR

Post: Dispute Resolution Branch, GPO Box 149, Brisbane, QLD, 4001

Enquiries

Training Support Officer

Telephone: (07) 3239 6277

Email: trainingdrb@justice.qld.gov.au

Website: www.justice.qld.gov.au/drb