



**Request Fee For Service**  
(Tick where appropriate)

3 Hour Refresher/ Short Course

7 Hour Accredited Training

Customised Training

Name of Service:

Service Location Address:

Contact Person:

Position:

Email:

Contact number:

Mobile number:

***Please, note that trainers are available on weekdays, weekday evenings or Saturdays.***

Workshop Title:

Preferred date 1:

Time:

Preferred date 2:

Time:

Venue address:

Parking information:

Does the venue have the following equipment available: (Please tick)

Data projector

Screen

Internet

Whiteboard

Tea/coffee making

Tables & chairs

To make a booking, please, complete this form and return it to:

[professionalservices@nswfdc.org.au](mailto:professionalservices@nswfdc.org.au)

## Terms and Conditions

### The service will be required to:

- Where possible, book the training session 30 days in advance
- Organise a venue suitable for training with all costs being the responsibility of the service
- Provide equipment for the trainer where required – whiteboard, projector, screen, internet where necessary
- Provide refreshments/ lunch, if necessary, to participants
- Ensure the participants are aware of the training they are undertaking
- Advise the NSW Family Day Care Association (NSWFDCA), in writing of any cancellations or change of details
- Ensure that the maximum number of participants is not exceeded

### The NSW FDC Association/PEAK Training will:

- Arrange for an experienced, professional and qualified facilitator to deliver the training on the confirmed day and time.
- Supply all handouts, training material, attendance sheets and certificates as required

### Cost of the Course

A quotation will be provided and forwarded to the service contact person for approval.

### Confirmation of Booking

NSWFDCA/PEAK Training will confirm your booking after the quotation has been accepted and the confirmation form is signed.

### Payment

Payment is *required at least 7 days prior to the session* taking place and, an itemised receipt will be issued once payment is received.

### Conditions of Cancellations

All cancellations must be received in writing.

If training is cancelled by the services; the following charges apply:

- If you cancel 7 working days in advance; we will invoice you \$100 to cover the cost of administration and any other expenses incurred due to cancellation (E.g. fee attracted when cancelling airfare tickets or accommodation)
- If you cancel with less than 7 working days' notice; we will invoice you 50% of the quoted fee and any other expenses incurred due to cancellation (E.g. fee attracted when cancelling airfare tickets or accommodation)
- If the training is cancelled by the NSWFDCA/PEAK Training; there will be no loss to the service. We will advise you as soon as possible and offer alternative options where possible.

**NOTE:** NSWFDCA endeavours to fulfil all training requirements by services however, appreciation to the availability of trainers must be given and, flexibility offered in the booking dates.