



Fee for Service Training Request

Refresher/Short Course Face to Face

Refresher/Short Course Webinar

Full Day Accredited Unit

Name of Service:

Service Address:

Service Email:

Contact Person & job position:

Service phone No:

Mobile number:

Session Title:

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

Preferred date 1:

Time:

Preferred date 2:

Time:

Estimated number of participants:

Address of venue
(If different to the Service's)

Does the venue have the following equipment/facilities available?

Broadband connection with access to Wi-Fi

Data projector

Screen

Speakers

Parking available

Tea/coffee making

Tables & chairs

To make a booking, please, complete this form and return it to:
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 host service.
- Provide the following IT equipment for the trainer where required – whiteboard, projector, screen and WI-FI access to internet.
- Provide refreshments/ lunch, if necessary, to participants.
- Ensure the participants are aware of the training they are undertaking.
- Ensure that the maximum number of participants for face to face sessions (Max 25) are not exceeded.
- **NO CHILDREN ARE TO BE PRESENT** during the session. It is the host's responsibility to organise their own child-minding or alternative care arrangements.

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.
- Issue certificates **ONLY** to participants present throughout the session.

Cost of the Course

A quotation will be provided and forwarded to the Host Service contact person for approval. This quotation is based on an estimated number of attendees. If the final number of attendees (who require certificates of attendance) is greater than the estimated number; an invoice will be sent to the Host Service requiring an adjustment in payment.

Confirmation of Booking and Payment

PEAK Training will confirm your booking after the quotation has been accepted and signed. An invoice will be issued and payment is *required to be made at least 7 days prior to the session* taking place.

Conditions of Cancellations

All cancellation notices must be received in writing (emails accepted).

If the training session is cancelled by the Host Service; 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 session is cancelled by PEAK Training; there will be no loss to the service. We will advise you as soon as possible of alternative options where possible.