

Community Support Workers Course – Registration and Consent Form

CISVic delivers the Community Support Workers course under the auspice of registered training organisation The Salvation Army Training Plus. When registering for this course, you need to complete paperwork for both CISVic (this form) & Training Plus (enrolment form).

Training Start Date: / /

PARTICIPANTS DETAILS			
Name:			
Address:			
Mobile No:		Home No:	
Email address:			
Emergency Contact (Name):		Emergency Contact (Phone):	
Qualifications/Previous work Experience			
Agency:			
Agency contact no:			
Day(s) at Agency:	Mon Tue Wed Thu Fri Sat Sun (please circle)		
Agency contact name:			

PAYMENT DETAILS				
Terms	Payment is required prior to the commencement of the course. Unfortunately, we do not accept cash.			
Who is paying?	<input type="checkbox"/>	Participant Please pay as per details below. A receipt will be issued to you.	<input type="checkbox"/>	Agency We will issue a tax invoice.
Amount:	\$ _____ \$160 per participant for member agencies. \$210 per participant for non-members.			
Payment method for participants:	<input type="checkbox"/>	EFT	Account Name: Community Information & Support Victoria BSB: 633108 Account: 127094241 *Please use your name as the reference.	
	<input type="checkbox"/>	Cheque	Make cheque payable to Community Information & Support Victoria and post to the address below.	



Personal Information Consent Form

Community Information & Support Victoria (CISVic) collects your information to enable it to provide you with the requested training, maintain the appropriate training records and communicate your learning needs to your agency.

CISVic believes that it is important that you are supported by your agency when you begin your duties there. As such, CISVic will advise your agency's manager/coordinator of your progress during and/or at the end of the training course so they can provide you with the appropriate assistance and support to further strengthen your skills.

Your personal information will be kept confidential and will not be disclosed to any third party without your consent unless the disclosure is:

1. required or permitted by law; and/or,
2. in accordance with our Privacy Policy.

You can find out more on how CISVic uses and protects your personal information in its Privacy Policy, available at www.cisvic.org.au. If you require access to the information that CISVic has collected about you, please contact CISVic at (03) 9672 2000.

We may also use your contact details to send you our newsletters and/or information about future training opportunities.

Tick the box if you do **NOT** wish to receive our newsletters or any information about future training opportunities.

I consent to CISVic:

- Collecting and using my personal information;
- speaking to my agency's manager/coordinator about my training/learning needs;
- providing my agency's manager/coordinator with a copy of my Competency Report.

I am aware of my right to access information collected about me, except in some circumstances where access might legitimately be withheld.

Participants name

Participants signature

Date