

HACC Training Registration Process

Please check that you/your staff or volunteers are part of the target group for the course.

- All course enquiries should be directed to **either** the Administration Officer at HACC Training (Ph: 9655 2126, Fax: 9654 4456 or Email: haccadmin@cotavic.org.au) or for RDNS courses to the Student Liaison Officer (Ph: 9536 5241, Fax: 9536 5300). Please ensure that the correct Registration form is sent to the relevant organisation.
- Course Flyer and Registration forms will be sent out approximately one month before each course.
- To attend a course, all sections of the Registration form **must** be completed in full and returned to HACC Training at least TWO weeks prior to the date of the course to allow for the timely preparation of course paperwork. It is **not acceptable** to just “turn-up” at a course without prior approval.
- Registration forms must be signed by the course applicant and co-signed by their manager/supervisor and returned to either the Administration Officer at HACC Training (or the Student Liaison Officer for RDNS courses) who will notify you to confirm place/s in the course **or** your place on a waiting list. Direct care staff and volunteers must be registered by their manager/supervisor.
- A **maximum of three places** will be allocated for each HACC agency in the NWMR/W, additional applicants will be placed on a waiting list and notified at least a week prior to the course if there are still vacancies and offered a place. At times limited places may be available for non-HACC staff on a fee for services basis at the discretion of the HACC Training Coordinator.

HACC TAC COURSE CANCELLATION FEE POLICY:

All the training courses in this calendar are fully subsidised by the Department of Human Services, North and West Metropolitan Region, and so are FREE of registration fees for HACC funded services in the Western Sector of the North and West Metropolitan Region.

However you are advised that should a staff member or volunteer become unable to attend training, **48 HOURS NOTICE** to the HACC Training Administration Officer is required. Please note that the rationale for this policy is to reduce waiting lists for courses and ensure optimum access to courses for all staff and volunteers.

Where this notice is not given, the HACC service provider will incur a CANCELLATION FEE of \$65.00.

PRIVACY AND USE OF INFORMATION:

Information relating to training courses and participants in Western Sector HACC funded training will be incorporated into the COTA database and used to help in the planning, delivery and evaluation of HACC Training. COTA's collection, use and disclosure of information conform to current privacy legislation.

YOUR FEEDBACK TO HACC TAC:

Your feedback on the calendar or input into future learning and training needs is welcome. Please contact your HACC Training Advisory Committee (HACC TAC) member or the HACC Training Coordinator. Contact details for each member are available on the website.

HACC Training Coordinator, NWMR Western Sector, C/- Council on the Ageing (COTA), Victoria
Email: hacctraining@cotavic.org.au Tel: 9655 2110

Updates on HACC TAC membership during the year are available via the HACC Regional Training Coordination which can be accessed via our website:
http://www.cotavic.org.au/education_education and click on the appropriate link.



home and community care
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PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED



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Section A: Course Details (All details must be supplied. Please print in BLOCK letters.)

Course Name:			
Venue:			
Date:		Time:	

Section B: Applicant Details (All details must be supplied. Please print in BLOCK letters.)

First Name:			Family Name:		
Position Held:					
Telephone:	Work:		Home:		Mobile:
Email:					
Is your program HACC funded?	Yes / No	Do you have with any special requirements that you will need assistance with?		Please state needs:	
Do you work in the Western Sector?	Yes / No				

Section C: Manager's Authorisation (All details must be supplied. Please print in BLOCK letters.)

Agency type <small>(Please tick)</small>	<input type="checkbox"/> LGA <input type="checkbox"/> Health Service <input type="checkbox"/> Ethno Specific Service <input type="checkbox"/> SRS <input type="checkbox"/> Other				
Agency Name:					
Agency Address:					
Manager's Name:					
Manager's Signature:					
Telephone:	Work:		Mobile:		
Manager's Email:					

Q 1: How long have you worked in this area? _____

Q 2: Have you completed any training in this area, if so, what?

Q 3: Do you have any particular topics or issues you would like covered in this course?

Q 4: What do you want to gain from this learning activity?

The North and West Metropolitan Region (Western Sector) requests you read and sign the following:

I understand that failure to notify the training provider within 48 hours of my inability to attend this course or non-attendance will result in my workplace being charged a \$65 late cancellation fee.

Applicant's Signature: _____

IMPORTANT: To ensure you are registered in this course, this form must be returned to the HACC Training Administration Officer at least TWO (2) WEEKS prior to date of Course:

- Email: haccadmin@cotavic.org.au
- Fax: 9654 4456
- Mail: HACC Training, c/- COTA, 4th Floor, Block Arcade, 98 Elizabeth Street, Melbourne 3000