

**QTIC Member
special discounts
available!**

Queensland Tourism Industry Council
Level 11, 30 Makerston Street, Brisbane
PO Box 13162, George Street QLD 4003
Tel: 07 3236 1445 Fax: 07 3236 4552
Email: info@qtic.com.au
Website: www.qtic.com.au

SkillShots Course Registration Form and Tax Invoice

ABN: 75 095 706 095

Yes! I want to increase my business' potential via better staff management know-how. Enrol me in QTIC's online courses developed by TheCyberInstitute, a subsidiary of the Australian Institute of Management (AIM), and customised for the tourism industry.

Course Name	Course Code
• Performance Appraisals	PAD208
• Time Management	TMD208
• Recruitment and Select Staff	RSD208

Course Discounted Fees

(Courses are normally \$99/course/person. All fees listed below include GST)

- QTIC members: **\$55**/person/course
- RTO and Industry Associate members: **\$80**/person/course
- Non-members: **\$95**/person/course
- **Free offer!** Register **3** courses, get **4th course free***

*Sign-up one of your staff for all 3 courses and you can register another staff for one of the above-listed courses for FREE! Fees are subsidised by the Australian Department of Employment Science and Training (DEST).

Course Registration Details

Course Attendee's Name	Course Attendee's Email	Course Name	Course Code	Course Fee (includes GST)
			Total \$	

Important Note: Course access is valid for 30 days. Registrants must complete the course within 30 days upon receipt of course login.

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Organisation Details

Organisation Name: _____
 Organisation Address: _____

 City/Town/Suburb: _____
 Postcode: _____
 Phone: _____ Fax: _____
 Contact Person's Name: _____
 Contact Person's Email: _____
 Contact Person's Mobile: _____

Your organisation's membership status:

- QTIC member
 Regional Tourism Organisation (please specify) _____
 Industry Association (please specify) _____

Payment Options

- Direct Deposit Account Name: Qld Tourism Industry Council
 BSB: 484 799 Account No: 0423 77 489
 Payment description: SkillShots
 Cheque Please make cheque payable to: Qld Tourism Industry Council
 Post to: QTIC, GPO 13162 George Street, Brisbane, 4003
 Credit/Debit Card Visa Master Card American Express Diners
 Credit Card Expiry Date: _____
 No: _____
 Cardholder _____
 Name: _____
 Signature: _____

Privacy

Enrolment information will be sent to AIM for the purposes of administration of the program. No personal details will be used for any other purpose than the delivery of the training, feedback for improvement processes and the issuing of a Statement of Completion. All my notes used during the on-line learning will not be accessible to any other person without my explicit authority.

- I agree that on completion of the SkillShots, my industry or regional association may be notified of the completion only.

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Registration Process

1. Please fax or mail registration form to:

Queensland Tourism Industry Council
PO Box 13162
George Street, QLD, 4003
Fax: 07-3236-4552
2. Upon receipt of your organisation's registration form, QTIC will send you confirmation that the form has been received and will forward enrolment to TheCyberInstitute, Australian Institute of Management.
3. TheCyberInstitute, Australian Institute of Management will then email each registrant their course enrolment information, course login and password.
4. QTIC/TheCyberInstitute will make every endeavour to provide you with your login details within 2 business days of receiving your registration form.
5. Once QTIC/TheCyberInstitute has emailed the registrant's login and password, the registrant has 30 days within they can complete the course.
6. QTIC will only accept course cancellations and refunds within 7 days of QTIC/TheCyberInstitute emailing the registrant's login and password.
7. Upon completion of each course, TheCyberInstitute /QTIC will issue each registrant with a Statement of Completion.

Office use only:

- Entered in database ___/___/___
 Payment verified ___/___/___
 Confirmation sent ___/___/___