



**KOKATHA ABORIGINAL CORPORATION (KAC)**

**TRAINING/CONFERENCE/EVENT REQUEST FORM**

This form is to be completed prior to booking any training and/or associated travel. Appropriate approvals must be obtained in advance.

Staff who attend conferences, seminars or presentations must give a presentation at the next staff meeting. If relevant, the staff member must also organise a training session to impart the knowledge to team members.

Course materials and conference notes should be made available to all staff.

<b>Section A: Employee Request</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Position:</b>		<b>Supervisor:</b>	
<b>Tick one:</b>			
<input type="checkbox"/> Seminar <input type="checkbox"/> Training Course <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Other			
<b>Title of the activity</b>			
<b>Organisation name</b>			
<b>Location</b>			
<b>Dates/time of attendance</b>			
<b>Number of training hours</b>			
<b>Cost of registration (if any)</b>	\$		
<b>Estimated travel costs (if any)</b>	\$		
<b>What specific knowledge or skill will you learn?</b>			
<b>How will the acquired knowledge or skill help improve your performance and/or prepare you for more advanced responsibilities?</b>			
<b>Employee Signature:</b>			



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*Please attach:*

- *a description of the training with a registration form (if applicable); and*
- *travel cost, accommodation and any other travel costs quote (if applicable); and*
- *written verification of any third-party support/costs (if applicable);*

*and forward to your supervisor for approval.*

**Section B: Approvals**

Review and approve based on appropriateness, cost, scheduling, and quality of training

<b>Supervisor:</b>	Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	Date:	
<b>Signature:</b>				
<b>General Manager:</b>	Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	Date:	
<b>Signature</b>				

**Comments:**

**Section C: Registration and Payment**

<b>Completed by:</b>		<b>Date:</b>	
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**Any other instructions?**

*A reminder...*

All KAC policies apply to staff on official business/travelling for work. These include the KAC Code of Conduct, Workplace Health & Safety (WH&S) polices and EEO Bullying & Harassment Policy.

When attending conferences, training and work-related events staff should wear the appropriate KAC uniform unless otherwise specified.