

REGISTRATION FORM
Management Systems Auditing

(Scan & email completed form to: pip@sgae.vic.edu.au)

Course Facilitation: This 2 day course is presented by Geoff Gray from Gray Management Systems (RTO #3839). The competency units covered are BSBAUD402 & BSBAUD504. A Statement of Attainment will be issued by Gray Management Systems to all successful students.

Venue: SGAE, 48 Thompson Street, Hamilton Victoria

When: Tuesday 27th & Wednesday 28th March 2018

Times: 9.00 am – 4.15 pm (day one) finishes 3.30 pm (day two)

Parking: Students are responsible for their own parking.

Cost: Contact: Phillipa Murrie on 03 5571 9900 or David Hermans on 0400 719 710

Student Details:

Name(s): _____

Your Company Name: _____

Company Address: _____

_____ **Postcode:** _____

Phone: _____ **E-mail:** _____

Contact Name: Mr/Ms _____ **Work Title:** _____

Fee Payable: _____ (see above)

Make payments to: **Southern Grampians Adult Education Inc. 48 Thompson Street, Hamilton VIC 3300**

For Credit Card payments: VISA MASTERCARD (scan back details)

Card No: _____ Expiry: ___ / ___

Cardholder Name: _____

CANCELLATIONS: Full refund 7 days prior to course commencement. Replacement candidates will be accepted at no addition charge. **(A fee of \$200.00 pp applies for late cancellation or non-attendance.)** If we cancel a course for any reason, a full refund will be paid, or we will transfer you to the next course.

Course fees include all training materials, lunches, coffee & tea on arrival, morning & afternoon teas, and a personal certificate. Course presenter: **Geoff Gray**. If you do not wish to have your company name added to our client list, please tick as indicated do not add to client list.

A confirmation letter and tax invoice will be issued for all complete registrations.

This course is designed to provide students with the competencies to be able to conduct internal system audits for and on behalf of their employer.