

Tax Invoice – ABN 74 802 942 886

NB This form is generic and should be retained as a template for ongoing use.

Please fax the registration form asap, then provide your Accounts Dept with a copy to enable payment which must be finalised prior to the workshop to secure a place.

A Tax receipt will be forwarded on payment.

Workshop Title:			
Workshop Date/s:			
Workshop Location:			
Participant Name/s:			
Participant Title: (Please tick for all management training)	<input type="checkbox"/> Manager	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Coordinator
	<input type="checkbox"/> Other Management position		
For Advanced training - Have you completed Introduction/Intermediate training in this area? If Yes, please provide date:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation			
Organisation's ABN			
Your Employment Type: (Please tick <u>one only</u>) <input checked="" type="checkbox"/>	<input type="checkbox"/> Family Violence <input type="checkbox"/> Homelessness Assistance <input type="checkbox"/> Housing Association <input type="checkbox"/> Housing Information & Referral <input type="checkbox"/> Housing Provider	<input type="checkbox"/> Indigenous Tenancies at Risk Housing Services Officer <input type="checkbox"/> Social Housing Advocacy & Support Program <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Other DHS employee	
Postal Address:			
Phone:	Fax:	Mobile:	
Email:			
Any Special dietary Requirements: (please tick)	<input type="checkbox"/> Vegan	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Non Dairy
	<input type="checkbox"/> Other _____		

Cost per person \$38.50 per day (includes GST) except First Aid (\$81.00 or \$121.00)

Please fax the completed form asap, then send a copy with payment to:

HACH Program, Bendigo TAFE, PO Box 170, Bendigo 3552

Phone: 5434 1665 Fax: 5434 1646 Email: hach@britafe.vic.edu.au

Payment can be made by cheque, credit card or EFT (BRIT banking details available on request)

If you wish to pay by Credit Card, please fill in the details below:			
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Bankcard
Cardholder Name		Card No:	
Card Expiry Date:		Authorised By: (please print)	

SEE OVER PAGE FOR TRAINING REIMBURSEMENTS & RECOGNITION OF PRIOR LEARNING

TRAINING REIMBURSEMENTS

The Housing & Community Building (H&CB) training reimbursement policy has been developed to support rural and crisis accommodation staff in H&CB funded agencies to access training and professional development opportunities.

Reimbursements are limited to those staff whose position is funded through an H&CB program. Generally, these workers are employed in one of the following H&CB funded program areas:

- Transitional Housing Manager (THM)
- Community Managed Housing
- Housing Information & Referral (HIR)
- Homelessness Assistance Programs
- Family Violence Programs
- Social Housing Advocacy and Support Program
- Indigenous Tenancies at Risk

H&CB has recently reviewed the reimbursement rates and adjusted them to reflect the increase in costs for staff that need to travel longer distances to attend training and for rostered staff in 24 hour crisis support services.

Agencies need to be aware of the following criteria for reimbursements:

- A minimum distance of 200km (2 hours) one way applies to all travel, accommodation and meals reimbursements.
- Agencies **MUST** claim on behalf of the worker. H&CB expects that agencies reimburse staff immediately for out of pocket expenses incurred for travel, accommodation and meal expenses.
- All claims **MUST** be submitted on the relevant claim form.
- A Tax Invoice **MUST** accompany the claim or alternatively the claim form can be used as a Tax Invoice.
- All claims must be approved by a manager/board member.
- Reimbursements are limited to maximum rates only.
- Reimbursement for private travel is only available where an alternative means of travel is unavailable. Private travel must be approved by a manager/board member prior to the training. The use of agency vehicles does not constitute private travel.
- Invoices and receipts must be attached for all accommodation and meals.
- Prior approval is not required for claiming costs associated with events on the standard training calendar. For attendance at all other H&CB funded and/or sponsored training, prior written approval to claim reimbursements must be received from the relevant H&CB training contact shown on the claim form. Under normal circumstances the maximum amount reimbursable for a single event will not exceed \$500.
- Any workshop fees charged by a training provider will not be reimbursed.
- Claims for relief staff in crisis support services must include a Relief Staff Verification Form.

For further details and reimbursement form, refer: <http://www.housing.vic.gov.au/homelessness-and-family-violence/homelessness/for-service-providers/training>

RECOGNITION OF PRIOR LEARNING (RPL)

RPL recognises the skills you have gained from other courses, life experiences, work experience and training provided at work. You can contact TAFE Phone: (03) 5434 1681 for further information.