

Training Program Enrolment Request

This form is to be used by anyone interested in enrolling in one of our training or learning and development offerings. To enrol in more than one offering, a separate form will need to be completed for each. If a program occurs on a rostered workday, leave must be taken to attend.

Enrolment Details

Name:	
Date of Request:	
Are You a Good Sammy Employee?	<input type="checkbox"/> No <input type="checkbox"/> Yes --- if yes: Are you rostered to work on the day/s of the program? <input type="checkbox"/> No <input type="checkbox"/> Yes
I Want to Enrol in:	<input type="checkbox"/> Explore- Work Placements for High School <input type="checkbox"/> Life Skills (Tuesday, 9:00 am to 12:00 pm, 10 weeks): <input type="checkbox"/> My Digital Life (Feb-April) <input type="checkbox"/> My Quality of Life (April/May - June/July) <input type="checkbox"/> My Personal Life (July-Sept) <input type="checkbox"/> My Social Life (Oct-Dec) <input type="checkbox"/> Work Skills- One-on-one coaching session <input type="checkbox"/> Hype Program (Thursday, 8:30 am to 12:30 pm, 6 weeks)
Program Date/s:	
Fees	<input type="checkbox"/> NDIS funding - Core <input type="checkbox"/> NDIS funding - Capacity <input type="checkbox"/> Fee-for-service (out-of-pocket)
Support Requirements	<input type="checkbox"/> 1:1 Support Worker / Mentor Mentor name: _____ <input type="checkbox"/> Small group support (e.g., 1:3)
Transport Requirements	<input type="checkbox"/> Not required <input type="checkbox"/> Transport to/from the training program needed. Time (in hrs), to and from: _____ Distance (in km) to and from: _____

Please ensure all fields in the table above have been completed.

Indicative Program Costs

Program	1:1 Support Cost	1:3 Support Cost
Work Skills	TBC	TBC
HYPE Program (Program of Support)	\$1,863.20 \$ 268.40 (Program) + \$1,594.80 (1:1 support)	\$ 800.00 \$ 268.40 (Program) + \$ 531.60 (1:3 support)
Life Skills (Program of Support)	\$2,261.90 \$ 268.40 (Program) + \$1,993.50 (1:1 support)	\$ 932.90 \$ 268.40 (Program) + \$ 664.50 (1:3 support)

NOTE: Any transport requirements will be in addition to the costs outlined above. The indicative costs above do not include mentors' transportation costs.

Good Sammy Office Use Only

Payroll Checks

This check only needs to be completed if the employee is rostered to work on program day/s --

- ☐ N/A
- ☐ Adequate leave balance
- ☐ Insufficient leave; F R 04 - Request for Unpaid Leave to be completed

Reviewed by:		Date:	
Signature:			
Request for Unpaid Leave:	<input type="checkbox"/> N/A <input type="checkbox"/> Approved <input type="checkbox"/> Declined		

Finance Checks

NDIS plan checked - adequate funds available:

- ☐ Yes ☐ No

Reviewed by:		Date:	
Signature:			

**Please return to the Training Academy team once completed*

Training Academy

Enrolment Outcome:	<input type="checkbox"/> Able to enrol <input type="checkbox"/> Unable to enrol	
Welcome Pack Sent:	Date:	Sender Initials: