

National Training Schedule

Workers Compensation January - June 2010



National Training Schedule 2010

Session Name	January	February	March	April	May	June
Role of a Return to Work Coordinator		11 & 18 Melbourne	16 & 17 Sydney 24 & 25 Melbourne	14 & 15 Melbourne	12 & 13 Melbourne	2 & 3 Melbourne
Role of a Return to Work Coordinator (Advanced Session)						10 Sydney
Return to Work Responsibilities for Line Managers					20 Melbourne	
VIC Claims Management and Return to Work Coordinator Training				13 Brisbane 28 Sydney		
NSW Claims Management and Return to Work Coordinator Training			3 Melbourne	20 Brisbane		
QLD Claims Management and Return to Work Coordinator Training			17 Melbourne	27 Brisbane	31 Sydney	
Basic Claims Management		25 Melbourne	23 Sydney	20 Melbourne		9 Melbourne
Advanced Claims Management			11 Melbourne		18 Melbourne 19 Sydney	
Overview of Premium						23 Melbourne
Practical Communication Techniques to Reduce High Cost Claims						17 Melbourne
Occupational Stress					27 Melbourne	
Manual Handling		25 Melbourne			12 Sydney	
Accident/Incident Management					18 Melbourne	
Introduction to OHS Legislation				20 Melbourne		
Hazard Management					20 Melbourne	
Dangerous Goods and Hazardous Substances Awareness						17 Melbourne
OHS for the Office			11 Melbourne			
OHS Consultation				12, 13, 19 & 20 Sydney		
Ergonomics in the Workplace			10 Sydney			
Managing Occupational Stress in the Workplace				20 Sydney		
How to Build an Effective Health and Safety Culture in Your Workplace					25 Sydney	
Vehicles and Safe Systems of Work						9 Melbourne
Five Day Health and Safety Representatives/Supervisors and Managers		9, 16 & 23 Melbourne	2 & 9 Melbourne			
Health and Safety Representative Refresher					11 Melbourne	

Gallagher Bassett is committed to assisting our clients manage their WorkCover and Occupational Health and Safety needs.

To ensure that you are well informed on these and associated topics, we are pleased to offer a range of training sessions.

Unless otherwise specified, these sessions are provided **free of charge** to clients of Gallagher Bassett.

Tailored Sessions

All of our courses can be tailored to suit individual client needs or conducted onsite. Please note that tailored courses may incur additional fees.

If you are interested in tailored sessions please contact our Training Department in your local State or your local Business Account Manager.

If you are interested in OHS tailored training or services, please contact our OHS Department on: VIC (03) 9297 9216 or NSW (02) 9464 7503.

We look forward to welcoming you along to one of our sessions.

Contact Details

Victoria

Phone (03) 9297 9000
Fax (03) 9297 9010
Email trainingwcv@gbtpa.com.au
Locked Bag 3570 GPO, Melbourne 3001

New South Wales

Phone (02) 9464 7111
Fax (02) 9464 7400
Email nswemployertraining@gbtpa.com.au
Locked Bag 912, North Sydney 2059

Queensland

Phone (07) 3005 1900
Fax (07) 3005 1712
Email workerscomplclaims@gbtpa.com.au
GPO Box 14, Brisbane 4001

For all bookings, please complete the booking application form, and send back to your local State office.



GallagherBassett

www.gallagherbassett.com.au

VICTORIA TRAINING

Course Descriptions - Return to Work Courses



ROLE OF A RETURN TO WORK COORDINATOR (WORKSAFE VICTORIA APPROVED)

This two day training package has been developed by WorkSafe Victoria in consultation with key stakeholders and carries their endorsement. Completion of this course will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

Box Hill

Wednesday 12 and Thursday 13 May

City

Thursday 11 and Thursday 18 February

Wednesday 24 and Thursday 25 March

Wednesday 14 and Thursday 15 April

Wednesday 2 and Thursday 3 June

Time: 9:00am–4:30pm (Every day)

Cost: \$250 per person (GST inclusive)



RETURN TO WORK RESPONSIBILITIES FOR LINE MANAGERS

This course is designed to assist Line Managers to understand their responsibilities for Return to Work of their injured employees. Completion of this course will enable Line Managers to:

- Gain a better understanding of the Accident Compensation Act,
- Gain a better understanding of their role in the Return to Work Process,
- Provide useful tips to ensure a sustainable return to work is achieved, and
- Demonstrate completion of a Return to Work Plan and Offer of Suitable Employment.

City

Tuesday 20 May

9am–12pm



QLD CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING

Understanding QLD Legislation – Basic Claims Overview

This session provides an overview for Victorian employers who have operations in QLD. The session covers employer and workers obligations, the relevant paperwork required for completion when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

Return to Work Coordinator Training

This session is an approved return to work coordinator course. It is targeted at new or experienced Victorian RTW Coordinators who have responsibilities for return to work in QLD. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

City

Wednesday 17 March

Time: 9am–4:30pm

Cost: \$120 per person (GST inclusive)



NSW CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING

Understanding NSW Legislation – Basic Claims Overview

This session provides an overview for Victorian employers who have operations in NSW. The session covers employer and workers obligations, the completion of paperwork when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

This session also provides a brief introduction to premium calculation for NSW.

Return to Work Coordinator Training

This session is an approved Return to Work Coordinator course. It is targeted at new or experienced Victorian RTW Coordinators who have responsibilities for return to work in NSW. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

City

Wednesday 3 March

Time: 9am–4:30pm

Cost: \$120 per person (GST inclusive)

VICTORIA TRAINING

Course Descriptions - Workers' Compensation Courses



BASIC CLAIMS MANAGEMENT

This session provides an overview for employers who are new to the Victorian WorkCover Scheme or want a refresher on the basics of the scheme. Topics covered include the claims management model, employer and worker obligations, the paperwork that needs to be completed for claims, additional liability and calculation of pre-injury average weekly earnings and weekly payments (including partial rates where a worker has returned to work on less than pre-injury hours).

Box Hill

Thursday 25 February 9am–12pm

City

Tuesday 20 April 1pm–4pm
Wednesday 9 June 9am–12pm



OVERVIEW OF PREMIUM

This session provides an overview of an employer's obligation to hold and maintain a WorkCover policy and the mechanics behind the calculation of premiums. This session is ideal for beginners and/or those who are new to the WorkSafe industry.

Box Hill

Wednesday 23 June 10am-11.30am



PRACTICAL COMMUNICATION TECHNIQUES TO REDUCE HIGH COST CLAIMS

This session will address how to initially identify the distressed or poorly coping employee. It aims to provide simple and structured communication techniques to assist in the pre and post claim period and covers how to effectively collaborate with employees, treating health practitioners and Gallagher Bassett as the Workers' Compensation Agent.

City

Thursday 17 June 2pm–4pm



OCCUPATIONAL STRESS

This session is designed to provide an overview of the Accident Compensation Act 1985 in relation to stress. It will explore principles of effective injury management and general organisational strategies to manage stress in the workplace.

Box Hill

Thursday 27 May 9am–12pm



ADVANCED CLAIMS MANAGEMENT

This session covers workers' entitlements under the Accident Compensation Act 1985. In particular, the session covers initial liability (the factors that determine whether or not a worker is entitled to compensation/grounds for rejection) and ongoing liability (the factors that determine ongoing entitlement to compensation/grounds for termination).

However, the session also touches on common law and the appeals process. It is recommended that participants attending this session have previously attended the Basic Claims Management session or have had some experience in claims management.

City

Thursday 11 March 9am–12pm
Tuesday 18 May 9am–12pm

OHS and Workplace Safety Courses



MANUAL HANDLING

This course provides participants with an introduction to and awareness of risks associated with manual handling. The session outlines employer obligations under law and guides participants through a detailed process of how to identify and assess hazardous manual handling. Practical tools and case studies form the basis of this three hour session which aims to enable participants to conduct manual handling specific risk assessments in their workplace.

Box Hill

Thursday 25 February 1pm–4pm



ACCIDENT/INCIDENT INVESTIGATION

This session provides an overview of incident reporting, regulatory reporting, and Incident Notification duties under Victorian law. The session provides guidance on investigating incidents and includes the use of an investigative tool with relevant case studies.

City

Tuesday 18 May 1pm–4pm



INTRODUCTION TO OHS LEGISLATION

This session is designed to provide participants with an overview of Victorian OHS legislation with a focus upon roles and responsibilities of stakeholders in the occupational environment. Guidance material, case studies and prosecutions are used to provide an understanding of the approach employers should be taking in managing their responsibilities under law.

City

Tuesday 20 April 9am–12pm

VICTORIA TRAINING

Course Descriptions - OHS and Workplace Safety Courses

HAZARD MANAGEMENT

This session covers the principles of the hazard management process including the identification, assessment and control of hazards. Practical activities aim to provide participants with an awareness of how to conduct risk assessments based on relevant the Australian Standard for Risk Management.

City

Thursday 20 May

1pm–4pm

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES AWARENESS

This program is designed to provide an introduction to both dangerous goods and hazardous substances.

The course includes defining, classifying and identifying dangerous goods and hazardous substances, requirements for documentation, as well as general employer obligations under Victorian law. The session will also cover the placarding (signage) requirements for the storage of dangerous goods.

City

Thursday 17 June

9am–12.30pm

OHS FOR THE OFFICE

This session provides an overview of managing common office based hazards such as workstation ergonomics, slips, trips falls, manual handling and bullying and harassment.

City

Thursday 11 March

1pm–4pm

VEHICLES AND SAFE SYSTEMS OF WORK

We know how to work safe at the office and work safe on site. But how do our systems rate when it comes to vehicle use?

This session provides an introduction to basic principles of passenger vehicle safety within the occupational environment. Areas covered include legal obligations for employers, ergonomics for drivers, safe driving techniques as well an understanding of fatigue.

The training session is suitable for all employers who place their staff in passenger vehicles during the course of their work. Please note that the session is designed primarily for the use of passenger vehicles such as cars, vans and light trucks.

City

Wednesday 9 June

1pm–3.30pm

FIVE DAY HEALTH AND SAFETY REPRESENTATIVES/ SUPERVISORS AND MANAGERS

This five day WorkSafe Victoria approved course is designed to provide participants with current information relevant to the role of health and safety representatives in accordance with OHS legislation. You will learn through discussions and role-plays and participate in a range of problem solving exercises pertinent to the effective resolution of workplace issues. The topics covered in the course will be:

- Objectives of the OHS Act
- Role of government, employers and unions in health and safety
- Legislation, regulations, codes of practice, policies and agreements
- Role of the Victorian WorkCover Authority
- Occupational health and safety company infrastructure Responsibilities of manufacturers, installers and suppliers
- Health and safety practitioners, E.E.O. and Occupational Health and Safety
- The rights and powers of the Health and Safety Representative
- Health and safety committees
- Identifying workplace hazards
- Safety inspections
- Application of workplace hazard control principles
- Workplace inspections
- Consultation and negotiation between employers and employees
- Incident investigation
- Enforcement procedures under the Act
- Risk management
- Health and safety management systems
- Information access and record keeping.

Box Hill

9, 16 and 23 February (5 days)
2 and 9 March (5 days)

Time: 9am–5pm (Everyday)

Cost: \$820 per person (GST inclusive)

HEALTH AND SAFETY REPRESENTATIVE REFRESHER

This one day WorkSafe Victoria approved Occupational Health and Safety Refresher program is set out for Health and Safety Representatives, Supervisors and Managers. It is a requirement under section 67 of the Victorian OH&S Act 2004.

The program entails the OHS responsibilities under and by the Act by keeping you informed of current OHS changes, key word understanding of consultation, and the term known as “So Far as is Reasonably Practical” (SoFARP).

Prerequisites and Requirements Completion of the initial Five Day Health and Safety Representatives Course.

Box Hill

Tuesday 11 May

Time: 9am–5pm

Cost: \$210 per person (GST inclusive)

NSW TRAINING

Course Descriptions - Return to Work Courses



ROLE OF A RETURN TO WORK COORDINATOR WORKCOVER NSW ACCREDITED

This two day training package has been developed by the NSW WorkCover Authority in consultation with industry representatives and carries their endorsement.

Completion of this course will enable participants to:

- Create and implement accurate and effective Return to Work Plans,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Educate injured workers on their rights and responsibilities and maintaining confidential case records.

NORTH SYDNEY

Tuesday 16 and Wednesday 17 March

Time: 9am–4:30pm

Cost: GB Clients: \$380 per person
Non GB Clients \$430 per person



ROLE OF A RETURN TO WORK COORDINATOR (ADVANCED) WORKCOVER ACCREDITED

This one day training package is designed for experienced Return to Work Coordinators. It is a prerequisite that participants have accreditation in the NSW WorkCover 'Role of a Return to Work Coordinator' Course.

This is an interactive course with a focus on strategic case management and managing complex cases.

NORTH SYDNEY

Thursday 10 June

Time: 9am–4:30pm

Cost: GB Clients: \$380 per person
Non GB Clients \$430 per person



VIC CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING - WORKCOVER ACCREDITED

PREREQUISITE: Participants must have attended the two day 'Role Of A Return To Work Coordinator' Course in their respective State.

Return to Work Coordinator training

This session is an approved Return to Work Coordinator course. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

Understanding VIC Legislation – Basic Claims Overview

This session provides an overview for NSW employers who have operations in VIC. The session covers employer and workers obligations, the completion of paperwork when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

NORTH SYDNEY

Wednesday 28 April

Time: 9am–4:30pm

Cost: GB Clients: \$120 per person (GST inclusive)
Non GB Clients \$200 per person (GST inclusive)



QLD CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING

PREREQUISITE: Participants must have attended the two day Role Of A Return To Work Coordinator Course in their respective state.

Return to Work Coordinator training

This session is an approved Return to Work Coordinator course. It is targeted at new or experienced NSW RTW Coordinators who have responsibilities for return to work in QLD. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

Understanding QLD Legislation – Basic Claims Overview

This session provides an overview for NSW employers who have operations in QLD. The session covers employer and workers obligations, the relevant paperwork required for completion when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

NORTH SYDNEY

Monday 31 May

Time: 9am–4:30pm

Cost: GB Clients: \$120 per person (GST inclusive)
Non GB Clients \$200 per person (GST inclusive)

NSW TRAINING

Course Descriptions - OHS and Workplace Safety Courses



OHS CONSULTATION (WORKCOVER NSW ACCREDITED)

Under the NSW Occupational Health & Safety Act 2000, employers are required to ensure that all workplace health and safety representatives/committee members are appropriately trained.

This four day course will meet those requirements for safety representatives and committee members. This course prepares committee members to be involved with the development, implementation and review of their organisation's OHS management system.

It will also provide practical skills in Hazard Identification, Risk Assessment and Risk Control.

North Sydney

12, 13, 19 and 20 April

Time: 9am–4:30pm

Cost: GB Clients: \$550 per person
Non GB Clients: \$600 per person



ERGONOMICS IN THE WORKPLACE

Do you have staff in your workplace utilising computers?

As an employer, it is important that your employees are educated in effective and safe ergonomic practices whilst working with computers. Participants will gain anatomical knowledge, the causes of occupational overuse syndromes and practical ways to prevent them from occurring. This session will empower participants to identify workstation hazards and learn how to adjust their own workstations ergonomically.

North Sydney

Wednesday 10 March

Time: 9am–12pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person



MANAGING OCCUPATIONAL STRESS IN THE WORKPLACE

This course details strategies for handling stress related claims and addresses management concerns and social issues.

It focuses on effective return to work initiatives to expedite the process and reduce costs accordingly as well as general organisational skills to prevent and manage stress in the workplace.

North Sydney

Tuesday 20 April

Time: 9am–12pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person



HOW TO BUILD AN EFFECTIVE HEALTH AND SAFETY CULTURE IN YOUR WORKPLACE

As an employer, providing the necessary equipment, training and PPE is only the start of providing and promoting an effective health and safety culture in your workplace.

Learn ways to facilitate a positive health and safety culture in your workplace from management through to frontline staff. Gain an understanding of and practical ways for assessing your current health and safety culture and learn skills for promoting healthy and safe behaviour from all. This session will provide you with tools that will assist in gaining positive outcomes towards your health and safety goals in the workplace.

North Sydney

Tuesday 25 May

Time: 9am–12pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person



MANUAL HANDLING

This course provides participants with an introduction to and awareness of risks associated with manual handling. The session outlines employer obligations under law and guides participants through a detailed process of how to identify and assess hazardous manual handling. Practical tools and case studies form the basis of this three hour session which aims to enable participants to conduct manual handling specific risk assessments in their workplace.

North Sydney

Wednesday 12 May

Time: 9am–12pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person

NSW TRAINING

Course Descriptions - Workers' Compensation Courses



BASIC CLAIMS MANAGEMENT

This session provides an overview for employers who are new or would like to gain increased confidence with the NSW workers' compensation legislation.

The session covers employer and workers obligations, the completion of paperwork when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

The various types of investigations used by Gallagher Bassett will also be discussed when there is uncertainty or discrepancies in the facts of a claim to assist in the decision making process of liability assessment.

NORTH SYDNEY

Tuesday 23 March

Time: 9am–12:30pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person



ADVANCED CLAIMS MANAGEMENT

This session provides participants with the skills to more effectively and proactively manage their workers' compensation claims.

The focus of this course is around complex claims, common law, impairment benefits and adverse decision making. An overview of the WorkCover conciliation process will also be covered.

It is recommended that participants attending this session have already attended the Basic Claims Management session or have some experience in claims management.

NORTH SYDNEY

Wednesday 19 May

Time: 9am–12:30pm

Cost: GB Clients: Complimentary
Non GB Clients: \$200 per person

QUEENSLAND TRAINING

Course Descriptions



QLD BASIC CLAIMS MANAGEMENT

Understanding QLD Legislation – Basic Claims Overview

This session provides an overview for employers who are new to the QLD WorkCover scheme. The session covers employer and worker obligations, the completion of paperwork when an injury occurs and the type of claims covered under the Workers' Compensation and Rehabilitation Act 2003.

The session will also provide a brief introduction to the premium system.

City

Tuesday 27 April



NSW CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING

Understanding NSW Legislation – Basic Claims Overview

This session provides an overview for QLD employers who have operations in NSW. The session covers employer and workers' obligations, the completion of paperwork when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act. This session also provides a brief introduction to premium calculation for NSW.

Return to Work Coordinator training

This session is an approved NSW Return to Work Coordinator course. It is targeted at new or experienced QLD RTW Coordinators who have responsibilities for return to work in NSW. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

City

Tuesday 20 April

Cost: \$120 per person (GST inclusive)



VICTORIAN CLAIMS MANAGEMENT AND RETURN TO WORK COORDINATOR TRAINING

Understanding VIC Legislation – Basic Claims Overview

This session provides an overview for QLD employers who have operations in VIC. The session covers employer and workers' obligations, the completion of paperwork when an injury occurs, the types of claims covered and the entitlements a worker can receive under the Act.

Return to Work Coordinator training

This session is an approved Victorian Return to Work Coordinator course. It is targeted at new or experienced QLD RTW Coordinators who have responsibilities for return to work in VIC. The course outline will enable participants to:

- Relate the importance of Return to Work to Occupational Health and Safety,
- Understand and fulfil the key responsibilities of the Return to Work Coordinator's role, and
- Create and complete Return to Work Plans and Offers of Suitable Employment.

City

Tuesday 13 April

Cost: \$120 per person (GST inclusive)

NATIONAL TRAINING SCHEDULE

Venues

VICTORIA

CITY

Medina Grand Melbourne
189 Queen Street (Corner Queen and Little Bourke St)
Melbourne Vic 3000

Parking

\$16 per day for conference participants.
Parking access via Little Bourke St

Public Transport

Closest train station – Southern Cross Station, take tram up Bourke Street to Queen Street
Closest tram stop – Cnr Bourke and Queen Street

BOX HILL

Gallagher Bassett
Level 1
19-23 Prospect Street
Box Hill Vic 3128

Parking and Public Transport

Available within walking distance from the Box Hill shopping district.

NSW

Gallagher Bassett
Level 12
201 Miller Street
North Sydney NSW 2060

Parking

Secure Parking, 213 Miller Street,
North Sydney (located right next door to GB office)

Public Transport

Closest train station is North Sydney Station utilising the Miller street exit. 10 minute walk to office heading North.

QUEENSLAND

Gallagher Bassett
Level 3, 121 Wharf Street,
Brisbane QLD 4000

Parking

\$16 per day Wharf Street Secure Parking (across the road from GB office)

Public Transport

Closest train station – Central Station 10 minute walk from station

BOOKINGS

Bookings are essential for all sessions. To book please complete the booking form and return it back to us. Bookings can be taken up to five working days prior to the scheduled date.

CONFIRMATION

All written requests will be confirmed via email. Email reminders for each session will also be forwarded at least five working days prior to the scheduled date.

TIMES

Session times are listed under each course description. We request that all attendees arrive at least 15 minutes prior to the session to ensure that sessions commence on time.

NUMBERS

All sessions are subject to minimum numbers and will be cancelled should that number not be reached. In the event that a session is cancelled, all booked recipients will be notified at least five days prior to the scheduled date.

Please note that some sessions are in high demand so booking early is recommended. Due to this demand, organisations are restricted to a maximum of two delegates per session.

If you have a large group, please contact us about holding a tailored program for your organisation.

CANCELLATION POLICY (FEE CHARGED COURSES)

Payment is required in advance to confirm all bookings. Courses cancelled by Gallagher Bassett will constitute a full refund.

Cancellations received in writing more than 10 days prior to the scheduled commencement date will receive a full refund.

Cancellations received in writing less than 10 working days prior to the scheduled commencement date will incur 50% of course costs.

Alternatively, the booking can be transferred to the next available course (limit of one occasion) or an alternate delegate nominated.

If no notice of cancellation is received, but non-attendance occurs, 100% of course costs will be charged.

ACCESS AND EQUITY

Please advise at the time of booking if there are any language, literacy or numeracy considerations or mobility access requirements we should be aware of.

REFRESHMENTS

Refreshments are provided at all of our sessions. Lunch will be provided for full day sessions and for participants attending two consecutive sessions. Please advise us of any dietary requirements at the time of booking.

NATIONAL TRAINING SCHEDULE

Booking Form

All courses in this training schedule are free of charge for clients of Gallagher Bassett unless otherwise stated under the course description.

For details on payment, please see below.

To make a booking, please email the below details to your local GB office. Alternatively complete the booking form, and fax or mail to your local office.

Please complete a separate form for each participant if there is more than one.

Attendee Details

Course Title _____

Preferred Attendance Date _____

State/Location _____

Name of Attendee _____

Title/Position _____

Email Address _____

Work Phone Number () _____ **Mobile** _____ **Fax ()** _____

How did you find out about this course?

- This Calendar** **Internet** **Gallagher Bassett Employee/Business Account Manager** **Networking/ Recommendation** **Other**

Company Details

Company/Employer _____

Are you a client of Gallagher Bassett?

Yes, please provide you WorkCover Employer Number (VIC only) _____

No

Please find enclosed a cheque for the amount of: \$ _____

If you would prefer to pay via EFT, our banking details are:

Gallagher Bassett Services Pty Ltd BSB 184-446 Account number 300524899.

Please fax a copy of the EFT remittance with your registration form or send your registration form with your cheque payment to your relevant State, 10 days prior to the course commencement.

(Cheques payable to Gallagher Bassett Services Pty Ltd, ABN 68 009 778 018) Credit card facilities not available.

(Please include your name, phone number and email if you are not the person attending the session)



GallagherBassett

Victoria

Locked Bag 3570 GPO
Melbourne 3001
Phone (03) 9297 9000
Fax (03) 9297 9010
Email trainingwcv@gbtpa.com.au

New South Wales

Locked Bag 912
North Sydney 2059
Phone (02) 9464 7111
Fax (02) 9464 7400
Email nswemployertraining@gbtpa.com.au

New South Wales

GPO Box 14
Brisbane 4001
Phone (07) 3005 1900
Fax (07) 3005 1712
Email workerscompclaims@gbtpa.com.au

All quoted prices are inclusive of GST.

This document will be a TAX INVOICE for GST when completed and you make a payment. Retain original copy for your records.





GallagherBassett

Victoria

Locked Bag 3570, GPO Melbourne 3001

Phone (03) 9297 9000

Fax (03) 9297 9010

Email trainingwcv@gbtpa.com.au

New South Wales

Locked Bag 912, North Sydney 2059

Phone (02) 9464 7111

Fax (02) 9464 7400

Email nswemployertraining@gbtpa.com.au

Queensland

GPO Box 14, Brisbane 4001

Phone (07) 3005 1900

Fax (07) 3005 1712

Email workerscompclaims@gbtpa.com.au

www.gallagherbassett.com.au