

TRAINING COURSES

May 2009 – September 2009

COURSES ON OFFER

Responsible Manager (½ day, 9am - 12:30pm)

- Melbourne – 20 May
- Sydney – 18 June
- Melbourne – 22 July
- Sydney – 19 August
- Melbourne – 16 September

Personal Assistant (full day, 9am – 5pm)

- Melbourne – 29 July
- Sydney – 20 August

COURSE DESCRIPTION

Responsible Manager

This course will provide an overview of the obligations required of Responsible Managers (formerly Responsible Officers) and refresh some of the fundamental features of the financial services reform regime.

Personal Assistant

This course will help your assistants support you in the provision of financial services in an efficient and compliant manner. The focus will be on the documentation of advice and the execution of recommendations.

NOTE: Learning outcomes and testimonials are available on website: www.compliance-training.com.au. You can also look at the other courses that we have on offer.



GENERAL INFORMATION

1. Venue - Cliftons

- Sydney – Foyer, 190 George Street
- Melbourne – Level 1, 440 Collins Street

2. Cost

- \$500 pp (inc. GST) RM Course
- \$690 pp (inc. GST) PA Course

3. Trainers

Tim Nethercote & Grant Holley or Paul Derham
(*Compact-Compliance & Corporate Training*
www.compliance-training.com.au)

4. Course Format

Participants will learn through a mix of theory and practice. Training includes presentation, facilitation, group discussion, the provision of a manual and simulated tasks.

5. Course Inclusions

Manual, certificate of completion, morning/afternoon tea & lunch (for full day courses).

6. Registration

Complete the registration form on the following page and return it via email, fax or post. **Registrations close 7 days prior to course.** Places are restricted to encourage lively discussion, so we suggest you register asap!

7. Subject to Change

Compact reserves the right to make changes to course dates, venue and any other matter in relation to course delivery.

8. Cancellations

Registration may be transferred to another person up until the date of training, with written notice, and without incurring any additional fee. Cancellations prior to 7 days before will attract a cancellation fee of \$200. Cancellations on or after 7 days prior to the course will require payment of the full course fee.

Training Courses REGISTRATION & TAX INVOICE

(ABN 30 339 960 335)

* Please photocopy this form for multiple registrations.

Please fill in the details below and return to *Compact – Compliance & Corporate Training*.

F – 03 9670 5499
M – GPO Box 3045, Melbourne, VIC 3001

E – robyn@compliance-training.com.au
P – Contact Robyn on (03) 9670 8056

1. Please tick the course/s you wish to attend:

Responsible Manager

- Melbourne – Wednesday 20 May, 9am – 12.30pm
- Sydney – Thursday 18 Jun, 9am – 12.30pm
- Melbourne – 22 July, 9am – 12.30pm
- Sydney – 19 August, 9am – 12.30pm
- Melbourne – 16 September, 9am – 12.30pm

Personal Assistant

- Melbourne – 29 July 2009, 9am – 5.00pm
- Sydney – 20 August 2009, 9am – 5.00pm

2. Your full Name: _____

3. Company Name: _____

4. AFSL licensee no: (if app.) _____ 5. Contact number/s: _____

6. Email address: _____

7. Postal address: _____

8. *Payment: Amount: _____ (*Registration will only be confirmed upon payment.)

- Cheque enclosed (payable to 'Compact')
- Money transfer (BSB: 633 000, a/c: 1255 48297, ref: your name)
- Credit card *Please circle:* MASTERCARD / VISA

Card no. _____ Exp __ / __

CC Auth. no. _____

Cardholder name:

Cardholder signature: