

AUDIT TRAINING COURSE APPLICATION FORM 2011

OUR COMMITMENT

Health and Disability Auditing New Zealand Limited (HDANZ) is committed to a philosophy of continuous improvement through the delivery of auditing and certification services, and recognised NZQA auditor training, that are able to be relied on by service users/customers, funders/suppliers and services/organisations.

COURSE DETAILS

COURSE NAME	DATES	LOCATION	TICK	FEE
NZQA 8086: Auditor Training	11 - 14 July Also, to be arranged for small groups or organisations of 6 - 15 persons (contact us)	WELLINGTON	<input type="checkbox"/> <input type="checkbox"/>	\$2,087 (plus GST) = \$2400.05
Internal Auditing B: - Nuts & Bolts for effective auditing	14 June	CHRISTCHURCH	<input type="checkbox"/>	\$287.00 (plus GST) = \$330.05
Internal Auditing A: Getting started - principals and setting up	9 August 11 August	CHRISTCHURCH AUCKLAND	<input type="checkbox"/> <input type="checkbox"/>	
Internal Auditing B: - Nuts & Bolts for effective auditing	25 October 26 October	AUCKLAND CHRISTCHURCH	<input type="checkbox"/> <input type="checkbox"/>	
NZQA 8084 Lead Assessor Training	Anytime	Individualised programme	<input type="checkbox"/>	\$2,187 (plus GST) = \$2515.05

PARTICIPANT DETAILS

Name of applicant	
Address	
Phone number(s)	
E mail	
Ethnicity	
Occupation	
Quality management experience	
Auditing experience (internal or external).	
Any specific learning or other needs (disability, diet, etc)	

Course Registration: Entry to the course is on a "first in, first served basis". Return completed form with payment to: Director Training, HDANZ, PO Box 19-541, Woolston, Christchurch or fax to: 03 376 4942.

Upon receipt of your application and fee, you will receive confirmation in writing of your place on the training course. Your fee covers all course material, hand-outs, workbook(s), venue, examination fee (8086), lunch and morning/afternoon teas. Course fee does not include travel or accommodation.

Signature of Applicant: _____

Course Rules and Expectations

1. Course Registration:

Entry to the course is on a "first in, first served basis". Please email fax or post completed application forms with the course fee to:

Fax: 03 376 4942

Post: HDANZ Ltd, PO Box 19-541, Woolston, Christchurch

Upon receipt of your application and fee, you will receive confirmation in writing of your place on the training course. Your fee covers all course material, hand-outs, workbook(s), venue, examination fee (for 8086 course), lunch and morning/afternoon teas.

Course fee does not include travel or accommodation.

2. Withdrawal and Refunds:

Full refunds are provided for course withdrawal up to three weeks prior to the commencement date. A 50 % refund applies for withdrawal of 3 weeks to the day before the course and no refund is available once the course has started. An alternate participant may take your place and a 10% administration fee is charged if this change is with less than 3 weeks prior to the course commencement.

3. Cancellation:

HDANZ reserves the right to cancel the course due to insufficient enrolments or conditions beyond our control. A full refund is provided should a course be cancelled.

4. Support Services:

The course is delivered with a range of interactive teaching approaches that includes workshop presentations, written material, role plays, situational examples, shared experiences, continuous feedback and assessment and written examination (for 8086 only). The venue is able to cater for disabilities and special diets. The course participant is responsible for any personal, welfare or other support needs during and after the course.

5. Assessment Procedures and Examination:

Successful completion of the course requires your full participation and for 8086, passing of the written examination. For the NZQA 8086 course, there may be opportunity to re-sit the exam and a re-assessment fee of \$150 plus GST applies.

Should you lodge a written appeal of your course result (8086) we consider your appeal by obtaining independent input to ensure objectivity and lack of bias

6. Complaint Procedures:

If you are not satisfied about any aspect of the course you are welcome to submit a written complaint which will be actioned in 5 working days. For NZQA 8086, if you are not satisfied with the resolution of your complaint you may lodge a complaint with the Qualifications Authority using the 'Complaints Kits for Formal Complaints about Providers'.

7. Health and Safety:

All course participants are expected to follow the health and safety requirements of the venue where the course is held. Any incidents or accidents are to be immediately reported to the course tutor.

8. Participant Conduct:

Course participants are expected to conduct themselves in a professional manner expected of any usual place of learning or employment. This includes following any reasonable and lawful instruction given by the course tutor. Unacceptable conduct will result in a verbal warning and continued difficulties may result in the participant having to depart the course without any refund.

9. Confidentiality:

Discussions and experiences shared by course participants are regarded as confidential.