

NSW Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union



Delegate Training Application Form

Applicants, please note that this application form must be completed and returned to the relevant Regional Manager, being either:

**Manager Metropolitan, or
Manager Private Sector & Airlines,
or
Manager Energy & Utilities
United Services Union
Level 7/321 Pitt St Sydney 2000
Fax (02) 9261-2265**

**Manager North
United Services Union
Newcastle office
Cnr. Lawson & Tudor St
Hamilton NSW 2303
Fax (02) 4962 1758**

**Manager South
United Services Union
Wollongong office
100 Market St
Wollongong NSW 2500
Fax (02) 4227 6951**

This will ensure that the relevant Manager is aware of the application and has approved it. It will be the responsibility of the relevant Manager to ensure approved applications are given to the Training Officer and that accommodation (if required due to distance) is booked for selected applicants.

The Union will be offering TAFE accredited Entry Level 1 and Intermediate Level 2 Delegate training courses, in both Metropolitan and Regional NSW, according to demand.

Delegates undertaking both Level 1 & 2 training courses are advised that some assessment tasks are to be completed in their own time.

Please note that applicants for the Intermediate Level 2 training will only be eligible if they have successfully completed Entry Level 1 training first (TAFE transcript or Statement of Attainment).

The Advanced Level 3 training course will be offered to limited applicants who will be selected on:

- 🕒 **successful completion of level 1 and level 2;**
- 🕒 **evidence of completion of computer training in Word, Outlook, Internet;**
- 🕒 **evidence of Union activism in their workplace;**
- 🕒 **their written agreement to attend and complete course;**
- 🕒 **their willingness to undertake a secondment to the Union** (limited period).

The Level 3 training also requires a commitment to complete all assignments in the course during participant's own time. As numbers are strictly limited, you **MUST** be prepared to give this commitment.

The Union determined in its "Secondment Policy" that successful completion of the "Union Delegate Training" courses, is a requirement to either act in a secondment position or to apply for a position with the USU.



Please complete this section and return to the relevant Manager.



NAME <i>(please print)</i>			
EMPLOYER			
BRANCH OF UNION			
HOME ADDRESS			POSTCODE
CONTACT PHONE NO'S	W:	H:	M:
EMAIL ADDRESSE(S)	W:		
	H:		
	Would you like to receive Union related newsletters & campaign updates to these email addresses? yes no (please tick one)		
DELEGATE TRAINING COURSE LEVEL TO BE UNDERTAKEN			
	<i>Note: Level 1 must have been completed successfully to apply for Level 2.</i>		
ROLE WITH UNION Eg. Delegate, Contact etc			
UNION ORGANISER'S NAME (if known)			
ACCOMMODATION <i>(Please note: Accommodation is will be at the discretion of the Union)</i>	Will you require overnight accommodation? yes no (please tick one)		
	If yes, are you willing to share? yes no (please tick one)		

Please Fax or Mail the application to the relevant Manager as listed on first page.

Banking Details

Account Name			
Name of Financial Institution			
Branch			
BSB:		Account No:	

Training Course location: _____
(Training Officer to complete)

I give my undertaking to complete all Course Assessment requirements in the time allocated by the Trainer and to complete the Course.

Applicant's Signature: X _____ Date: _____

Manager's Signature: X _____ Date: _____

Training Officer's signature: _____ Date: _____

APPROVED/ NOT APPROVED (please circle)