Training Registration Form

Please find below details of our future training courses being held along with course registration and payment details. All Information Proficiency training courses include:

Course Material Certificate of Completion

Course Calendar and Details

Content Manager Course Name	Course Duration	Cost / Person (ex GST)	Start / End Times WA / (AEDT)	Dates	Location	Select Required Course(s)
End User	½ Day	$400 pp	7.30am – 11.30am 10.30am – 1pm	13th Oct 2026	*Virtual**	☐
Power User	1 Day	$800 pp	7.30am – 3.30pm 10.30am – 6.30pm	15th Oct 2026	*Virtual**	☐
Archive & Disposal	1 Day	$800 pp	7.30am – 3.30pm 10.30am – 6.30pm	19th Oct 2026	*Virtual**	☐
Administrator	2 Days	$1,600 pp	7.30am – 3.30pm 10.30am – 6.30pm	21st & 22nd Oct 2026	*Virtual**	☐
Process Mapping (Workflow)	1 Day	$800 pp	7.30am – 3.30pm 10.30am – 6.30pm	28th Oct 2026	*Virtual**	☐

*All our instructor led virtual sessions are also available in a classroom format where numbers and interest permit

Registration Details

Attendee Name:		**Company Name:**	
Contact Number:		**Email:**	
Notes:			

Payment Details

Payment Details	Payment Options
To register, please email this completed registration form, along with proof of payment, to: **training@infoproficiency.com.au**. Course confirmation details and Tax Invoice / Receipt will be emailed to you when payment is received.	**EFTPOS** *When paying by EFT please include your Name.* *Account Name:* Proficiency Group Pty Ltd *BSB:* 086 288 *Account #:* 23 243 5193 **CREDIT CARD** *Please contact the following authorised person for credit card payment:* *Contact Name:* _____ *Contact Number:* _____

Terms & Conditions:
Cancellations: Information Proficiency recognises unforeseen incidents may prevent attendees from participating in training after registering. In light of this, an attendee may make a substitution up to within 1 working day of the commencement date, provided Information Proficiency is notified of the substitution. If an attendee notifies Information Proficiency of an inability to attend less than 14 working days prior to the commencement date, and is unable to nominate a substitute then we regret no refund or credit can be made.
Minimum Attendees: please note, a minimum of six (6) attendees must be registered and paid in full within 14 working days of the course commencement date in order for the course to proceed. If a course does not proceed, alternative date(s) will be provided to registered attendees.
Credit Card Payment: we do not record credit card information, ensuring PCI compliance and full security in all transactions. Please do not email credit card details. All major credit cards are accepted. A 2% surcharge applies to all credit card transactions. The NAB Cost of Acceptance table prescribes Visa 2.01% | Mastercard 2.02%.