

Client Track Sheet

Tracking Sheet No:

All Eligibility Checklists – Form ECHKLST must be attached to this form

Industry Training Consultant:	NAC:	Consultant:
Legal Name:		
ABN Number:		
Trading Name:		
Traineeship Course:		
Postal Address:		
Business Address:		
Phone:		
Fax:		E-mail:
Industry/Principal Activity:		
Type of Employer:	Private Sector <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Gov. Business Enterprise <input type="checkbox"/> Group Training Company <input type="checkbox"/> Commonwealth Government <input type="checkbox"/>	
Workplace Address:		
Contact Person:		
Position Held:		
Phone:		Fax:
Mobile:		E-mail:
Employment Arrangement:	Federal Award <input type="checkbox"/> Australian Workplace Agreement <input type="checkbox"/> Certified Agreement <input type="checkbox"/> State Workplace Agreement <input type="checkbox"/> State Award <input type="checkbox"/> Other <input type="checkbox"/>	
	Name of Agreement/Award	
Comments:	Names of Employees proposed for Nationally Accredited Training Employee 1: Employee 7: Employee 2: Employee 8: Employee 3: Employee 9: Employee 4: Employee 10: Employee 5: Employee 11: Employee 6: Employee 12: If insufficient space, use another form, attach to this form and tick here <input type="checkbox"/>	

*Note: Don't forget to inform client that the enrolment of \$300.00 per trainee is required at Signup or within 7 days with Client Services Agreement (Form CPS) signed. There is NO GST on Nationally Accredited Courses. An invoice receipt will be sent within 7 days from receipt. Training will begin once the Delta Number is received from the NAC. Inform the client about RPL's and credit transfer.

Business Consultant:

Industry Training Consultant (NAC)

Name:

Name:

Signature:

Signature:

Date:

Date:

Has enrolment fee been paid at signup? Yes No

Ensure that client has signed the Agreement for Provision of Training and Assessment Services - Form CPS,
without this agreement training cannot begin.

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acknowledge
Receipt for payment of enrolment fee(s)

Company Name: Trading As:

Payment made by: Position:

I have received payment to the amount of \$..... .00 being for Enrolment fee as per
Schedule 3.1 of Agreement for Provision of Training and Assessment Services.

Business Consultant:

Signature:

Date: