# Australian Government Women in IT EL1 Coaching Program

# 2018-19 participant registration form

## Complete, sign and email this form to info@orijen.com.au and womeninIT@digital.gov.au to confirm the participant registration.

You will also need to provide a copy to your organisation’s finance team. If you have any questions please call contract manager, Kerryn Atkinson on 02 6120 8431.

Booking Reference: Digital Transformation Agency (DTA)   
Reference: DTA18/BDC/Coaching 2018

This booking is made under the Deed of Standing Offer for the Provision of Learning and Development Services dated 18 July 2012 between the Commonwealth of Australia, represented by the Digital Transformation Agency (DTA), and Orijen. DTA will hold and manage the Underlying Agreement on behalf of participating organisations.

## Participating organisation contact

Organisation name:

Organisation contact:

Business group:

Branch:

Phone:

Email:

Address:

## Participants

Please list participants here

## Contact details for invoicing

Name:

Position:

Contact email:

Contact phone:

Contact address:

Alternative contact: (including name, email address and phone number)

## Terms and conditions

The service provider will deliver the 2018/19 Women in IT EL1 Coaching Program in accordance with the following terms and conditions.

Any changes to the program or participants must be approved and formally agreed to by DTA. The timetable is subject to change as notified by the service provider or DTA.

The coaching program will be delivered at the Canberra Museum and Gallery, Canberra. Venues in Sydney, Adelaide and Melbourne and Brisbane will be advised once participant locations and numbers are confirmed.

The maximum fee payable by the participating organisation is $6,600 (GST inc) per Canberra participant (interstate session costs to be confirmed). The fee may decrease depending on final participant numbers. The full fee is payable for any participant who completes Module 1 of the program.

The service provider may submit an invoice to participating organisations no earlier than 10 days after the delivery of Module 1. The invoice is payable by the participating organisation, notwithstanding that a participant does not or is unable to complete the program.

It is the responsibility of the participating organisation to gain appropriate approval for participation in the program.

The DTA will report the expenditure on AusTender. Please instruct procurement staff from your organisation not to report the expenditure. Contact the DTA if you require clarification or assistance.

## Confirmation and approval

I confirm the details noted in this form and authorise this booking.

I acknowledge that, subject to receiving a correctly rendered invoice, it is the participating organisation’s responsibility to pay the service provider the cost per participant for each participant listed in this form.

I acknowledge that DTA will be provided with a copy of all invoices.

Signature:

Print Name:

Position: