

THRASS Accredited One-Day Follow Up Workshop Information Sheet/ Registration Form

Information Sheet Follow-Up Workshop

Follow-Up Workshop - Participants not attending the whole day or leaving early will not be eligible for the THRASS Accredited Follow-Up Certificate.

Introduction

This workshop is designed to revise, consolidate and extend on the content provided in the Two Day Accredited Certificate Course.

Prerequisites

The intending participant must

- have completed the THRASS Two Day Accredited Certificate Course
- have completed a minimum of approx 10 weeks teaching with THRASS before being eligible to apply for the Follow-up Course
- have a working knowledge of the THRASSCHART (words & pictures)
- have a sound knowledge of the THRASS terminology (understand the basic terminology used in THRASS teaching)
- have familiarised themselves with the content the THRASS Teacher's Manual (T-13)

MOST IMPORTANTLY: Participants **MUST** bring with them, the Desk Size Picturechart (T-03) and Pronouncing English (IPA Guide T-45). **PLEASE NOTE: THERE WILL BE NO ACCESS TO PURCHASE THESE RESOURCES AT THE COURSE.**

Important Registration Information.

By following the process below you will maximise your chances of securing a place at this course.

Fax through your completed registration form to **08 9244 4044** or email to enquiries@thrass.com.au

Schools - Important: This form will not be accepted unless an official school purchase order number is quoted on the form below.

We do not take registrations on the phone, nor do we give verbal guarantees as to the availability of places.

School Paying for Participants: A tax invoice will be posted to the school. Please be aware that the tax invoice is posted from W.A. so please allow at least 5 to 7 working days for delivery if you are outside W.A. Prompt payment is to be made on receipt of the tax invoice (we accept cheque, credit card or money order). **Important:** Your position is only secured once we have the completed registration form with an official school purchase order number.

Private Paying Participants: Credit Card details are to be supplied on the registration form or a cheque/money order sent prior to commencement of the course. **Important:** Your position is only secured once we have *both* the payment **and** the completed registration form. Your registration will not be processed until payment has been received. Receipted invoices will be mailed upon receipt of payment along with your confirmation note.

All Participants

1. A confirmation letter will be faxed/emailed from this office to the participant once their registration form has been processed. If you do not receive your confirmation within 7 days of the course, please contact 08 9244 2119.
2. Applications are processed as above until the course is fully subscribed. Any intending participant whose cheque and/or form arrive after the course is fully subscribed will be contacted and their payment returned.
3. **Late Registration** Forms received 5 working days or less prior to the course, will be charged an administration fee of \$55.00.
4. **Cancellations** will not be accepted 5 working days or less prior to the course date and **must be in writing**. Cancellations received 5 working days or less prior to the course will be charged an administration fee of \$77.00. The reason for this is that people/schools on our waiting lists need that amount of time to arrange for replacement teachers. Secondly, we have to confirm numbers for catering purposes one week prior to course.
5. **Dietary Requirements** - It is the participant's responsibility to advise the venue of any special dietary requirements, at least one week prior to the course date.

This is a THRASS accredited course. A PD Certificate will be provided at completion of the course.

Payment: Cheques or money orders should be made payable to:

THRASS (AUSTRALIA) PTY LTD and sent to: PO Box 1447 OSBORNE PARK WA 6916

Venue: Details of the venue will be forwarded to you in your confirmation letter, fax or email.

Times: Registration 9:00, Start 9:30, Finish 15:00

Refreshments: Tea & Coffee on arrival, morning tea and a light lunch

Course Presenter: THRASS Accredited Trainer

