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# Industry Training Consultants Class Bookings

1. It’s easy to make this template your own. Just follow the examples provided below to book in your staff training.

By filling out this form, it will help you keep track of your staff’s training and provide us with the relevant information required, to book in staff members.

It will also allow us to follow up with staff who are yet to complete their enrolment forms.

**Please Note**: Enrolment forms MUST be submitted before the commencement of a course. Students who fail to complete an enrolment form before the booked course CAN NOT attend class.

USI Numbers are only required for the following courses;

* Certificate IV in Real Estate Practices
* Assistant Agent Course
* Assistant Agent CPD

# Class 1

|  |  |  |
| --- | --- | --- |
| **Training Date** | **Venue** | **Course**  |
| [Date the class will be running] | [**In House** / **ITC Head Office** or **Other**] | [Course Name] |
| **Example**Wednesday 12th November 2024 | In House | Certificate IV in Real Estate Practice |
| Staff Name | Email | Contact Number | License Number | USI Number | Has completed their enrolment form? |
| **Example**John David Doe | johndoe@email.com | 04 0000 0000 | 0000000 expires 24/12/2024 | 00X000XXXX  | **Complete**  |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |

|  |  |  |
| --- | --- | --- |
| **Training Date** | **Venue** | **Course**  |
| [Date the class will be running] | [**In House** or **ITC Head Office**] | [Course Name] |
| **Example**Thursday 5th June 2024 | ITC Head Office | CPD Compulsory Topics |
| Staff Name | Email | Contact Number | License Number | USI Number | Has completed their enrolment form? |
| **Example**Jane Daisy Doe | janedoe@email.com | 04 0000 0000 | 0000000 expires 24/12/2024 | - | **Complete**  |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |
| [Full Name] | [Preferred email] | [Preferred phone number] | [License number and expiry date] | [USI number] | [Status, such as **In Progress** or **Complete**] |