Short CPD courses
Training & Development
CHECKLIST - For Your Use

COURSE DETAIL

Course Type: CPD Courses

Course Name: Training & Development (start date)

PERSONAL DETAILS - SELECTED

PPS Number

GNIB Number (for international students, if required)

Emergency Contact number - ready to input?

READY?

Identification Document (Passport/Driver's License photo page)

EDUCATION DETAILS

NOTE: International applicants will need to provide proof of English proficiency.

READY?

Evidence of English Proficiency (if required)

READY?

Secondary Education Transcripts (not required)

READY?

Further / Higher Education Transcripts (if available, and relevant to the course only)

SPECIAL REQUIREMENTS / MEDICAL INFORMATION

READY?

REFERENCES

NOTE: These are not required for application to the programme.

PERSONAL STATEMENT & EMPLOYMENT VERIFICATION FORMS

READY?

Personal Statement is required. The Employer Verification is NOT required.

PAYMENT

	DEBIT	CREDIT
Ready? To be paid before course commencement.		

If using Debit card, then no extra bank charges. Credit card - 2% bank charge.
If the employer is funding a course, exit from the online payment page and request an invoice.