



BSB51004: DIPLOMA OF BUSINESS (FRONTLINE MANAGEMENT) Enrolment Form – Fax Back to (08) 9300 5867

Name :	WA Post Code :
Address :	
.....	

CONTACT DETAILS Personal

Home Telephone :	
Home Facsimile :	
Mobile :	
Email :	
.....	

CONTACT DETAILS Business

Employer :	
Position :	
Telephone :	
Facsimile :	
Email :	
.....	

I wish to enrol in the following unit(s) (please tick) :

	UNIT CODE	UNIT NAME	UNIT PRICE
CORE UNITS: You must select EIGHT of the following			
<input type="checkbox"/>	BSBMGT505A	Ensure a Safe Workplace	\$250.00
<input type="checkbox"/>	BSBFLM501B	Manage Personal Work Priorities and Professional Development	\$250.00
<input type="checkbox"/>	BSBFLM503B	Manage Effective Workplace Relationships	\$250.00
<input type="checkbox"/>	BSBFLM505B	Manage Operational Plans	\$250.00
<input type="checkbox"/>	BSBFLM506B	Manage Workplace Information Systems	\$250.00
<input type="checkbox"/>	BSBFLM507B	Manage Quality Customer Service	\$250.00
<input type="checkbox"/>	BSBFLM509B	Facilitate Continuous Improvement	\$250.00
<input type="checkbox"/>	BSBFLM510B	Facilitate and Capitalise on Change and Innovation	\$250.00
<input type="checkbox"/>	BSBFLM511B	Develop a Workplace Learning Environment	\$250.00
<input type="checkbox"/>	BSBFLM512A	Ensure Team Effectiveness	\$250.00
ELECTIVE UNITS: You must select three of these (may include one or both units not chosen above)			
<input type="checkbox"/>	BSBFLM513A	Manage Budgets and Financial Plans Within the Work Team	\$250.00
<input type="checkbox"/>	BSBFLM514A	Manage People	\$250.00
<input type="checkbox"/>	BSBMGT507A	Manage Environmental Performance	\$250.00
<input type="checkbox"/>	BSBCMN419A	Manage Projects	\$250.00
<input type="checkbox"/>	BSBCMN416A	Identify Risk and Apply Risk Management Process	\$250.00
<input type="checkbox"/>	BSBEBUS403A	Communicate Electronically	\$250.00
<input type="checkbox"/>	BSBEBUS409A	Lead and Facilitate e-staff	\$250.00
TOTAL PRICE			\$.....

Payment Options

I will be paying using the following method: (please tick)...

<input type="checkbox"/> Cash	
<input type="checkbox"/> Credit Card	Visa, MasterCard & Bank card accepted
<input type="checkbox"/> Cheque	Make cheques payable to 'SCOPE VISION'
<input type="checkbox"/> Internet Banking Payment can be made via direct deposit to:	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account Number : 493266439
<input type="checkbox"/> Invoice 3rd Party	Please complete segment below:

Invoice Information

Invoice to be sent to : (please attach approval form)...

Name of Company :	
Attention :	
Postal Address :	
Email Address :	
Telephone :	
Facsimile :	

Office Use Only:				
<input type="checkbox"/>	Confirmation Sent			
<input type="checkbox"/>	T & A. Plan Sent			
<input type="checkbox"/>	Invoice Sent			
<input type="checkbox"/>	Fees Paid in Full			
Total Fee :				
Invoice Number :				
Amount Paid :				
Payment Method :				
Receipt Number :				
Balance Owing :				

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