

VEMTC Huntly Training Campus Course Application

Review the [VEMTC Campus Booking Procedure](#) prior to completing this form



| | |
|-----------------------------|--|
| Brigade/Organisation | |
|-----------------------------|--|

Course Details/Preferences

LMS Course Number (CFA Use Only)

| <i>Requested date/s</i> | Please note: arrival time indicates when you will get there not training start time | |
|-------------------------|--------------------------------------------------------------------------------------------|----------------|
| | <i>Arrive:</i> | <i>Depart:</i> |
| | | |

Duration of Course Days

Course Information

| | |
|-------------------------------------------------------------------------------------------------------------|--|
| Title | |
| DRILL LIST (specify how you plan to run your day - a separate document may be attached if preferred) | |
| | |

| <i>Name of Instructor/s</i> | | |
|-----------------------------|--|-------------------------------|
| 1 | | <i>No of instructors</i> |
| 2 | | <i>No of students</i> |
| 3 | | <i>No of support staff</i> |
| 4 | | <i>No of syndicate groups</i> |

Course Drill List attached? Yes No

CFA WBS Number

NB: Drill List required 3 weeks prior to training date.

I acknowledge & confirm all Instructors mentioned on this form hold the relevant CFA endorsements, competencies and have completed a Campus Induction.

Authorisation (CFA CLD, MLD)

| | |
|------------------|--|
| <i>Name</i> | |
| <i>Position</i> | |
| <i>Date</i> | |
| <i>Telephone</i> | |
| <i>Email</i> | |

Brigade/Organisation Contact

| | |
|------------------|--|
| <i>Name</i> | |
| <i>Position</i> | |
| <i>Date</i> | |
| <i>Telephone</i> | |
| <i>Email</i> | |

Invoice to be emailed to:
(external clients only)

Upon Completion, email application to admin.vemtc@cfa.vic.gov.au

