# Organisation Update Form

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| Organisation details |
| Company name: |       |
| Site/Area/Location: |       |
| Trading name: (if different to above) |       | **Parent Company:** |       |

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| Contact details Provide the primary reception phone number and administrative email address  |
| **Main phone:** |       | **Fax:** |       |
| **General email address:** |       | **Website:** |       |

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| Primary Contacts Provide full name of the contact (aka name in brackets) |
| **CEO:** |       | **Manager:** |       |
| Phone: |       | Phone: |       |
| Email: |       | Email |       |
| **Training Coordinator:** |       | **Literacy** **Coordinator:** |       |
| Phone: |       | Phone: |       |
| Email: |       | Email |       |

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| Contact details For courier deliveries, we require both the postal and physical address  |
| **Postal:** |       | **Physical:** |       |
|       |       |

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| Certificate Delivery Address If different from postal and physical address above |
| **Attention To:** |       |
| **Physical Address:** |       |

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| PreferencesPlease select below your preferences of either paper-based or on-line |
| **Literacy & Numeracy** | **Paper-based** [ ]  |  **On-line** [ ]  |
| **Learning Resources**  | **Paper-based** [ ]  | **On-line (Aka Toi)** [ ]  |

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| Reporting and Monitoring Who should the monthly training reports be sent to? |
| **Name:** |       | **Name:** |       |
| **Email:** |       | **Email:** |       |

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| FinanceWho will pay the qualification fee? (Please tick the one option that will apply) |
| **Employer** [ ]  **Parent Company** [ ]  **Trainee** [ ]  |
| **Financial Contact:** |       | **Email:** |       |
| **Is a Purchase Order Number required per Trainee?** |  **Yes** [ ]  **No** [ ]  | **Branch Purchase order Number if applicable:** | **Branch P/O #:** |       |

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| Returning the Form |
|  You can scan and email this organisation form to: info@careerforce.org.nzOr Post to: Client Services, Careerforce, PO Box 25 255, Christchurch 8144If you have any questions or require help, please call our Client Services Team on 0800 277 486. |