

Contact Information Form

The Contract Management team is your primary point of contact when discussing your Continuing Student Agreement (CSA) with the Department of Trade, Employment and Training. To ensure a consistent flow of information is maintained, you must nominate up to four (4) key contacts who will liaise with Contract Management staff in relation to your CSA and policy-related matters, including data and payment anomalies and compliance enquiries. If a change in key contacts occurs, a **new** contact information form must be submitted each time.

Please ensure this form is in .pdf format when sending this completed form.

Contact Types

- **Responsible Officer** means the 'Chief Executive' listed on www.training.gov.au
- **Data** means the employee overseeing AVETMISS compliant data submissions
- **Compliance** means the employee handling compliance and agreement enquiries
- **Finance** means the employee in charge of financial matters (accounts payable/receivable, reconciling payments etc)

Reports are monthly cumulative claim reports each SAS is sent after a payment has been released. At least **one contact is to be nominated** to receive these reports. *It is not a remittance advice.*

This form must be submitted by the **chief executive** listed on www.training.gov.au and emailed to:
contractmanagement@desbt.qld.gov.au

**** By filling in and submitting this form SAS understand it replaces all previous versions and agree that each nominated key contact is authorised to make enquiries on their behalf ****

Date:		SAS Trading Name:				RTO Code:	
Contact Type	Title	First name and family name	Position title	Phone	Mobile	Email	Reports
Responsible officer							
Data							
Compliance							
Finance							

NOTE: The department's acceptance of key contact details on this form does not constitute consent for the purposes of clause 28 of the CSA