

Member number: _____

State Division/Executive: _____

Entered by: _____

Date entered: _____

Boardroom Mastery™ Enrolment Form

Please complete all sections. We are unable to process incomplete forms and they will be returned to you for completion.

Please include:

- This completed form
- Your biographical statement (**maximum of 250 words**)

Personal details

Are you a member? Yes No Membership number: _____

Mr/Mrs/Ms/Miss/Dr/Other: _____

Name: _____

Surname: _____

Email: _____ Phone number: _____

Criteria

Attended Company Directors Course: Yes No

Directorships or Equivalent (Please specify)

1. Position: _____

Company: _____

Start Date: DD/MM/YYYY Finish Date: DD/MM/YYYY Current

Tick relevant entity type: NFP ASX Listed SME Government

2. Position: _____

Company: _____

Start Date: DD/MM/YYYY Finish Date: DD/MM/YYYY Current

Tick relevant entity type: NFP ASX Listed SME Government

3. Position: _____

Company: _____

Start Date: DD/MM/YYYY Finish Date: DD/MM/YYYY Current

Tick relevant entity type: NFP ASX Listed SME Government

4. Position: _____

Company: _____

Start Date: DD/MM/YYYY Finish Date: DD/MM/YYYY Current

Tick relevant entity type: NFP ASX Listed SME Government

5. Position: _____

Company: _____

Start Date: DD/MM/YYYY Finish Date: DD/MM/YYYY Current

Tick relevant entity type: NFP ASX Listed SME Government

Please tick the course date you are applying for:

Preference 1:

Location: _____

Date: DD/MM/YYYY

Preference 2:

Location: _____

Date: DD/MM/YYYY

Submitting your enrolment form:

Email:

boardroommastery@aicd.com.au

Subject Line:

Boardroom Mastery Enrolment

Have a question? Get in touch:

t: 1300 739 119

e: boardroommastery@aicd.com.au

Privacy Statement

We use the information in this application to assess your eligibility for the course application you are making. Please refer to our Privacy Policy at: www.aicd.companymdirectors.com.au/global/privacy. Please also refer below for the information on privacy of the Psychometric Test Results.

Privacy of Psychometric Test Results

Part of the unique value of the Boardroom Mastery™ Course is the evidence-based approach afforded by the use of psychometric tests – called Hogan Surveys.

Change Focus Group Pty Ltd (Change Focus) have been selected for their relevance to leadership and governance, with the aim of helping leaders to better understand themselves and their impact on colleagues. Reports and debriefing are conducted by Change Focus personnel, a firm of organisational psychologists specialising in leadership profiling and coaching. As psychologists registered with the Australian Health Practitioner Regulation Agency (AHPRA), they are bound by strict privacy and confidentiality rules, and have their own Privacy Statement which can be viewed at www.change-focus.com.au/SiteData/privacy.html

The following information summarises the key privacy principles as they relate to the psychometrics surveys conducted for AICD.

Intent of Use

The resulting data and reports from testing, are only available to the person identified as the test taker, and the psychologist or coach working with them.

Individually identifiable results will not be provided to anyone else, either within or outside of AICD, without the individual's consent. Change Focus is required to keep records of test results for seven years and these are stored in digital form under strict security arrangements.

Consent

By undertaking psychometric testing, you are consenting to the information you provide being collected and used for professional development purposes as per the above guidelines.

If you still have questions about the privacy of our testing, feel free to contact your AICD representative on boardroommastery@aicd.com.au or a Change Focus psychologist (07 3511 0588).

If you continue to have concerns or wish to speak to someone else, you can contact the Office of the Federal Privacy Commissioner on 1300 363 992.

Boardroom Mastery Terms and Conditions

Cancellation

To receive a full refund on a course cancellation we require a minimum of 61 working days' notice. For notice of cancellation of less than 60 working days the total course fees are applicable and no refund applies.

Deferral/transfer

For a deferral requested with a minimum of 61 working days' notice, no charges will apply. (Please note transferring or deferring to the next course may mean travel and accommodation fees will apply. These additional costs will be the responsibility of the participant.) For notice less than 61 working days - 46 working days an additional charge of 50% of the total course fee is payable. For notice of deferrals or transfers less than 45 working days, no refund is provided.

Substitution

Because enrolments to Boardroom Mastery are subject to an application process, no substitution is permitted.

Consent and declaration (for enrolments that are approved):

- I accept the terms and conditions of the course enrolment.
- I acknowledge that my personal information will be provided to the assigned organisational psychologist from Change Focus Group Pty Ltd to allow for the conduct of the Hogan's Psychometric Surveys and follow up individual coaching services in respect of the course delivery.

Signature: _____

Date: DD / MM / YYYY

We are unable to process this form without the declaration being signed and dated.