# Onsite Enquiry Form

## Stage 1

Fill in the details that will allow us to provide a quote for you

## Contact Details

**School Details-**

School Name:

School Principal:

Principal Email:

School Size (enrolments):

School Phone:

School Fax:

School Website:

**Your Details-**

School Contact (if Not Principal):

School Contact Role:

School Contact Phone:       Ext:

Please give us the time slot you prefer us to call:

Email:

## Professional Learning Details

**Reason for your enquiry:**

**What Type of Service are you interested in:**

Staff Development Days

Online courses

Blended courses

Whole school models

Guest Speakers

Access Courses in your school

Staff Meeting Solutions

Customised Consultancy

**What content/topics are you thinking of:**

Specific TTA course:

Tailored content:

Teaching & Learning or a SUBJECT area:

**Comments:**

*Your comment here*

## Event Details

**What date(s) are you considering?:**

Option 1:

Option 2:

Option 3:

**Start and Finish Times:**

**Format:**

**Number of Staff in Attendance:**

## Accreditation Details

Would you like to receive certificates:

**We would like the PD to be Registered with BOSTES:**

**Or State Validation Body?**

## Feedback Details

**Any previous TTA consultancies/onsite events?:**  
*Your comment here*

**How did you hear about our Onsite Services?:**

Colleague

Mail-out Catalogue

Email

Other

**Comments:**

*Your comment here*

***Thank you*** for consulting with us on your professional learning and development needs.

If there is anything you want to discuss before you return this form please do call me at this point. Following this we begin to customise our service to your school context.

**A non-refundable booking fee** of $400.00 is required to secure your booking. On completion of the course, all those attending will receive a personal certificate detailing the number of endorsed hours of professional development provided (if requested).

**Insurance**

All courses run on site in this fashion will be covered by TTA’s public liability insurance. Please contact us if you require the details.

**As hosts**, you will be expected to provide the following:

* Appropriate, comfortable and safe room for the presentation.
* Morning tea and lunch for presenter.
* Any equipment required for the presentation e.g. Data projector, white board etc.

We are excited and pleased to be working with your school on this endeavor and we look forward to your feedback, which we request your Principal and PD Coordinator completed after the delivery of this onsite.

Yours Sincerely

Allison Pegus

Feel free to fill out the form Page 1 and 2 and save it (‘File’ – ‘Save As’).

Email it to:

[onsite@tta.edu.au](mailto:onsite@tta.edu.au)

OR [allison.pegus@tta.edu.au](mailto:allison.pegus@tta.edu.au)

Alternatively you can print and fax it to 1300 667 691.

We will be in contact within 2 working days of receiving this enquiry form.

# QUOTE

# Stage 2 *TTA Admin to Complete*

**Client**:

**Services:**

**Presenter/Consultant**:

**Proposed Date**:

**Service Agreement***: Presentation for**participants*

***(All prices quoted are GST exclusive)***

**Cost**

Presentation cost $

**Particulars:**

Course Notes:

Accreditation:

A non-refundable booking fee of **$400** is required to secure your booking.

On completion of the course, all those attending will receive a personal certificate detailing the number of Institute endorsed hours of professional development provided. **This will be provided in electronic form, provided a staff attendance list is completed.**

A link will be sent to the School Contact/ School PD Coordinator to upload/ submit staff to be in attendance.

NEXT STEP

## Stage 3

We ask you to check and return this to us to confirm your professional development service.

Please EMAIL [admin@tta.edu.au](mailto:admin@tta.edu.au) with Confirmation that you accept this Quote

TTA admin will then send :

1. DEPOSIT INVOICE
2. Confirmation
3. Link to register staff

Presenter will be in touch before the event to confirm details