

Student Notification of Event Form

Section 1 – Student or Groups Effectuated

Student Notification of Event Form should be used when a change is required to a students or class timetable or schedule of classes including change of location. A significant event that will affect the whole class or individual student. This may include change of trainer.

Student Name: or		Student no:	
Group number:		Date of change or event:	
Group number:		Date of change or event:	
Group number:		Date of change or event:	
Group number:		Date of change or event:	
Qualification:		Date of change or event:	
Qualification:		Date of change or event:	

Section 2 –Change or Event Information

Section 3 – Authorised by:

Manager Signature:		Date:	
Managers Name:		CEO/PEO Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> no
Other Stakeholders Notified:	<input type="checkbox"/> SSO	<input type="checkbox"/> Third Party Partners	Date:
	<input type="checkbox"/> Department Managers	<input type="checkbox"/> Others please list:	

Section 4 – Approved to be Disseminated by Compliance Manager:

Print Name:		Signature:		Date:	
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