



QUEENSLAND INDEPENDENT EDUCATION UNION

ABN: 45 620 218 712

BRISBANE REGISTERED OFFICE:

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SPRING HILL QLD 4000

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Email: enquiries@qieu.asn.au
Internet: www.qieu.asn.au

TOWNSVILLE OFFICE:

LEVEL 1, 316 STURT STREET
TOWNSVILLE QLD 4810
PO BOX 5783
TOWNSVILLE WEST QLD 4810
Phone: 07 4772 6277
Fax: 07 4772 6629

BUNDABERG OFFICE:

44 MARYBOROUGH ST
BUNDABERG QLD 4670
PO BOX 1227
BUNDABERG QLD 4670
Phone: 07 4132 8455
Fax: 07 4151 5199

nqb09t65wh
TOWNSVILLE

Monday, 13 July 2009

«Title» «Fname» «Lname»
«Address»
«Address1»
«Address2»

Dear «Fname»

**RE: WORKCOVER AND WORKPLACE BULLYING SEMINAR
NORTH QLD BRANCH - TOWNSVILLE**

Please find attached information about the upcoming *Work Cover and Workplace Bullying (one day)* workshop to be held on Thursday 3 September, 2009. I would urge you to attend.

This is a one day course which focuses on the legislative framework surrounding the Work Cover system and the legal options addressing Workplace Bullying and Harassment. Paid leave to attend these seminars is provided through the provisions of your collective bargaining agreement.

To attend these seminars please take the attached flyer to your Principal for signature. This request should be provided to the Principal by Thursday 6 August, 2009 (1 month prior to course commencement). Early advice to the Principal is necessary to enable attendance and adequate time for your Principal to organise appropriate release.

To confirm your attendance please send the signed *Request to Attend Training Course* form to QIEU (fax: 4772 6629 or post: PO Box 5783, TOWNSVILLE, QLD, 4810).

Confirmation is required to ensure adequate training materials and catering are provided. Please reply to the QIEU Townsville office by Tuesday 1 September, 2009.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Hutchinson'.

**WENDY HUTCHINSON
ORGANISER**

QUEENSLAND INDEPENDENT EDUCATION UNION



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IMPORTANT NOTE:

Paid leave to attend Union training is available in all Awards and has been enhanced through Collective Bargaining. Your early advice to the Principal of your intention to attend the course is strongly encouraged to enable your attendance and adequate time for your Principal to organise appropriate release.

RSVP:

To ensure adequate training materials and catering please RSVP by Tuesday, 1 September 2009 to QIEU Townsville on fax 4772 6629 or qtsv@qieu.asn.au

Morning Tea & Lunch provided

NQ TOWNSVILLE BRANCH

Thursday 3 September

8:00 am till 4:00 pm

QIEU Office

(316 Sturt St, Townsville)

Your Union invites you to attend this course in accordance with your entitlement for paid leave to attend Union training.

1 Full Day Course

Session 1: 8:00am-11:30am

“Workplace Bullying + Harassment”

Session 2: 12:30pm – 4:00pm

“Work Cover – Claims + Rehab”

QIEU Office, 316 Sturt St, Townsville

This new course, available to Teacher, School Officer, Services and Early Childhood Practitioners, provides a timely forum for members to examine the legislative framework surrounding the Work Cover system and the legal options addressing Workplace Bullying and Harassment. The seminar aims to provide participants with the essential knowledge of their rights as well as practical recommendations on how to manage bullying and how to apply for workers compensation. Training material will be provided.

To the Principal,

REQUEST TO ATTEND TRAINING COURSE

I, of (school).....

request paid leave to attend Workplace Bullying Seminar and Work Cover Seminar to be held on **Thursday 3 Sept, 2009**.

This application is made under the leave provision in the relevant Award and/or Collective Bargaining Agreement.

Attendee Signature Date

Principal's Signature Date

(1) This request must be provided to the Principal at least one (1) month prior to the commencement of the course.

(2) Please also fax this completed Request to Attend Training Course to QIEU Townsville at Fax: 4772 6629.

QIEU has endorsed this member's attendance at the course outlined above.

**TERRY BURKE
GENERAL SECRETARY**