



## OPD 2012 Enrolment Form

### Your Details

Name: A No.  
(Please write your name as you wish it to appear on your Certificate of Completion) **(A No. is compulsory)**

Address:

Suburb:

State: Postcode:

Email Address:

Phone Number:

Mobile:

### I would like to complete my OPD: (please select an option)

#### Option 1: Face to face sessions *(Check the schedule first)*

Session date:

Session location:

### Emergency Contact

Name:

Phone Number: Mobile:

Do you have any special dietary requirements? Yes No

If have any special needs in relation to room access or seating arrangements please contact the AssentTECS office on **(07) 3871 2539** to ensure that your requirements can be met.

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#### Option 2: Distance education

I would like the distance education books to be:

Posted (\$160.00)

Emailed (\$140.00)

### Topics (Must total 5 hours inclusive to compulsory activity)

- OPD1-2012** Compulsory Activity *(1 Hr)*
- OPD2-2012** Happy Endings *(2 Hrs)*
- OPD3-2012** Completing Marriage Forms *(2 Hrs)*
- \*OPD5-2012** Creating Quality Handouts and Souvenir Copy of the Ceremony *(1 Hr)*  
*(Face-to-face only)*
- OPD6-2012** 'Til Death (or Retirement) Do Us Part *(1 Hr)*
- \*OPD7-2012** Staging with Class *(2 Hrs)* *(Face-to-face only)*
- OPD8-2012** Presenting with Class *(2 Hrs)*
- OPD9-2012** Making a Good Impression *(2 Hrs)*
- OPD10-2012** What's Image Got to Do with It? *(2 Hrs)*
- OPD13-2012** Back to Basics *(2 Hrs)*
- OPD14-2012** Understanding Social Media & Marketing to Gen Y *(3 Hrs)*
- OPD16-2012** eMarriages - Electronic Data Entry *(1 Hr)* **VIC and NSW Only**
- OPD18-2012** Marrying People from Overseas & Overseas Documents *(2 Hrs)*
- OPD20-2012** Common Errors and Advice from the BDM (Offered in 2011) *(1 Hr)*
- OPD21-2012** Celebrant Service Agreement (Offered in 2011) *(2 Hrs)*

