

PALLET MANAGEMENT REGISTRATION FORM

COMPANY NAME: _____

BILLING ADDRESS: _____

_____ **POSTCODE:** _____

CONTACT PERSON: _____ **Phone:** _____

EMAIL: _____ **Date:** _____

DURATION OF COURSE: **4 hours – 9:00am to 1.00pm**

LOCATION: Mirrat House, Level 1, 46 Kooringa Way, Port Melbourne

COST OF COURSE: VWMA/VTA members **\$360** (incl. GST) VTA Member No _____

Non-Members* **\$390** (incl. GST)

**Would you like further information about becoming a member of the VTA? YES / NO*

Full Name of Person(s) attending	Course Date(s)	Fee \$

TOTAL PAYMENT AMOUNT: \$.....

Credit Card Payment Details (Cross "x" card type box)

MasterCard Visa

CREDIT CARD NUMBER: _____ **CARD EXPIRY:** ____/____

CARD HOLDER NAME: _____ **CARD HOLDER SIGNATURE:** _____

Cheques (Payable to the 'Victorian Transport Association Inc.')

A Tax Invoice will be forwarded on receipt of payment

Email completed registration form to: reception@vta.com.au

CONDITIONS OF COURSE ATTENDANCE:

1. All fees must be paid prior to course attendance or certificates cannot be issued.
2. Substitutes may be accepted if notified prior to the course date.
3. Confirmation of booking is upon receipt of payment. Course is restricted to 30 participants.

REFUND POLICY

- If the VTA cancels a course, we will refund you 100%, or transfer you into another course of same value.
- If you cancel your booking for a course 5 working days before the start of the course, we will refund you 80% of the course fees.
- **Less than 5 working days- no refund will be given.**
- In the event of illness or personal crisis, you may transfer into another date provided you phone the VTA prior to the course and complete and return the course withdrawal / transfer form. Nonattendance will forfeit fees.
- Courses offered are not intended to be an exhaustive training program that covers every formal or legal aspect found under Commonwealth/State Laws, Regulations, Ordinances, By Laws etc.
- The VTA reserves the right to withdraw, cancel or reschedule any Course/Seminar/Workshop offered if deemed necessary due to any circumstance that may arise.

A copy of the VTA [Privacy Policy](http://vta.com.au/privacy-policy/) is available at <http://vta.com.au/privacy-policy/>

Victorian Transport Association Inc, PO Box 5 South Melbourne VIC 3205
Tel: 03 9646 8590 ABN: 95 922 065 177 Revision – October 2018

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Pallet Management for Pallet Controllers

- Dates:** Wednesday 18th March; and Wednesday 17th June 2020.
Time: 9:00am – 1:00pm
Venue: VTA Offices – Level 1, Mirrat House, 46 Kooringa Way (Webb Dock) Port Melbourne
Cost: Members - \$360 (including GST) per person/Non-Members - \$390 (including GST)
Materials: Each participant will receive a copy of the presentation

About this workshop

The Victorian Transport Association (VTA), in conjunction with John Stuart from Pallet Loss Prevention, has developed a new program to assist companies to manage pallet responsibilities and associated costs. This workshop will provide people new to the roles of Pallet Manager, Pallet Controller or other hands-on roles with an understanding of the complexity of pallet control and the methods of controlling and influencing the impact of pallet systems within their company.

Topics covered

- An overview of pallet pooling
- The pallet lifecycle - pallet management stages, touch points and cost impacts to the business
- The current environment - key players and typical contract costs
- Managing pallets - pallet strategy and policy
- Pallet control systems
- Role of the pallet controller
- Understanding financial costs and potential cost savings
- Turning common problems into improvements
- Tips for better pallet management
- Putting the workshop concepts into practice. The pallet lifecycle – pallet management stages, touch points and cost impacts to the business

Who should attend?

- Pallet Managers
- Pallet Controllers
- Administration personnel responsible for pallet control
- People looking to take on pallet control in the future.