

Queensland Department of Education

Health and Safety Advisor course

Enrolment Form: Term 2 - 2026

Please complete this form to enrol in the authorised Qld Department of Education **Health and Safety Advisor 3-day initial course** or **1-day HSA refresher course**.

The form may be completed electronically and submitted by clicking on the **"Email Form"** button, or may be printed out by clicking on the **"Print Form"** button, filling out the form and submitting to enrol@simpaticosafety.com.au.

Training dates are listed on the [Simpatico Safety Training Calendar](#) webpage, and may be selected from the enrolment form drop-down menu.

We shall confirm your booking directly with yourself. Please note that training dates fill quickly and we may need to arrange an alternate course date.

Course:

Commencement Date:

First Name:

Surname:

Work Email:

Work Phone Number:

Role/Position (e.g. Teacher):

Employee No:

School/Workplace Name:

Region:

Location Code:

Address Line 1:

Address Line 2:

Suburb:

Postcode:

Privacy Statement: The Department of Education (the department), through the Health, Safety and Wellbeing Unit, is collecting your personal information, including your name, school or workplace name, position, employee number, and your school or department email address, phone number and address. The department may also subsequently collect information regarding your attendance and completion of the Health and Safety Advisor (HSA) course.

The purpose of this collection is for enrolment into the HSA course and to ensure an accurate record of training.

If you do not provide your personal information, we will be unable to enrol you in the course.

Your personal information will be shared with the approved training provider, Simpatico Safety Training and Consultancy, for the purpose of delivering the HSA course. Your personal information may also be shared internally with areas of the department responsible for maintaining training records, for the purpose of ensuring an accurate record is created and maintained.

Your personal information will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy/>.