

<p>ACADEMIC STAFF DEVELOPMENT WORKSHOP</p> <p>ATTENDANCE LIST</p>	<p>Course Code: C Course No: # Date Entered:..... Entered By:.....</p>
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CAMPUS:

WORKSHOP:

Date:

Start Time: **Finish Time:**

Facilitator/s:

Presenter/s:

	Name - <i>Please Print Clearly</i>	School	Staff Number	Sign To Register Attendance
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Brief Summary of Workshop Content:

The personal information that you provide on this form is protected by the Privacy and Personal information Act 1998 (NSW).

You are required to provide this information to enable the University to develop and maintain a record of your participation in staff development activities.

Access to the information you provide is available to yourself, and those persons authorised to access the information in the course of their duties to the University.

This information will be retained by the Division of Human Resources, Organisational Development.

Further details regarding access and notations to personal information provided by you to the Division of Human Resources are set out in the University's policy "Access to Personal Files".

Please ensure this attendance list is returned to:

Administrative Officer
 Division of Learning & Teaching Services
 BATHURST
 Fax: (02) 6338 4342