



Project Management (PM@5pm)

an online course delivered by FOLIO

Monday 6th October 2008 to Friday 21st November 2008

This document will be a tax invoice on receipt of payment

Australian Library and Information Association
Tax Invoice ABN 40 090 953 236
Ph 02 6215 8222, member direct 1800 020 071
Fax 02 6282 2249

Registration form

Personal details

Title [please indicate] <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
First name	Last name
Organisation	
Address	
Postcode	
Phone	Fax
Email	

Membership details

[please indicate] ALIA ASA RMAA ASLA LIANZA Membership n^o _____

Registration fees (including GST)

All registrations must be accompanied by full payment

ALIA Member	\$220
ASA/RMAA/ASLA/LIANZA Member	\$220
Non-member	\$320

Are you currently registered in the ALIA PD Scheme?

Yes No

Would you like to register in the ALIA PD Scheme?

Yes No

Payment details

I am paying \$ _____ by [please indicate]

cheque/money order payable to Australian Library and Information Association

OR

Mastercard Visa American Express

Card number	Expiry date
Cardholder name	
Signature	
Address Tax Invoice to: <input type="checkbox"/> Registrant <input type="checkbox"/> Other – Please complete	
Name:	
Address:	

Please post or fax registration and payment to:

ALIA
PD officer
PO Box 6335
Kingston ACT 2604

Fax: (02) 6282 2249

CONDITIONS

Confirmation

Bookings will be confirmed by email on confirmation of payment.

Cancellation policy

ALIA/SchHARR reserves the right to cancel this course due to insufficient numbers and refund full payment.

Cancellation fees

Please note that if you cancel your course registration after 19/09/2008 a cancellation fee of 70% will apply. Registrations can be transferred to other people with no charge.

Group Work

The PM@5PM course aims to simulate a real project management environment; hence for some of the course you will be required to work in allocated small "project teams". Please be aware that by registering for the course you are committing to this group work. If you have any queries regarding this, please contact the FOLIOz team at: efolio@sheffield.ac.uk.

Privacy policy

ALIA will handle any personal information collected from you on this form in accordance with its information handling policy

Closing date for registrations

19th September 2008 [registrations received after this date will be subject to availability and at the discretion of the ALIA PD Officer]

I have read and agree with all the conditions outlined above.

Signature _____ Date _____

What is FOLIO?

FOLIO (Facilitated Online Learning as an Interactive Opportunity) was established to provide support for library and information workers moving into new roles, focussing on the development of skills especially related to digital libraries. The online courses will be delivered by a team based at SchHARR (School of Health and Related Research), University of Sheffield in the UK.

About the course

This course aims to introduce participants to the skills required to manage projects, ranging from small to large and everything in between!

Who should attend?

FOLIOz courses are designed for all library and information workers including Librarians and Library Technicians. Whether you are moving into a new role or a new library, wanting to hone your skills or acquire new ones.

Outstanding value for money

- Receive email communications over six working weeks via the FOLIOz discussion list.
- Compile a portfolio recording personal activity and participation for submission to the course facilitator.
- Working on individual tasks/exercises (approximately once a week).
- Email interaction with "buddies" in connection with tasks and exercises (average one task per week).
- Read an average of one or two briefings per week.
- Completion of a course evaluation form.
- Participants successfully meeting these requirements will be awarded one of the following grades: *Distinction*, *Honours*, *Standard Pass*

PD points

Presented by ALIA and SchHARR

30 points in the 'tertiary courses' category within **ALIA's PD scheme**

More about the ALIA PD Scheme at <http://www.alia.org.au/education/pd/>

Need more information? Contact Karen Mills by ph 02 6215 8216 or email pd@alia.org.au
Or the FOLIOz team at efolio@sheffield.ac.uk