



Student Enrolment Form

Please COMPLETE ALL SECTIONS clearly and carefully by writing in BLOCK LETTERS using a Black pen.

SECTION 1 - ENROLMENT INFORMATION

QUALIFICATION DETAILS - please tick which qualification are you applying for?	
<input type="checkbox"/> CHC43015-Certificate IV in Ageing Support	<input type="checkbox"/> CHC43115-Certificate IV in Disability

SECTION 2 - APPLICANT INFORMATION

APPLICANT DETAILS			
Please complete *full name and date of birth as listed on your ID documents			
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
*Surname			
*Given name	Middle name		
Preferred name <small>If different to above</small>	*Date of Birth <small>Day/Month/Year</small>	/	/
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email
Home Phone	Work Phone		
Mobile Phone	Fax		
Permanent Residential Address	Building/Property Name		
	Number/Street	State	
	Suburb	Postcode	
Postal Address <small>If different from above</small>	Number/Street	State	
	Suburb	Postcode	

IDENTIFICATION	
Provide original current photo ID in person for <i>authentication</i> by Australian National Training staff when lodging this form.	Please tick types of ID supplied. <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Other photo ID
USI - 10-digit Unique Student Identifier code (Upper-case alpha-numeric) (Required as of 1/1/2015)	Please put ALL letters in upper-case. If you do not have a USI number please go to www.usi.gov.au _____

EMERGENCY CONTACT			
Name	Relationship	Home phone	Mobile
Address	Email		

OFFICE USE Only**PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)**

Details of ID	<input type="checkbox"/> DL number:	<input type="checkbox"/> Passport number:
Original sighted by: (Staff Member's Full Name)	Authenticated Copy of ID <input type="checkbox"/> Yes	

SECTION 3 STUDENT STUDY STATUS

Training Centre	<input type="checkbox"/> Sydney	<input type="checkbox"/> Other
Student Study Status	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Distant Learning <input type="checkbox"/> RPL

PAYMENT INFORMATION

Payment method	<input type="checkbox"/> Bank Transfer (Identify your payment in the transaction description: Student name invoice number) <input type="checkbox"/> Bank Name: ANZ, BSB: 012397 Account No: 229345955 <input type="checkbox"/> Account Name: Australian National Training Pty Ltd. <input type="checkbox"/> Other: _____
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SECTION 4 - EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.
Please COMPLETE ALL SECTIONS

EDUCATION	
What was your highest completed level at school?	
<input type="checkbox"/> Year 12 or equivalent,	<input type="checkbox"/> Year 9 or equivalent;
<input type="checkbox"/> Year 11 or equivalent;	<input type="checkbox"/> Year 8 or below;
<input type="checkbox"/> Year 10 or equivalent;	<input type="checkbox"/> Never attended school
In what year did you complete that level? _____	Name of School: _____
State: _____ Post Code: _____	Country if not Australia: _____
Do you wish to apply for National Recognition or Credit Transfer? If yes, certified copies of transcript from previous qualifications must be provided with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

REASON FOR UNDERTAKING THIS QUALIFICATION (tick ONE box only)

Of the following, which best describes your main reason for undertaking this qualification?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another industry
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other (please provide details):

EMPLOYMENT DETAILS



Of the following, which best describes your current employment status? (please tick ONE box only)	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not employed - not seeking employment
<input type="checkbox"/> Casual	<input type="checkbox"/> Not Specified
<input type="checkbox"/> Employed unpaid worker in the family business	<input type="checkbox"/>

EMPLOYMENT DETAILS		
Employer's name		Your Position
Supervisor's name		Position
Address		Phone
Email		Mobile

SECTION 5 - ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of reporting and planning.

SPECIAL NEEDS	
Do you consider that you have any type of medical condition that may affect your ability to undertake training?	<input type="checkbox"/> No - go to next question <input type="checkbox"/> Yes - please provide details below
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Physical (Mobility)	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical (Non-Mobility)	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other (please specify):

LANGUAGE & CULTURAL DIVERSITY	
Country of Birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____ Year Arrived: _____
Aboriginal &/or Torres Strait Islander Origin	<input type="checkbox"/> No <input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<input type="checkbox"/> English Only (Skip the next question) <input type="checkbox"/> Other (please specify):
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all

GENERAL CONDITIONS OF ENROLMENT AND PRIVACY

Prior to enrolment we need to provide you with certain information.

As a Registered Training Organisation (RTO), Australian National Training Pty Ltd (ANT) is required to provide you, prior to enrolment, information on the following:

Training and Assessment Services

Information on the Training and assessment services provided by Australian National Training Pty Ltd is available from the Australian National Training Pty Ltd website, via phone or in written format. Prior to enrolling into your chosen qualification, ensure you have a full understanding of the structure of the qualification. If you have not seen or read information regarding the requirements of the qualification, you should not submit this form until you have done so.

Training and Assessment

To be eligible for the award of your chosen qualification, you are required to successfully complete all required requirements for Training and Assessment. Additional assessment processes will be explained to you at the time of enrolment or can be provided to you by Australian National Training Pty Ltd Pty Ltd at any time. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with Australian National Training staff.

Support Services and Special Needs

Australian National Training Pty Ltd will take every possible action to ensure it supports you throughout your Training and assessment process. If at any point throughout the process you require assistance or support please discuss these needs with Australian National Training Pty Ltd staff or you're Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake this qualification, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect the assessment process, we will not be able to assist you if the need arises. This may impact on your ability to finish the qualification.

You're Rights

As part of your Training and assessment, you have various rights. Please refer to the Participant Information Handbook for more information. Australian National Training Pty Ltd wants to ensure that your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO immediately, either face to face, via phone or in writing. If you feel you need to complain about any aspect of service you may do so verbally or in writing. Appeals on any decision made by Australian National Training Pty Ltd may be lodged with the CEO and must be done so in writing. If required, you can gain access to your records by contacting the CEO.

Refund Policy & Cooling Off Period

Australian National Training Pty Ltd has appropriate safeguards and fair options in place for any monies paid in advance, and guarantees that once you have commenced your training and assessment process you will be provided with every opportunity to complete the qualification. In the event that a course is cancelled, whilst training and assessment is in progress, due to circumstances beyond Australian National Training's control, Australian National Training Pty Ltd will provide you with a refund of any fees on hold. Australian National Training Pty Ltd will refund a pro- rata proportion of any money paid by you and not yet used for the training and assessment of the qualification, in the event we cancel or discontinue a course. You will also have a cooling off period of 5 days. This is outside of any refund policy.

Withdrawal and Refunds

Should you withdraw from the course before commencement, you will receive a full refund, minus a non-refundable administration fee of \$500.

Should you withdraw from the course in the first two weeks after commencement you will receive a 50% refund for units already commenced.

Should you withdraw from the course more than two weeks after commencement you will not receive any refund for units already commenced.

Students may apply for deferment for up to 12 months, in which case any prepaid fees will be kept for when the student returns.



Unique Student Identifier (USI)

As of January 1st, 2015, you are required to provide your USI to Australian National Training Pty Ltd. If you do not have one, you authorise Australian National Training Pty Ltd to search and check on your behalf, and if you require Australian National Training Pty Ltd to apply for the USI on your behalf we will do so, but you will need to complete USI authorisation form. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Media Release

At times during the training and assessment process, staff/contractors of Australian National Training Pty Ltd may take photos/video for use in promotional activity. These photos/videos will remain the property of Australian Training Pty Ltd and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of Australian National Training Pty Ltd.

Rules and Regulations

To graduate, you must be able to fulfil the following obligations:

- Demonstrate to the Trainer and Assessor, through training and assessment that academic and professional skills have been obtained to a satisfactory level
- Satisfy all academic, administrative and financial obligations to Australian National Training Pty Ltd.

You must promptly notify Australian National Training Pty Ltd of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the qualification. You may be suspended or expelled from Australian National Training Pty Ltd at the CEO's discretion for:

- failure to uphold or maintain any of Australian National Training's Policies and Procedures Serious misconduct or breach of legislation.

SECTION 6 - APPLICANT DECLARATION & AGREEMENT

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading, or incomplete information, including the cancellation of my enrolment made by Australian National Training Pty Ltd.

I understand that Australian National Training Pty Ltd may be required to submit data sourced from this enrolment form to the national regulator and NCVET. All information is held in accordance with National Privacy Principles and legislation associated with Registered Training Organisations. The information contained on my enrolment form may be used by the RTO or the following third parties for administrative, regulatory and/or research purposes:

- *Employer - If I am enrolled, paid by my employer.*
- *Government departments and agencies and authorised VET related bodies.*
- *VET regulators.*

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey. I have read and understood the relevant qualification outline(s) and the General Conditions of Enrolment set out below in this application form. By signing this application form, I agree to follow all the General Conditions of Enrolment as stated below.

Name <i>(Please print)</i>	
Applicant Signature	
Date <i>(Day/Month/Year)</i>	/ /

APPLICATION SUBMISSION

Please return this completed application form with Proof of ID to Australian National Training Pty Ltd to enrol in your chosen Qualification.

Once your application has been received and is accepted as complete, you will be notified. If any information or evidence is missing you will be contacted to provide any further required information. This may delay your enrolment process.