

ENROLMENT FORM

Please complete all details on this enrolment form. Some of the information contained herein will be keyed into a national database and used for statistical and other reporting to state training authorities.

Please ask your training representative for assistance to fill out this form if you require help.

Name of Qualification/Course/ Traineeship you are enrolling in		
Title: Mr / Miss / Mrs / Ms (please circle)	First Name:	Last Name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth:	Nationality :
Phone:	Mobile:	Work Phone:
Email:		
Emergency Contact Name:	Phone:	Mobile:
Residential Address:		
Postal Address:		
Are you still attending secondary school?	Yes: <input type="checkbox"/> NO: <input type="checkbox"/>	What's your highest level of education?: Year 10 <input type="checkbox"/> Year 12 <input type="checkbox"/> Tertiary <input type="checkbox"/>
What year did you complete this level:	Have you completed any qualifications since leaving school? Yes: <input type="checkbox"/> NO: <input type="checkbox"/>	If yes, what are your qualifications? (please tick) Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma level <input type="checkbox"/> Adv Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/>
What language do you speak mainly at home?	Proficiency of Spoken English? Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All <input type="checkbox"/>	Indigenous Status (please tick): Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither Aboriginal or Torres Strait Islander <input type="checkbox"/>
Do you consider yourself to have a permanent disability?	Yes: <input type="checkbox"/> NO: <input type="checkbox"/>	If yes, what best describes your condition? Please Specify:
Will you be applying for RPL/RCC or credit transfer? Yes: <input type="checkbox"/> NO: <input type="checkbox"/>	Would you like more information concerning this process? Yes: <input type="checkbox"/> NO: <input type="checkbox"/>	Which situation best describes your current position? (please tick) Employed full-time <input type="checkbox"/> Employed part-time/casual <input type="checkbox"/> Self-employed <input type="checkbox"/> An employer <input type="checkbox"/> Unemployed <input type="checkbox"/>
Employer Business Name (if applicable)		

I am aware that the information in this enrolment form is released for the purpose of AQTF and moderation purposes.

Signed _____

Date _____

Student Enrolment Terms & Conditions

1. Upon your returning the signed original enrolment form to Developing Personnel Training & Consultancy (DPTC) ("Agreement Date") a binding agreement shall arise between you and Developing Personnel Training & Consultancy ABN 3221 9381 422 and shall be governed by State Law.
2. By signing & returning this enrolment you agree to pay the course fee (plus GST if applicable) for the course you have selected under this agreement. Upon receipt of the course fee Developing Personnel Training & Consultancy agrees to;
 - Supply you with the workbooks & materials listed
 - Grade your assessment tasks
 - Answer any queries you may have about the course and
 - Meet the cost of all return postages.
3. The course fee does not cover postage to DPTC, textbooks or any additional materials suggested. Subject to the successful completion of all units and the course fee being paid in full, DPTC will issue you with the appropriate certificate for your course.
4. Course workbooks and materials will be sent/provided to you as you progress through the course and submit your assessment tasks. DPTC reserves the right to withhold the provision of course workbooks in the event you fail to pay any part of the course fee as and when it becomes available.
5. If a payment plan is arranged and you fail to pay the instalment by the due date, the total outstanding balance of the course fee will become immediately due and payable, you may also be subject to any administration costs occurring due to the payment default.
6. The course workbooks & materials that DPTC provided shall become your property, however, the content of the course workbooks & materials, including copyright and other such intellectual property rights contained therein remain the property of DPTC or a nominated third party. You may not reproduce any part of the course workbooks or materials without the written consent of DPTC.
7. The duration of the course is outlined in the information provided to you upon enquiry, in the event that you do not complete the course within the given timeframe, your course will be immediately cancelled without refund. If you wish to continue with your course after the expiry date, an additional fee of \$350 will be charged and a maximum extension time of 6 months will be granted. Extensions are subject to availability and DPTC retains the right to refuse an extension in its discretion.
8. If you wish to terminate your enrolment you must notify DPTC in writing and confirm DPTC has received your request in writing within the 14 days prior to course commencement date. If you fail to notify DPTC of your request to cancel by the scheduled timeframe, you will be liable to pay the course fee to DPTC in full.
9. For courses which contain a mandatory work placement component, DPTC will undertake and assist to provide students with work placements in an appropriate organisation. In the event that you have previously arranged a work placement DPTC will confirm the suitability of this arrangement and liaise with appropriately qualified supervisors on your behalf.



I have read and understood the Terms & Conditions of Enrolment.

Name: _____

Signature: _____

Date: _____