

RTO Number:45234

Enrolment FORM

With this enrolment you will be given access to the student participant handbook. Please ensure to read this in conjunction with the course brochure/info sheet. If there is any part in which you cannot agree please present this concern to the trainer before completing the enrolment or commencing the course.

Please **COMPLETE ALL SECTIONS** clearly and carefully by writing in **BLOCK LETTERS** using a black or blue pen.

SECTION 1 – 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 If different to above		Date of Birth Day/Month/Year	/	/		
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email			
Home Phone		Work Phone				
Mobile Phone						
Residential Address						
	Suburb		State		Postcode	
Postal Address						
If different from above	Suburb		State		Postcode	
IDENTIFICATION						
Provide original current photo ID in person for authentication by AIET staff when lodging this form.			Please tick types of ID supplied. <input type="checkbox"/> Driver licence <input type="checkbox"/> Passport <input type="checkbox"/> Another photo ID			
USI (10-digit Unique Student Identifier code (Upper-case alpha-numeric))	Please put ALL letters in uppercase. If you do not have a USI number please go to www.usi.gov.au to create your USI. AIET does not create USI for students					

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 photo ID	<input type="checkbox"/> Passport number:		<input type="checkbox"/> Driver licence number:			
Original sighted by: (Staff member's full name)					Authenticated Copy of ID	<input type="checkbox"/> Yes

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SECTION 2 – EDUCATION AND EMPLOYMENT INFORMATION

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

Please **COMPLETE ALL SECTIONS**.

PRIOR 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: _____
If in Australia, State: _____ Postcode: _____	If not in Australia, Country _____

QUALIFICATIONS	
Do you have post-secondary or vocational/trade qualifications from any accredited/recognised educational institution(s)?	
<input type="checkbox"/> Yes – Please specify and <u>provide a copy</u>	<input type="checkbox"/> No - go to next question ' Employment Status '
<p>If YES, then tick ANY applicable boxes. Please indicate where you achieved the qualification by ticking the relevant boxes. A = Australia E = Australian Equivalent and I = International e.g. if you have Certificate III in Building and Construction achieved in Australia you should tick the boxes as indicated below</p> <p>A E I</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or trade certificate)</p> <p>A E I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor degree or higher degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced diploma or associate degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or associate diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or advanced certificate/technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or trade certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p>	

EMPLOYMENT STATUS	
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"/> Other:
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Not Specified:

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EMPLOYMENT DETAILS			
Employer's name		Supervisor's name	
Address			
Email		Phone	

REASON FOR UNDERTAKING TRAINING / RPL (tick ONE box only)	
Of the following, which best describes your main reason for gaining this qualification?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It is a requirement for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I want 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):

SECTION 3 – 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 disability that may affect your ability to undertake assessment?	<input type="checkbox"/> No - go to next question ' Language & Cultural Diversity ' <input type="checkbox"/> Yes – please provide details below
<input type="checkbox"/> Hearing	<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):
If you answered yes to Special Needs please detail the type of student support you will require	

LANGUAGE AND CULTURAL DIVERSITY		
Country of Birth	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify): _____ Place of Birth: _____
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	

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If you answered Not Well please detail what LLN support you might require		NOTE: If you answered Not At All you can not register with AIET as AIET does not provide any training. Please speak with the AIET Student Support team who will provide options for English training before you apply
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SECTION 4– ENROLMENT INFORMATION

Qualifications – please tick qualification for which you are applying.		(Assess only- RPL)
<input type="checkbox"/> CPC30220 Certificate III in Carpentry (34 Units of Competency)	<input type="checkbox"/> CPC30620 Certificate III in Painting and Decorating (29 Units of Competency)	
<input type="checkbox"/> CPC31220 Certificate III Wall and Ceiling Lining (29 Units of Competency)	<input type="checkbox"/> CPC31320 Certificate III in Wall and Floor Tiling (20 Units of Competency)	
Are you applying for CT as well as RPL	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Preferred Start Date	-----/-----/-----	
Do you have access to a workplace Yes <input type="checkbox"/> No <input type="checkbox"/>	Site location:	
Units of Competency - Please Indicate Course Chosen		(Training and assessment program)
<input type="checkbox"/> CPCWHS1001 - Prepare to work safely in the construction industry		
Heights Courses :		
<input type="checkbox"/> RIIWHS204E - Work safely at heights	<input type="checkbox"/> ICTWHS201 - Provide telecommunications services safely on roofs	
Confined Spaces Courses :		
<input type="checkbox"/> RIIWHS202E - Enter and work in confined spaces	<input type="checkbox"/> MSMWHS217 - Gas test atmospheres	
<input type="checkbox"/> MSMWHS201 - Conduct hazard analysis	<input type="checkbox"/> MSMPER300 - Issue work permits	
<input type="checkbox"/> MSMPER200 - Work in accordance with an issued permit		
High risk Work Courses:		
<input type="checkbox"/> TLILIC0003 - Licence to operate a forklift truck	<input type="checkbox"/> TLILIC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	
Earthmoving Courses:		
<input type="checkbox"/> RIIMPO320F - Conduct civil construction excavator operations	<input type="checkbox"/> RIIMPO318F - Conduct civil construction skid steer loader operations	
<input type="checkbox"/> RIIMPO321F - Conduct civil construction wheeled front end loader operations	<input type="checkbox"/> RIIMPO337E - Conduct articulated haul truck operations	
<input type="checkbox"/> RIIMPO316E- Conduct self-propelled compactor operations	<input type="checkbox"/> RIIHAN301E – Operate elevating work platform (under 11m)	
<input type="checkbox"/> RIIHAN301E - Conduct telescopic materials handler operations (Telehandler)		
Asbestos Courses :		
<input type="checkbox"/> CPCPCDE3014 - Remove non-friable asbestos	<input type="checkbox"/> CPCPCDE4008 - Supervise asbestos removal	

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First Aid Courses:	
<input type="checkbox"/> HLTAID011 - Provide First Aid	<input type="checkbox"/> HLTAID009 - Provide cardiopulmonary resuscitation
<input type="checkbox"/> HLTAID012 - Provide First Aid in an education and care setting	
Traffic Control Courses:	
<input type="checkbox"/> RIISS00054 – Traffic Controller Skill Set	<input type="checkbox"/> RIISS00055 – Traffic Management Implementer Skill Set
Other Courses:	
<input type="checkbox"/> UETDREL006 - Working safely near live electrical apparatus as a non-electrical worker	
<input type="checkbox"/> RIICCM202E – Identify, located and protect uunderground services	

Recognition of Prior Learning

RPL is not available for this training and assessment program but Australian International Education and Training Pty Ltd will offer Assessment based course: cutting time in repeatable training. Assessment based course(=RPL) does not remove all the training and assessing.

Participant attend the minimum amount of training and full assessment must be conducted.

The information you have provided will remain private and confidential.

I have read and accepted the terms and conditions of the fees and refund policy as described in the Participant Handbook.

I give permission for Australian International Education and Training Pty Ltd to discuss my training progress and results with my employer (if applicable), ASQA, Department of Education and other appropriate people as deemed necessary by Australian International Education and Training Pty Ltd.

CREDIT TRANSFER

I wish to apply for Credit Transfer: YES NO

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must present an original certificate with a transcript of the competencies containing nationally recognised titles and codes. If any of these units' titles and codes are equivalent to the ones you are enrolled in, you might be granted a Credit Transfer for that particular unit.

In the table below, please list the name and code of the unit(s) you wish to apply for a Credit Transfer in.

Unit Code	Unit Title	Year Achived

Student Declaration & Signature:

Original or certified copies of all certificates/Statements of Attainment have been provided by the student for the purposes of this Credit Transfer application and are documents obtained through accredited training pathways.

Student Signature _____

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PAYMENT INFORMATION

Fees and charges

Qualification Code	Qualification Name	Cost	Assessment Pathway
CPC30220	Certificate III in Carpentry	*\$3,400 (\$100 per unit)	Assess only
CPC30620	Certificate III in Painting and Decorating	*\$2,900 (\$100 per unit)	Asses only
CPC31220	Certificate III in wall & Ceiling Lining	*\$2,900 (\$100 per unit)	Assess only
CPC31320	Certificate III in Wall and Floor Tiling	*\$2,000 (\$100 per unit)	Assess only

For individual unit of competency (i.e Short Courses) Please refer to www.safetytrainingacademy.edu.au

Other Charges:

Certification Reissuance: \$22 per item

*Fees quoted include \$200 non-refundable application fee

Refund Policy:

Refund Circumstances	Refund Amount
Withdrawal at least two (2) weeks prior to the agreed start date	Full refund
Withdrawal at least two (1) weeks prior to agreed start date	Refund equal to 80% of the tuition fees paid less enrolment fee of \$500
Withdrawal less than one (1) week prior to agreed start date	Refund equal to 50% of the tuition fees paid less enrolment fee of \$500
Withdrawal after the agreed start date	No Refund
Course withdrawn by Australian International Education & Training	Full Refund
Australian International Education & Training is unable to provide the program for which the original offer was made	Full Refund

Fee Collection :

Payment One: \$1,000 prior to acceptance into the course.

Payment Two: \$1,500 or, the balance of the RPL Course fee, whichever is less, on the submission of the assessment evidence for half the units of competency.

Payment Three: (if fees are outstanding): the balance of the RPL Course fees after all evidence has been submitted, but prior to the issuance of the Qualification certificate.

Please be aware that legislation prohibits AIET from accepting payment of more than \$1500 from each individual student for tuition or other services yet to be delivered to the student.

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Payment method:

- Bank : Commonwealth Bank Cash Debit/CreditCard EFTPOS
- Account Name: AIET College** ----- Australian International Education & Training Pty Ltd
- BSB : 062 141 Account No : 10490235**
- Transaction Description : Your Nmae / Invoice Number

SECTION 5 – APPLICANT DECLARATION AND AGREEMENT

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. The RTO will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Privacy Notice

Under the *Data Provision Requirements 2012*, The RTO is required to collect personal information about and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by The RTO for statistical, regulatory and research purposes. The RTO may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
 - Employer – if you are enrolled in training paid by your employer;
 - Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and
 - Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - Facilitating statistics and research relating to education, including surveys;
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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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.

I understand that Australian International Education & Training (AIET) may be required to submit data sourced from this enrolment form to the national regulator, the Australian Skills Quality Authority (ASQA) and the National Centre for Vocational Education Research (NCVER). All information is held in accordance with National Privacy Principles and legislation associated with Registered Training Organisations (RTOs). The information contained on my enrolment form may be used by AIET or the following third parties for administrative, regulatory and/or research purposes:

- *Employer – if I am enrolled, and paid by my employer*
- *Government departments and agencies*
- *Authorised Vocational Education and Training (VET) related bodies*
- *VET regulators*

I understand that I may be asked to complete a 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>		Signed <i>(must be applicant's actual signature)</i>	
Date :	/ /		

APPLICATION SUBMISSION

*Please return this completed application form with proof of ID to **Australian International Education & Training (AIET)** 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.

Australian International Education & Training Assessment Centre:

- *Address: 3/14-16 Marjorie, Street, Sefton NSW 216*
- *Email: Info@aietcollege.edu.au*
- *Phone: 1300 976 097*

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GENERAL CONDITIONS OF ENROLMENT

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

As a Registered Training Organisation (RTO), Australian International Education & Training (AIET) is required to provide you, prior to enrolment, information on the following:

Pre-Registration Information

Information on courses and assessment and support services provided by AIET is available via phone in written format. Prior to enrolling into your chosen qualification, ensure you have a full understanding of the structure of the qualification, fees and charges and the services provided. 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.

Assessment To be eligible for the award of your chosen qualification, you are required to successfully complete all requirements for Recognition of Prior Learning (RPL)/ Unit of Competency. Additional assessment processes will be explained to you at the time of enrolment or can be provided to you by AIET at any time. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with AIET staff.

Support Services and Special Needs

AIET will take every possible action to ensure it supports you throughout your assessment process. If at any point throughout the process you require assistance or support, please discuss these needs with AIET staff or your Assessor 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 identify these and required support on this form (as well as in your Registration Interview) and during your course 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. If AIET does not have the capability to provide required support your application will be terminated, and our Student Support will assist you with other options

Refund Policy & Cooling Off Period

AIET has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your assessment process you will be provided with every opportunity to complete the qualification. In the event that a course is cancelled, whilst assessment is in progress, due to circumstances beyond AIET's control, AIET will provide you with a refund of any fees on hold or offer to transfer you to another RTO. AIET will refund a pro rata proportion of any money paid by you and not yet used for the 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 RPL process once commenced, you will only be charged fees for the Units of Competency (if any) that will appear on your Statement of Attainment, and will be refunded any prepaid fees for units that were not assessed, minus a non-refundable administration fee of \$200.

Unique Student Identifier (USI)

You are required to provide your USI to AIET. If you do not have one, you may authorise us to search and check on your behalf, and if required to apply for the USI for you. Please ask Student Administration to provide you with a USI Permission and Privacy Form to complete. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Media Release

At times during the assessment process, staff/contractors of AIET may take photos/video for use in promotional activity. These photos/videos will remain the property of AIET 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.

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Rights and Obligations

Your Rights

As part of your assessment, you have various rights. Please refer to the Participant Handbook for more information. AIET 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 AIET 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.

Student Rights (AIET obligations to the Student)

Your rights are detailed in the Student handbook. They include:

1. Consumer protection Rights to receive the products and services that were promoted and at the prices you expected to pay
2. Right to complain and appeal against all AIET decisions and to have your own legal representation at any time at your expense
3. The right to have your privacy protected and to know where your personal details are being used
4. The right to a safe and secure assessment environment based on EEO and Anti- Discrimination as well as any other relevant Australian or State legislation, regulation and codes of practice
5. The right to reasonable adjustment on the condition that it falls within the advertised capacity of AIET to provide
6. The right to provide feedback and have any considerations heard
7. The right to apply for deferments, cancellations or adjustments
8. The right to cancellations and refunds (including for provider default)

Student Obligations (AIET Rights)

1. You are required to abide by all AIET registration terms and conditions
2. To apply via the Registration Process as in this sheet
3. To cooperate by providing all entry criteria evidence that is accurate, valid and verifiable
4. To pay all fees as agreed
5. To attend scheduled meetings and provide RPL/CT evidence including participation in workplace tasks
6. To provide RPL/CT evidence that is accurate, valid and verifiable

To apply for the license:

Please check with relevant state and territory licensing and regulatory authorities. State and territory jurisdictions may have different regulatory requirements.