

<b>COURSE ENROLLING IN – select one box only. (Please complete 1 enrolment per course)</b>			
DATE OF ENROLMENT: _____		VENUE: _____	
<input type="checkbox"/> HLTAID003 Provide first aid		<input type="checkbox"/> CPR ONLY	
<input type="checkbox"/> CHC33015 Certificate III in Individual Support	<input type="checkbox"/> Ageing	<input type="checkbox"/> Disability	<input type="checkbox"/> Home & Community
<input type="checkbox"/> CHC43015 Certificate IV in Ageing support			<input type="checkbox"/> HLT33115 Certificate III in Health services assistance (Acute Care)
<input type="checkbox"/> CHC43115 Certificate IV in Disability	<input type="checkbox"/> CHC43415 Certificate IV in Leisure & Health		

<b>CONTACT DETAILS</b>			
FIRST NAME/S _____			
LAST NAME _____			
(Please select from the drop down lists) TITLE _____			
Ms / Miss / Mrs / Mr	GENDER	Female / Male/ Other	DATE OF BIRTH _____
ADDRESS _____			
SUBURB _____		POSTCODE _____	
PHONE Home _____	Mobile _____	Work _____	
Email _____		Fax _____	

<b>EMERGENCY CONTACT DETAILS</b>			
Full Name _____		Relationship _____	
PHONE Home _____	Mobile _____	Work _____	
In the event of an emergency do you give ANTS permission to organise emergency transport and treatment and agree to pay all costs related to the emergency?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			

Where did you hear about this course?  Newspaper  Internet  Yellow Pages  Word of Mouth  Radio

<b>RECOGNITION OF PRIOR LEARNING/CREDIT TRANSFER</b>	
Do you wish to apply for RPL/CT for any units of competency? <input type="checkbox"/> YES <input type="checkbox"/> NO For CT please attach evidence of competency. I would like an RPL Kit <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of Unit/s _____	
Unit Code _____	

<b>AVETMISS COLLECTION – Information collected on behalf of the National Centre for Vocational Education and Research. Ensure all questions are answered</b>		
<b>EMPLOYMENT STATUS—Select one</b> <input type="checkbox"/> Full-Time employee <input type="checkbox"/> Part-Time employee <input type="checkbox"/> Self employed (not employing others) <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Employed (Unpaid worker in a family business) <input type="checkbox"/> Unemployed – Seeking full-time work <input type="checkbox"/> Unemployed – Seeking part-time work <input type="checkbox"/> Not employed – Not seeking employment	<b>SECONDARY EDUCATION—School level achieved</b> Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Highest School level completed:</b> <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Never attended school <b>Country of Birth:</b> _____ <b>City of Birth:</b> _____	<b>PRIOR EDUCATION (Tick all applicable)</b> <input type="checkbox"/> None <input type="checkbox"/> Miscellaneous—Statements <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificates other than above
<b>NATIONALITY STATUS and LANGUAGE</b> Are you an Australian Citizen? <b>YES/NO</b> Are you a Permanent Australian Resident? <b>YES/NO</b> Are you a New Zealand Citizen? <b>YES/NO</b> Main language spoken at home? _____ 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	<b>DISABILITIES</b> <input type="checkbox"/> None <input type="checkbox"/> Mental Illness <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition <input type="checkbox"/> Learning <input type="checkbox"/> Other (Please Specify)	<b>INDIGENOUS STATUS</b> <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander
<b>REASON FOR STUDY—Select one</b> <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get a job <input type="checkbox"/> To get into another course or study <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> Other reasons <input type="checkbox"/> Personal interest/self-development <input type="checkbox"/> To get skills for community/voluntary work		

## TERMS & CONDITIONS OF ENROLMENT

### Privacy Notice

Under the *Data Provision Requirements 2012*, ANTS is required to collect personal information about you 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) may be used or disclosed by ANTS for statistical, administrative, regulatory and research purposes. ANTS may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Legislative and Regulatory Requirements

When undertaking training in the workplace, the student acknowledges that they must observe the employers Workplace Health & Safety (WHS) Policies and all workplace practices, as instructed by the employer, including Equal Rights, Equal Opportunity and the Anti-Discrimination Acts.

The student acknowledges that they must observe the RTO's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

### Language Literacy and Numeracy

To successfully complete your training the student must be able to check and competently record, read, interpret, estimate, measure and calculate. You may be required to undertake a Language Literacy and Numeracy test to determine the level of assistance you may require. If required the RTO may refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the requirements of your training.

### Enrolment & Selection

1. Courses are open to all students 15 years and over.
2. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in their training.
3. A deposit must accompany enrolment to secure a placement.
4. It is the student's responsibility to note the date, time and location of the course as advertised.
5. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
6. Written requests from the student to transfer or credit their course placement due to extenuating personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
7. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
8. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
9. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
10. Students may participate in courses involving physical activity and do so at their own risk. The RTO's students are covered by public liability insurance whilst working within a classroom environment.

### Training commitment

We will commit to complete all training and/ or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal Letter of Withdrawal notifying the RTO that they wish to withdraw. Our commitment to our Trainees is to take you to completion of the course of study or training that you enrolled into. To fulfil on this obligation we undertake sound financial management practices. If, for any unforeseen reason we are unable to take you to completion of your enrolled courses we will transfer you with as little interruption as possible to another ANTS course or other trainer/Registered Training Organisation who will bring you to completion of your training. If this is not possible we will refund in line with our refund policy.

### Cancellation of course or program by ANTS

ANTS reserves the right to alter any of the published arrangements, either before or during a course, or to cancel or terminate a course

Should ANTS cancel a course for any reason, students enrolled at the time ANTS announces the cancellation will be entitled to a full refund minus a charge for any competencies in that course already completed with ANTS, otherwise this will incur no administrative charges or penalties.

**Certificates and statements of attainment** are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees. Students are responsible for the safe storage of their certificates and statements of attainment. If a student requires a re-issue of their certificate or statement of attainment, an administration fee of \$50 will be charged.

### Complaints and Appeals

The RTO recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Inform the RTO if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform the RTO if you think you have been treated unfairly or unjustly. The RTO will discuss the matter with you and try to resolve the problem
3. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant State or Federal Law.

**Workplace Health & Safety**

Our RTO is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

The RTO monitors and maintains the appropriate Workplace Health and Safety standards under Federal and State legislation, primarily under the Work Health and Safety Act 2011.

In consideration of all the RTO clients and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the RTO's management.

**Access and Equity**

ANTS is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with the Equal Opportunity Act 1994, Racial Discrimination Act 1975, NSW Anti-Discrimination Act 1977, Sex Discrimination Act 1984 and Disability Discrimination Act 1992.

In the event of a situation that is considered by clients to be in violation of the RTO's Access & Equity Policy, students and clients are required to report the situation to management.

**Harassment, victimisation and bullying**

ANTS does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexual preference or age.

Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

**Recognition of Prior Learning (RPL) or Credit Transfer**

ANTS recognise the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by other Registered Training Organisations.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript).

**Course Fees: For course fees and other fees you must read the Student Handbook prior to signing this enrolment form. A copy can be found at <http://www.austnursing.com.au/> or please ask staff for a hardcopy.**

**YOU MUST READ THE HANDBOOK TO FULLY UNDERSTAND THE FEES INVOLVED WITH TRAINING**

**Payments and Refunds: for Payments and Refunds information, you must read the Student Handbook prior to signing this enrolment form. A copy can be found at <http://www.austnursing.com.au/> or please ask staff for a hardcopy.**

**YOU MUST READ THE HANDBOOK TO FULLY UNDERSTAND THE PAYMENT AND REFUND POLICIES.**

**PLEASE NOTE \$100.00 PER MONTH FEE WILL BE CHARGED If payment has not been received by agreed date.**

Are you available for survey use

Yes  No

Are you with a Job Services Australia provider?

If Yes, what is your JSA provider number? \_\_\_\_\_

Do you have a Unique Student Identifier? Yes, what is your USI Number?

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If No you can apply for one here <http://usi.gov.au/Pages/default.aspx>

If No and you want ANTS to apply for one for you tick here:

You will be required to complete a Unique Student Identifier (USI) consent form. Yes  No

**IMPORTANT INFORMATION**

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to ANTS enrolment and selection, course fees, payments and payment schedule, training guarantee and refunds, course requirements, privacy, complaints and grievances, workplace health and safety, access and equity, harassment and bullying policies and procedures as outlined in the **Student Handbook**.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE (All submitted forms must be signed): \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_

PARENTAL/GUARDIAN CONSENT IF UNDER 18:

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_