



Enrolment Form

1. Personal Details			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Date of Birth	<input type="text"/>
First Name	<input type="text"/>	Surname	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Building/Property Name	<input type="text"/>		
Flat/Unit details:	<input type="text"/>	Street Name	<input type="text"/>
Suburb, locality, town	<input type="text"/>	Postcode	<input type="text"/>
Phone (W)	<input type="text"/>	Mobile No	<input type="text"/>
E-mail Address	<input type="text"/>		
What is your postal address (if different from above)?			
Building/Property Name	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
2. Employer Details			
Company Name	<input type="text"/>		
Company Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Work Phone	<input type="text"/>	Work Fax	<input type="text"/>
Supervisors Name	<input type="text"/>	Mobile No	<input type="text"/>
Position	<input type="text"/>		
E-mail address	<input type="text"/>		
3. Course Details			
Course Code & Description	<input type="text"/>		
Referring agent (if applicable)	<input type="text"/>		
4. Unique Student Identifier (USI): this is a mandatory requirement to issue qualifications. If you do not have one please contact AITP for assistance to obtain one.			
Unique Student Identifier (example: 3AW88YH9U5)	<input type="text"/>		

5. Concession Details (if eligible)			
Job Seeker ID	<input type="text"/>	Allowance Type	<input type="text"/>
Concession Card Type	<input type="checkbox"/> Pensioner <input type="checkbox"/> Healthcare <input type="checkbox"/> Other	Card No	<input type="text"/>
6. Identification Verification (if applicable)			
Please scan and email to admin@aitp.com.au or fax to (08) 9414 1406 with your completed Enrolment Form and one of the following forms of photo identification:			
<input type="checkbox"/> Current Passport (any nationality) <input type="checkbox"/> Current Driver's License (Australian only)			
7. Education History			
What is your highest COMPLETED school year? (tick one only):			
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 <input type="checkbox"/> Never attended school			
In which YEAR did you complete that school level?	<input type="text"/>		
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you successfully completed any of the following (tick any that apply)?			
<input type="checkbox"/> Bachelor Degree or Higher Education	<input type="checkbox"/> Advanced Diploma or Associate Degree		
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)		
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificates other than above? Please provide details below.		
<input type="text"/>			
8. Employment Status			
Of the following categories, which best describes your current employment status?			
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee		
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Employer		
<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		
9. Study Reason			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business		
<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"/> It was a requirement of my job		
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study		
<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> Other		
10. Background Information			
Country of birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please state)	<input type="text"/>	
Tick if you are	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander		
Language spoken at home	<input type="checkbox"/> English <input type="checkbox"/> Other (please state)	<input type="text"/>	

I speak English Very well Well Not well Not at all

Do you consider yourself to have a disability, impairment or long-term condition? If yes, please tick (you may select more than one)

Hearing/Deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other (please provide details)

11. Fees & Refunds

Deposits and scheduled payments on tuition fees must be paid in full when due unless other arrangements are made in advance. Tuition fees cover the charges for tuition, resources and administration. Details on our Fees & Charges as well as Refunds and Cancellations are maintained on our web-site at www.aitp.com.au under the relevant Policies & Procedures There are no refunds on or after the commencement date of a course of study. If AITP is notified in writing 14 days prior to commencement, all fees will be reimbursed.

12. Terms and Conditions

By purchasing products or engaging services from Australian Industry Training Provider (AITP), you acknowledge that you have read, understand and agree to the Terms and Conditions outlined below and provided in more detail in our Student Handbook:

Provision of services

Information on courses and programs including costs, duration and assessment details are available by contacting our office by phone on 1800 2LEARN (free call) or by visiting our web-site at www.aitp.com.au. Prior to enrolling into your chosen course please ensure you have a full understanding of the structure of the course and the requirements to complete your qualification.

Assessment

Assessments will be conducted as outlined in our Student Handbook and detailed further in the Training & Assessment Plan covering each Qualification/Unit of Competency. Assessment processes will be explained to you at the time of enrolment and prior to delivery. Should you have any additional questions regarding your assessment method or have any concerns, please discuss these with an AITP manager/trainer.

Support services and special needs

AITP will take every possible action to ensure we support you throughout your training and assessment process. If at any point during your course you require additional assistance please discuss these needs with AITP staff and we will do our best to help. If you have any special needs, including language and literacy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.

Your rights and obligations

AITP wants to ensure your time spent with us is both beneficial and enjoyable. If you ever have concerns about any aspect of our service or training and assessment, you may bring this to our attention either verbally or in writing. Appeals or Feedback on any decision made by AITP including the conduct and performance by our management or staff may be lodged to the Managing Director and must be done so in writing. This can be submitted via our web-site on the Home Page using the confidential link [AITP Feedback](#). For more information on your rights and obligations please review our Code of Practice and Conduct located on our web-site or talk to AITP staff about any queries you may have.

Copyright

All content of materials and resources provided by AITP is copyright © Australian Industry Training Providers unless otherwise stated. This includes, but is not limited to; all text, images, graphics, audio visual presentations and any course related files. Material cannot be copied, reproduced or distributed in any form without prior written consent. All material provided/presented during training is for the sole use of the student enrolled. No warranties or guarantees are made in respect of any of the materials provided or services delivered by AITP.

Enrolment, equity and access

AITP adheres to the principles of equity and access and maximises outcomes for our clients. Our policies and approaches are as inclusive as possible and aimed at ensuring that vocational education and training are responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes. We reserve the right to modify, cancel and limit any training service or promotion on offer. By enrolling in a course for delivery either online or via other delivery modes this allows one person only to attend or access the training being provided.

Skills & mutual recognition (RPL & Credit Transfer)

AITP will provide all students with the opportunity to apply for recognition of the skills they possess or competencies previously completed. The RTO has the capacity to provide Recognition of Prior Learning (RPL). A copy of the Skills & Mutual Recognition Policy is available on our website with an application form available on request from AITP.

Change in circumstances

Students may defer their course of study to a later date if they notify AITP in writing. In this circumstance course fees will be held by AITP but may attract an additional fee. If a student withdraws from their chosen course of study, they must advise AITP in writing. We will then issue a statement of attainment for all units completed where the student has been assessed as being competent.

Occupational Health & Safety (OHS) & Statutory Requirements

AITP ensures that systems are in place to protect the health and safety of all staff and students. This is maintained through the development and implementation of procedures to promote learner and employee involvement in the communication of health and safety issues.

Appeals Mechanisms

AITP ensures that all students have a fair mechanism for appealing assessment decisions. The appeals process applies to both competency assessment outcomes and decisions made in respect to skills recognition processes. Our Appeals Process Policy & Procedure is available to all students and clients from our web-site.

Issuance of Qualifications

All students who meet the requirements of the various Training Package units of competency or the specified learning outcomes of the Qualifications that they are enrolled in will be issued a Certificate/Statement of Attainment.

13. Privacy Statement

I understand that Australian Industry Training Providers (AITP) Pty Ltd is a Registered Training Organisation (RTO ID: 50848) registered with the Training Accreditation Council (TAC) and is required to comply with the Privacy Act 1988 and the regulatory guidelines as determined by TAC in compliance with the Standards for RTO's 2015 and the National Vocational and Training Regulation ACT 2011.

I understand that from time to time AITP is required to provide student and training activity data or reports in accordance with regulatory guidelines, as instructed by its governing registering body or government authority or in compliance with the terms & conditions of contracts for government funded training. The government or relevant authority may use this information to assist in planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes AITP, the government or relevant authority may also disclose information to its consultants, advisors, various government agencies, professional bodies and/or other organizations.

For more information in relation to how student information may be used or disclosed please refer to the Privacy Policy on our web-site.

14. Payment: please provide Order No and contact if employer needs to be invoiced

Please debit \$ _____ from my Visa MasterCard (Note: a 2.5% surcharge applies for payment via a Credit Card)

Cardholders Name	<input type="text"/>	Expiry date	<input type="text"/>
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Cardholders Signature	<input type="text"/>
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Purchase Order No	<input type="text"/>	Accounts Contact	<input type="text"/>
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15. Declaration

I accept the T&C above as well as policies and procedures detailed in the Student Handbook, Code of Practice and supporting documents.

Signature	<input type="text"/>	Date	<input type="text"/>
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Office use only

Course Fee	<input type="text"/>	Resource Fee	<input type="text"/>
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Income Contingent Loan	<input type="text"/>	FSWA Category	<input type="text"/>
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Concession Status	<input type="text"/>	Fee Type Code	<input type="text"/>
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Withdrawal/census date	<input type="text"/>	AITP Student ID	<input type="text"/>
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