

Student Full Name	
Qualification/Course	

Student Details

Home Postal Address: _____ Suburb: _____

State: _____ Postcode: _____ Home Phone: _____ Mobile: _____

Email: _____ Date of Birth: _____ Sex: Male Female Other

Country of Birth: _____ Town/City of Birth: _____ Are you an Australian citizen? Yes No

Are you an Australian Permanent Resident? Yes No Will you be applying for RPL (Recognition of Prior Learning) Yes No

Is English your first language? Yes No *If No, please specify _____

How well do you speak English? Very well Well Not well Not at all

Are you an Aboriginal or Torres Strait Islander? No Yes, I am Aboriginal Yes, I am a Torres Strait Islander Yes, I am both

Do you have a disability? Yes No *If Yes, please specify. Hearing/deaf, Vision, Physical, Intellectual, Learning, Mental illness Acquired brain impairment, Medical condition, Other _____

Do you have any special requirements? _____

Unique Student Identifier (USI): (Tick) I give ESTR permission to locate my existing USI from usi.gov

Employment Details

Organisation Name: _____ Email: _____

Street Address: _____ Phone: _____

Suburb: _____ State: _____ Postcode: _____

Postal Address: _____ Fax: _____

Manager's Name: _____ Contact: (phone or email) _____

Supervisor's Name: _____ Position: _____

Contact phone: _____ Email: _____

Year started in current industry: _____ Previous Industry employed in? _____

Which of the following best describes your *current* employment status? (Please Tick)

- | | |
|---|---|
| <input type="checkbox"/> Full time employee (30 hrs or more per week) | <input type="checkbox"/> Part time employee (less than 30 hrs per week) |
| <input type="checkbox"/> Self employed (no employees) | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Unemployed (seeking full time work) | <input type="checkbox"/> Unemployed (seeking part time work) |
| <input type="checkbox"/> Unemployed (unpaid family worker) | <input type="checkbox"/> Unemployed (not seeking work) |

Previous Education

What is your highest completed school level? _____ Which year did you complete that level?

_____. Since leaving school have you successfully completed any of the qualifications listed?

- If yes, tick any applicable boxes: Bachelor Degree or Higher Degree Advanced Diploma or Associate Diploma Diploma Certificate IV Certificate III Certificate II Certificate I
- Other education (including certificates or overseas qualifications not listed above)

Study Reason

Which best describes the main reason you are undertaking this qualification (Tick ONE box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest/self – development
- Other reasons

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand my rights, responsibilities and the fees associated with participating in the above mentioned qualification/course as stated in the pre-enrolment information, terms and conditions of enrolment and in my student handbook. I understand that the information requested on this form will be used by ESTR and DEC for research, statistical, regulatory and internal management purposes only.

Signature: _____	Date: _____
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Please ensure you have read the conditions of enrolment over the page; then sign & date the declaration above

Conditions of Enrolment Information

Participant Responsibilities

As a student with Essential Skills Training & Recruitment you are required to abide by the following standards;

- Be aware of the policies and procedures concerning your enrolment, which will be explained during your orientation process
- Be well informed about your program requirements
- Accept responsibility for your own learning
- Attend workshops, (if scheduled for you)
- Submit assessments on time
- Keep copies of all your training documents and assessments
- Provide honest feedback to us, for the purpose of our continuous improvement process. You will be asked to complete surveys during and/or at the completion of your program.

Privacy

Essential Skills Training & Recruitment collects and stores student information for training purposes only. Where state or commonwealth funding supports training we are obliged to submit your information for research and statistical analysis. We DO NOT give out your information to any third parties to protect your privacy and confidentiality under the NSW Privacy Act.

Legislative and Regulatory Requirements

When undertaking work experience you acknowledge that you must observe your employers Work Health and Safety policies and all workplace practices including Equal Right and Opportunity and the Anti-Discrimination Acts.

Whilst studying with Essential Skills Training & Recruitment you will be required to comply with all policies and procedures as outlined in your student handbook.

Access and Equity

Essential Skills Training & Recruitment provides all participants with a fair and reasonable opportunity to attend and complete their chosen programs.

Language, Literacy and Numeracy

A Language, Literacy & Numeracy Assessment must be completed by all students studying with ESTR. This does not affect the outcome of your qualification; it is simply a tool of ESTR to establish your needs as a learner.

Recognition of Prior Learning/Credit Transfer

Recognition of prior learning (RPL) is a form of assessment that assesses the skills, knowledge and experience that you already have. Previous training, formal and informal, work experiences and non-employment experiences such as community work, can be assessed. Applications for RPL are required upon enrolment. Essential Skills Training & Recruitment also recognises qualifications and statements of attainment issued by other RTOs for Credit Transfer (CT). You will need to provide a certified copy for the document to be recognised, this is required upon enrolment.

Bullying and Harassment

Essential Skills Training & Recruitment will not tolerate any form of bullying, harassment or victimisation towards another student, staff member or employer. This includes the use of social media; if you partake in such activity you will face disciplinary action.

Replacement Certificates

On completion of your qualification or course you will be issued with a Certificate or Statement of attainment. If you lose your Certificate or Statement of attainment you may call our office to request a replacement, this will incur a fee of \$20.

Complaints and Appeals

If you are dissatisfied with any program or activity related to the provision of training and assessment services, you have right to submit a complaint. If you are dissatisfied with an assessment decision shall have the opportunity to submit an appeal in writing within 14 days of their assessment.

Fees and Refunds

If given formal notice of a withdrawal within 3 days of the commencement of training and receipt of materials. ESTR will refund fees paid in advance less;

- the admin fee of \$500 for full qualifications
- 20% of the total course fee for skills sets, single units or non-accredited training.

Or the customer may choose for the money paid to be held in credit for future programs less the admin fee.

Under normal circumstances, no refunds will be given after the commencement of a program, unless the client can provide a medical certificate or show extreme hardship. In these cases fees will be refunded on a pro-rata basis or reduced to cover our costs for course materials, postage etc. If a client is dissatisfied with a refund decision they can submit a formal complaint, which will be reviewed by the CEO. A reply in writing will be provided. If a program is cancelled by us, all fees will be refunded in full.

The admin fee will be required prior to the commencement of training. The remaining fees will be invoiced over 4 separate milestones throughout your training. Agreed dates for payments will be finalised with the client at the time of confirmation of enrolment. If required for an individual, a payment plan can be arranged, to assist participants to pay fees over the duration of the program.

If you do not make your payments according to the schedule or call our office to make alternative arrangements then your training will be placed on hold until payment has been received. If payment is not received you may be asked to leave the program.

By enrolling you are agreeing to pay the fees outlined by the agreed dates in the fee schedule. If overdue fees are not paid then your outstanding amount will be passed on to our debt collection agency to recover the outstanding debt and they will add a recovery charge to your amount.

Additional Costs

If a replacement textbook is required by any student, the student will be required to pay for the cost of the replacement book which is between \$15 - \$120 (depending on the qualification).

If external support services are required this is the expense of the student/employer. E.g. Interpreter

If a replacement Certificate or Statement of Attainment is required to be reproduced there will be \$20 fee associated with this that must be paid before the certificate is released.

If you are working in the community services sector and require a Working with Children's check, this will be at your own expense. Approximately \$80

Change of Details

If you have had any changes in your personal details please contact our office ASAP to ensure correspondence is not sent to the incorrect address or if we need to contact you regarding your course.

Leaving the Program

If you resign from your current employment, you may still be able to proceed with your program. Contact the office to discuss your options, if you still would like to complete your course. If you are cannot continue with the program for any reason, you must inform us as soon as possible.

Disciplinary Procedures and Dismissal

Should you be acting with disregard to the safety of others or be displaying inappropriate behaviour contrary to the policies and procedures of Essential Skills Training & Recruitment, disciplinary procedures may be initiated. This can range from a verbal warning to termination, depending on the severity of the action.

Program participants are expected to display a high level of personal responsibility for their learning process and for their interaction with other participants and our staff members.