

ENROLMENT FORM (Domestic)

Family Name		First Name (s)	
Date of Birth	___/___/___	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth		Nationality	
USI No. (if applicable)			
Citizenship			
Course applying for			
Medicare Card	Number	Scan and email with this application	Expiry Date
Driver's Licence	Number	Scan and email with this application	Expiry Date
Passport	Number	Scan and email with this application	Expiry Date
CONTACT DETAILS			
Street		Suburb	
State		Country	Postcode
Email		Mobile	Telephone
Schooling and Previous Achievement Recognition Identifier			
What is your highest COMPLETED school level? (select one box 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			
In what year did you complete that level		Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School			
Have you successfully completed any of the following qualifications in Australia? (tick all applicable qualification levels)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bachelor Degree or Higher Degree	<input type="checkbox"/>	Certificate III or Trade Certificated	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Diploma or Associate Diploma	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/>	Certificate other than above	<input type="checkbox"/>
A <input type="checkbox"/> Australian	E <input type="checkbox"/> Australian Equivalent	I <input type="checkbox"/> International	
Please attach a copy of your Senior Certificate (if applicable) AND any completed qualifications			
COURSE SELECTION			
<input type="checkbox"/> CHC33021 Certificate III in Individual Support (Aging and Disability)			
Date/s you wish to commence studies with ACCHS: / (MM/YY)			
EMPLOYMENT			
Employment Status (please select one status that applies to you)			
Employed Full Time	<input type="checkbox"/>	Employed unpaid family worker	<input type="checkbox"/>
Employed Part-time	<input type="checkbox"/>	Unemployed – seeking full-time work	<input type="checkbox"/>
Employed on casual basis	<input type="checkbox"/>	Unemployed – seeking Part-time	<input type="checkbox"/>
Self Employed (not employing others)	<input type="checkbox"/>	Unemployed – not seeking work	<input type="checkbox"/>
Manager	<input type="checkbox"/>	Clerical and Administrative Workers	<input type="checkbox"/>
Professional	<input type="checkbox"/>	Sales Workers	<input type="checkbox"/>
Technicians and Trades Workers	<input type="checkbox"/>	Machinery Operator	<input type="checkbox"/>

Community and personal Services Workers <input type="checkbox"/>	Other <input type="checkbox"/>
Employer Details	
Company Name	Company Contact
Suburb	Phone
List current employment role (if applicable):	
Australian Government (Department of Human Services) Do you hold a current Centerlink Concession Card? i.e. Pension Concession Card or Health Care Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you find out about ACCHS ?	<input type="checkbox"/> Marketing <input type="checkbox"/> Website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Learning Assistance: Do you require any assistance with literacy or numeracy for your study? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details:	
DISABILITIES & SPECIAL NEEDS <i>Do you have special needs? Comments (including a disability etc.) that you wish to disclose</i>	
Hearing <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 advise) <input type="checkbox"/>
Mental Illness <input type="checkbox"/>	
PAYMENT	
<input type="checkbox"/> Credit Card	
Credit/Debit Card No	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX
Cardholder's Name	Expiry Date
<input type="checkbox"/> Bank Deposit / Bank Transfer	
Bank	BSB No.
Reference	Account No.
	First Initial and Last Name (Example : J.Blogg)
<input type="checkbox"/> Cash	

Term and Conditions of Enrolment

Language, Literacy and Numeracy (LLN)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Diploma qualification or below are required to undertake an LLN Assessment.

Support Services

ACCHS caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or RTO staff.

ACCHS is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the RTO.

To achieve this and to ensure the quality delivery of training and education, the RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the RTO for further counselling and/or assistance.

Enrolment & Selection

1. The student is responsible for notifying ACCHS if they have a medical condition or disability or require assistance in their training.
2. It is the student's responsibility to note the date, time and location of the course as advertised.
3. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
4. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
5. 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.
6. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
7. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
8. Students participate in courses involving physical activity; field trips, practical demonstrations etc. do so at their own risk. ACCHS students are covered by public liability insurance whilst working within the RTO's premises.

Course Fees, Payments and Refunds

1. Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
2. 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. Certificates will be issued to the student once all paperwork has been received and all fees are paid.
3. Refunds may be made in the following circumstances:
 - a) Participants have overpaid the course student fee
 - b) Participants enrolled in training that has been terminated by the RTO
 - c) Participant advises the RTO prior to course commencement that they are withdrawing from the course
 - d) If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO
 - e) In the event that the RTO fails to provide the agreed services
4. Where a refund is required, the RTO will provide a full refund or pro-rata of any units not completed.
5. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$50 will be charged.
6. The RTO is responsible for the issuance of AQF certification documentation

Reassessment

If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be re-assessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.

If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.

Where a re-assessment fee is applicable please refer to our website www.acchs.edu.au to view the amount payable within our Fees Schedule to undertake your re-assessment.

If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued and the student will be given a six-month period to undertake reassessment if required.

Credit Transfer

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

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 (ie presentation of original certificate or transcript to the RTO). Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

<p>Cooling Off Period</p> <p>ACCHS protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods. Students are eligible to withdraw and/or cancel their enrolment by placing a formal notice of withdraw and/or cancellation in writing to the TTC Student Services (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.</p> <p>Changes to Agreed Services</p> <p>Where there are any changes to the agreed services that will affect the learner, including in the event of ACCHS closing down, the RTO will advise the learner as soon as practicable. This includes changes to any new third party arrangements or a change of ownership or any changes to existing third party arrangements.</p> <p>Complaints and Appeals</p> <p>If a student is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. ACCHS administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.</p> <p>If a Staff member or Student wishes to make a formal complaint, they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the RTO for actioning.</p> <p>Please refer to the *Student Handbook for more details on the complaints and appeals process.</p>	<p>Consumer Guarantee</p> <p>ACCHS guarantees that the services provided by the RTO will be:</p> <ul style="list-style-type: none"> provided with due care and skill fit for any specified purpose (express or implied) provided within a reasonable time (when no timeframe is set for the training). <p>Legislative and Regulatory Requirements</p> <p>All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.</p> <p>The student acknowledges that they must observe ACCHS policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the *Student Handbook.</p>
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STUDENT DECLARATION

Declaration

In making this application for enrolment, 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 or the withdrawal of any offer made by ACCHS.

- Please find our student handbook on our website www.acchs.edu.au

I also declare that I have received or been directed to the following document prior to enrolment

- Course Outline
- Received Terms & Conditions of Enrolment
- Attached Course Statement of Fees
- Student Fees and Subsidies not applicable to me
- I wish to apply for Concession (and I have supplied my current concession card)

I declare that I understand the following:

- I will be required to complete a Learner Survey on completing or discontinuing the course
- Photographic consent to publish your image for display both at Gateway and Internet

Applicant's Name: _____

Applicant's Signature: _____

Date: / / (DD/MM/YYYY)

OFFICE USE:			
Received by:		Enrolment approved by:	
Date:	__/__/__		__/__/__
Enrolment checklist	Y N	System Data profile created	