



RESPONSE EMPLOYMENT & TRAINING ENROLMENT FORM

Please complete all details on this enrolment form. This will be used to enrol you in the qualification you are seeking. Some of the information contained here will be keyed into a student database and used for statistical and other reporting to State/Territory Registering Authorities and the National Centre for Vocational Education Research (NCVER). Please ask your training representative for assistance to fill out this form if you require help.

TRAINING INFORMATION

Qualification _____

Course Code: _____

Course Title: _____

Applying for RPL:

Course Location: _____ Course Start Date: _____

PERSONAL INFORMATION

Title: Dr / Mr. / Mrs. / Miss / Ms. _____

Gender: Female Male X (Indeterminate/Intersex/Unspecified)

First Name: _____ Surname: _____

Date of Birth: _____ Place of Birth: _____

Residential Address: _____

Postal Address: (if different to residential) _____

Contact Number: _____ Email: _____

Emergency Contact Name: _____

Contact Number: _____

Relationship to you: _____

Please attach one of the following forms of photo ID to this Enrolment Form:

- Licence which includes your photograph and signature (e.g. Driver's Licence)
- Adult proof of age card
- Social security card which includes your photograph and signature
- A recognised proof of age card (e.g.: Australia Post Keypass identity card)
- Current passport or passport preceding 2 years

UNIQUE STUDENT IDENTIFYER

Response Employment & Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device.

Enter your Unique Student Identifier _____

EMPLOYMENT INFORMATION

Name of Employer: _____

Job Title: _____ Location: _____

Employment Status:

- Full time employee
- Part time employee
- Self-employed (no staff)
- Business Owner
- Unemployed/Job Seeker
- Carer/Parent
- Not employed/Not Job seeking

Is this course part of an Apprenticeship/Traineeship? Yes No

PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the qualifications listed? (*You may indicate more than one area*)

- Bachelor degree or higher
- Advanced diploma or associate degree
- Diploma or associate diploma
- Certificate IV or advanced certificate/technician
- Certificate III or trade certificate Certificate II
- Certificate I
- Certificate other than above

In which country did you complete your qualification?

REASON FOR STUDY

Of the following categories, which **BEST** describes your main reason for undertaking this course? (*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 or self-development
- Other reasons – Please explain _____

LANGUAGE, LITERACY and NUMERACY (LLN)

Response Employment & Training is committed to supporting students in successfully completing their selected qualification/s. Some qualifications require you to have sufficient language, literacy and numeracy requirements to complete the assessment tasks. Some qualifications require you to complete a compulsory LLN assessment. We are committed to assisting our students with their LLN needs and to assist you in this area we ask for you to choose whether you wish to complete an LLN assessment. This will assist both you and us in ensuring the best outcomes possible for you.

For Crest NT Training and Development to best support this we ask that every student select one of the following:

- I appreciate that Response Employment & Training is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake. Please finalise my enrolment.

INVOICING

Who is responsible for paying the account for this training?

- Student
- Employer/Organisation - complete the below table if the invoice is to be addressed to employer/organisation responsible for paying this account.

Accounts Department Contact's Surname:	Employer/Company Legal Name:	
Accounts Department Contact's First Name:	Employer/Company Trading Name:	
Accounts Department Post Address (Line 1):	Accounts Department Phone:	
Accounts Department Post Address (Line 2):	Accounts Department Email:	
Suburb:	State:	Postcode:
Country:	Purchase Order Number:	

PAYMENT AND REFUND TERMS AND CONDITIONS

Enrolment Fee

All students are required to pay an enrolment fee. The \$400 enrolment fee is non-refundable unless the course is cancelled by Crest NT Training and Development.

General Terms and Conditions

- a) An application for refund of tuition fees must be made in writing to Crest NT Training and Development.
- b) A full refund of tuition fees will be made if a course is cancelled by Response Employment & Training for any reason.
- c) Scheduled commencement of a course is defined as the first workshop of a face-to-face course; the commencement of a distance- learning course as indicated in the student's Training Plan; or the commencement of an RPL process when the student receives the RPL evidence kit.
- d) If a student cancels their enrolment no later than ten working days before the scheduled commencement date of a course, the student will receive an eighty percent (80%) refund of the tuition fee. Cancellation of enrolment under these circumstances will incur a twenty percent (20%) tuition fee.
- e) No refunds are available where cancellation is made less than ten (10) working days prior to the commencement of a course. However, participants will be provided with an option to transfer to a course

which is equivalent in cost being offered at an alternate time at no cost should this occur no later than three days prior to course commencement. If closer than three (3) days a \$100 rebooking fee will be payable to cover administration costs.

- f) Full payment must be made before commencement of training, unless prior arrangements with Response Employment & Training have been made.
- g) An application for refund of tuition fees under any other circumstance must be made in writing to Crest NT Training and Development.
- h) No refund is available where students leave prior to completing the course. However, should students wish to finalise incomplete units of competency in a future course, the original fee can be used as a credit towards that course. This offer is available within a 12-month period from the time initial payment is made.
- i) Response Employment & Training may choose to cancel the enrolment of a student who has breached Crest NT Training and Development's Code of Conduct; or has been found to plagiarised or cheated in their assessments. Students cancelled under these circumstances, are not entitled to any refund of tuition fees.
- j) Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to Crest NT Training and Development.
- k) In all other cases, refunds are at the discretion of the CEO of Response Employment & Training and may be negotiated on an individual case-by-case basis.

Government funded courses – non completion within required duration

You are required to complete your government funded training within the required time frame detailed in your Training Plan. Government funding is available for a limited duration and your course may not be funded after the timeframe detailed in your Training Plan. Students who do not complete their training within the required timeframe will be issued with a Statement of Attainment for the units completed. Students who wish to complete their qualification after this time, may choose to become a fee-for-service student at a cost per unit.

STUDENT DECLARATION

Privacy statement and student declaration

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 Crest NT Training and Development.

I understand that my RTO Response Employment & Training is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The

information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

School - if I am a school-based apprentice or trainee or VET in Schools student.

Employer - if I am enrolled in training paid by my employer.

Government departments and agencies and authorised VET related bodies.

VET regulators.

Student signature: _____ **Date:** _____

Note: Parent/guardian consent required if student is under the age of 18 years.

PARENT/GUARDIAN CONSENT

I agree to:

a) Privacy Statement and Student Declaration

b) Permission to search or verify Unique Student Identifier I give permission I do not give permission

c) Permission to use photographic or video evidence I give permission I do not give permission

d) Terms and conditions

Parent/guardian full name: _____

Parent/guardian signature: _____ **Date:** _____

Permission to search or verify Unique Student Identifier

The Australian Government requires all students undertaking vocational training in Australia to hold a Unique Student Identifier Number. On occasion, Response Employment & Training may need to search or verify your Unique Student Identifier Number and this requires your permission.

I give permission

I do not give permission

Student signature: _____ Date: / /

Permission to use photographic or video images

Response Employment & Training may take photographs or video images during training or training-related activities and may use these photos to promote and advertise our organisation and its activities. Please tick box:

I give permission

I do not give permission

Student signature: _____ Date: _____

General

Crest NT Training and Development’s pricing is reviewed occasionally and subject to change at any time. Before submitting an enrolment to Response Employment & Training all students are required to confirm that they have read and accept the current Student Handbook located on our website, including the Fees and Refunds Policies.

Do you agree that you have read and accept the current Student Handbook related to this course and confirm that you accept these Terms and Conditions related to this enrolment including our refund policy?

Student signature: _____ Date: _____

How did you hear about Crest NT Training and Development?

- Response Employment & Training staff
- Newspaper
- Conference or event
- TV, radio or other media
- Internet – Google, Social Media
- Employer or manager
- Friend or family
- LinkedIn
- Referral
- Unsure (cannot remember)

PAYMENT DETAILS

All students must pay the enrolment fee when submitting this enrolment form.

Is your preferred course funded by the government?

<input type="checkbox"/> Yes	Please pay \$300 enrolment fee only. (non-refundable).
<input type="checkbox"/> No	Please pay \$300 enrolment fee. (non-refundable) Please pay: <input type="checkbox"/> Tuition fee upfront OR <input type="checkbox"/> Payment plan for tuition fees - (please complete payment plan form) \$_____ Tuition fee

Payment Method

- Cheque (made payable to Crest NT Training and Development) to be sent to:
- Direct debit (please use invoice number in description)
- EFTPOS
- Credit Card
- Cash

Credit Card Details

Card Holders Name: _____

Card Number: _____

Expiry date: _____ / _____

CCV _____

Authorised amount: \$ _____

Card holder's signature: _____

Response Employment & Training may, from time to time, contact you for marketing purposes and/or to promote future courses you may be interested in - please click on the unsubscribe button at the bottom of the email or contact our office if you do not wish to receive this information.

Please submit this form via email to training@responsetraining.com.au