

CANDIDATE / STUDENTS *to read and sign*

The regulations for VET training requires the RTO to display and communicate to students their rights and responsibilities prior to undertaking accredited courses. Whilst we take bookings and payment over the phone or through a web based enrolment system, all participants are not considered enrolled in to this course until they have received or reviewed or that they have an understanding of the 'Student Agreement' document. This document confirms the student understands their rights and responsibilities. It is available from our web site, the trainer or our office. By enrolling into the course of instruction, you are stating that you are aware of the rights and responsibilities associated with this training course. Proof of identity is checked as per regulations to ensure your legal name is recorded.

The information collected on this form is required to facilitate your enrolment and will be handled and stored in line with our Privacy Procedures. We reserve the right to verify any of the details you have provided on this form in order to process your application.

CANDIDATE / STUDENT DECLARATION

By signing in on the table on the right, I understand and agree to all of the following:

- I have read and accepted all terms in the Student Written Agreement
- I have been provided sufficient information about my rights/obligations to make an informed decision about the services being provided
- I have the physical ability to meet the required performance evidence of the course and understand that I cannot hold the trainer or the RTO responsible for any injury or illness that occurs from this training
- I have the required language, literacy and numeracy skills to complete this course as specified in the Student Information
- I have reviewed the course fees and payment arrangements and understand the refund policy
- I have reviewed the relevant course information pages and have been informed of the training and assessment services to be provided
- If I did pre-course study, the work was my own and completed by myself without assistance
- I have provided a USI number. If I do not provide a USI number, I will not be issued a certificate
- If the course has been arranged and/or paid for by an employer, a copy of my certificate will be sent to that employer
- If I do not agree to the above and do not complete this attendance sheet I am unable to participate in the course

Assessor/trainer, must ensure that all candidate/students attending the course have signed in on the table below

DATE: E.g. 29-5-13	COURSE NO: E.g. 54213	COURSE TYPE: <i>First Aid</i>	Trainer to complete	
NO. OF STUDENTS: E.g. 10	TRAINER / ASSESSOR: <i>Martin Evans.</i>			
ALL CANDIDATE / STUDENTS MUST COMPLETE BELOW				
	Candidate / Student Name	Signature	Checked	Enrolment returned
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Allens Training Pty Ltd RTO Number 90909		<i>Martin Evans</i>		
Assessor Name:				
Assessor Signature:				

***** THIS PAGE MUST BE RETURNED TO ALLENS TRAINING BY THE TRAINER / ASSESSOR *****