

# 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.

## 1. Training required

<b>Qualification</b>			
<input type="checkbox"/> BSB20115 Certificate II in Business <input type="checkbox"/> BSB30115 Certificate III in Business <input type="checkbox"/> BSB30415 Certificate III in Business Administration <input type="checkbox"/> BSB30715 Certificate III in Work Health and Safety <input type="checkbox"/> BSB40215 Certificate IV in Business <input type="checkbox"/> BSB40515 Certificate IV in Business Administration <input type="checkbox"/> BSB40915 Certificate IV in Governance <input type="checkbox"/> BSB41015 Certificate IV in Human Resources <input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety <input type="checkbox"/> BSB41515 Certificate IV in Project Management Practice <input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management <input type="checkbox"/> BSB50615 Diploma of Human Resources Management <input type="checkbox"/> BSB51315 Diploma of Work Health and Safety	<input type="checkbox"/> BSB51415 Diploma of Project Management <input type="checkbox"/> BSB51615 Diploma of Quality Auditing <input type="checkbox"/> BSB51915 Diploma of Leadership and Management <input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management <input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC33015 Certificate III in Individual Support <input type="checkbox"/> CHC40213 Certificate IV in Education Support <input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care <input type="checkbox"/> TAE40110 Certificate IV in Training and Assessment (Superseded – teach out until 5/10/17) <input type="checkbox"/> TAE50111 Diploma of Vocational Education and Training (Superseded – teach out until 5/10/17) <input type="checkbox"/> TAE50216 Diploma of Training Design and Development		
<b>Short course or individual Units of Competency – list</b>			
_____			
<b>Course preference:</b> <input type="checkbox"/> Face-to-face <input type="checkbox"/> Distance learning <input type="checkbox"/> Online learning <input type="checkbox"/> RPL			
<b>Course location:</b>		<b>Course start date:</b>	

## 2. Personal details

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>		<b>First name</b>	
<b>Middle name (s)</b>		<b>Family name (Surname)</b>	
<b>Date of birth</b>		<b>Town/City of birth</b>	

Please attach photo ID to this enrolment form:

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

## 3. Unique Student Identifier

Alana Kaye 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 computer or mobile device.

Enter your Unique Student Identifier \_\_\_\_\_

#### 4. Employment details

<b>Employer name</b>		<b>Your title</b>	
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#### 5. Gender

<b>Gender</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)
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#### 6. Contact details

<b>Home phone</b>		<b>Work phone</b>	
<b>Mobile</b>			
<b>Personal email</b>			
<b>Work email</b>			

#### 7. Address of your usual residence

Please provide the physical address where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

<b>Building/property name</b>				
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>		
<b>Street name</b>				
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>

#### 8. Postal address (if different from above)

<b>Building/property name</b>				
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>		
<b>Street name</b>				
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>

#### 9. Emergency contact details

<b>Name</b>			
<b>Relationship</b>			
<b>Phone</b>		<b>Mobile</b>	

#### 10. Employment status

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time work
<input type="checkbox"/> Self-employed not employing others	<input type="checkbox"/> Unemployed seeking part-time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment
Is this training part of an Apprenticeship/Traineeship?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 11. Language and cultural diversity

<p>In which country were you born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other - Please specify _____</p> <hr/> <p>I am a:</p> <p><input type="checkbox"/> Australian citizen</p> <p><input type="checkbox"/> Permanent resident</p> <p><input type="checkbox"/> Temporary permanent resident</p> <p><input type="checkbox"/> Visa holder    Visa type _____</p> <p>(Please attach a copy of your visa to this enrolment form).</p>	<p>Do you speak a language other than English at home?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes, other- please specify _____</p> <hr/>
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<p>How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>Do you identify as being of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
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### 12. Schooling

<p>What was the highest COMPLETED level of schooling?</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school – go to question 13.</p>	<p>In which year did you complete that level of schooling?</p> <hr/> <p>Are you still attending school?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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### 13. Disability

<p>Do you consider yourself to have a disability, impairment or a long-term health condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – go to next question 14.</p> <p>Do you require adjustment to your training or assessment due to your disability? Please note that this information is only asked for the purpose to offer support and arrange reasonable adjustment.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please describe:</p> <hr/>	<p>If yes, please indicate the area(s) of disability, impairment or long-term conditions: (You may indicate more than one area)</p> <p><input type="checkbox"/> Hearing/Deaf    <input type="checkbox"/> Mental illness</p> <p><input type="checkbox"/> Physical        <input type="checkbox"/> Acquired brain impairment</p> <p><input type="checkbox"/> Intellectual     <input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Learning        <input type="checkbox"/> Medical condition</p> <p><input type="checkbox"/> Other            <input type="checkbox"/> Food allergies</p>
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**14. Previous qualifications achieved**

<p>Have you successfully completed any of the qualifications listed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – select the applicable boxes.</p> <p>In which country did you complete your qualification?</p> <p>_____</p>	<p>If yes, select the applicable boxes</p> <p><input type="checkbox"/> Bachelor degree or higher</p> <p><input type="checkbox"/> Advanced diploma or associate degree</p> <p><input type="checkbox"/> Diploma or associate diploma</p> <p><input type="checkbox"/> Certificate IV or advanced certificate/technician</p> <p><input type="checkbox"/> Certificate III or trade certificate</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificate other than above</p>
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**15. Study reason**

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

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

**16. Language Literacy and Numeracy (LLN)**

**Alana Kaye 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 **Alana Kaye** to best accommodate this we ask that every student select one of the following:

<p><input type="checkbox"/> I appreciate that Alana Kaye 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.</p> <p><i>If you have selected this option, your enrolment will be processed on receipt of your completed enrolment form.</i></p>	<p><input type="checkbox"/> I wish to complete a Skills Check (LLN assessment) to ensure the level of study is appropriate.</p> <p>Please check the entry requirements of your course if a compulsory LLN assessment is required.</p> <p>For courses that do not have compulsory LLN entry requirements, students can still complete a LLN assessment to ensure the level of study is appropriate.</p> <hr/> <p>Please pay:</p> <p><input type="checkbox"/> \$50 LLN assessment fee</p> <p><i>Students will not be charged the following enrolment fee or tuition fees unless the student meets the LLN requirements.</i></p>
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### 17. Invoice details

#### 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:	

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

#### Payment method

- Cheque (made payable to Alana Kaye) to be sent to: Alana Kaye PO Box 36019 WINNELLIE NT 0820
- Direct debit (please use invoice number in description)     EFTPOS     Credit Card     Cash

<p><b>Credit card details:</b></p> <p><b>Card Holders Name:</b> _____</p> <p><b>Card number:</b> _____ - _____ - _____ - _____</p> <p><b>Expiry date:</b> ____ / ____</p> <p><b>Authorised amount:</b> \$ _____</p> <p><b>Card holder's signature:</b> _____</p>
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## Refund Policy

### Language, literacy and numeracy (LLN) assessment fee

The LLN assessment fee of \$50 is paid prior to your enrolment being processed. This fee covers the cost of the assessment including the time it takes to organise, administer and review your results. Students who do not have sufficient LLN to participate in a course are not entitled to a refund. The LLN fee is non-refundable unless the course is cancelled by Alana Kaye Training. Students will not be charged the enrolment and tuition fees unless the student meets the LLN requirements. Students are charged the LLN assessment fee if it is a compulsory entry requirement or if a student has asked to complete the LLN assessment.

### Enrolment fee

All students are required to pay an enrolment fee. The \$300 enrolment fee is non-refundable unless the course is cancelled by Alana Kaye Training.

### Refund of tuition fees for fee paying students

- An application for refund of tuition fees must be made in writing to Alana Kaye Training.
- A full refund of tuition fees will be made if a course is cancelled by Alana Kaye Training for any reason.
- 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.
- 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.
- 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.
- Full payment must be made before commencement of training, unless prior arrangements with Alana Kaye Training have been made.
- An application for refund of tuition fees under any other circumstance must be made in writing to Alana Kaye Training.
- 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.
- Alana Kaye may choose to cancel the enrolment of a student who has breached Alana Kaye'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.
- 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 Alana Kaye.
- In all other cases, refunds are at the discretion of the CEO of Alana Kaye 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 timeframe 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.

**19. Student declaration**

**a) 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 Alana Kaye.

I understand that my RTO Alana Kaye 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 – please sign part d.*

**b) Permission to use photographic or video images**

Alana Kaye 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: \_\_\_\_\_

*Note: Parent/guardian consent required if student is under the age of 18 – please sign part d.*

**c) Terms and Conditions**

Alana Kaye’s pricing is reviewed occasionally and subject to change at any time. Before submitting an enrolment to Alana Kaye 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: \_\_\_\_\_

*Note: Parent/guardian consent required if student is under the age of 18 – please sign part d.*

**d) Students under 18 – Parent/guardian consent**

I agree to

- a) Privacy Statement and Student Declaration
- b) Permission to use photographic or video evidence  I give permission  I do not give permission
- c) Terms and conditions

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**20. How did you hear about Alana Kaye?**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Alana Kaye staff | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> Conference or event      | <input type="checkbox"/> TV, radio or other media |
| <input type="checkbox"/> Internet         | <input type="checkbox"/> Employer or manager | <input type="checkbox"/> Friend or family         | <input type="checkbox"/> Facebook                 |
| <input type="checkbox"/> LinkedIn         | <input type="checkbox"/> Other referral      | <input type="checkbox"/> Unsure (cannot remember) |   |

**Please submit this form via email to [training@alanakaye.edu.au](mailto:training@alanakaye.edu.au) or post to the following**

Darwin: PO Box 36019, Winnellie Northern Territory 0821

Adelaide: PO Box 447 Edwardstown SA 5039