



TRAINING &
EDUCATION

REGISTRATION FORM FOR QUALIFICATIONS TO CERTIFICATE III, IV, DIPLOMA OR ADVANCED DIPLOMA

(Please complete all sections on all pages)

Qualification title:

Commencement date:

Day Month Year

Study Mode (Full-time (F), Part-time (P), External/Correspondence (E), On-line Learning (O)

Please tick the box if you are applying for Recognition of Prior Learning (RPL)

This is my first enrolment at AHTS Training and Education. YES NO

If NO, course and year of completion

My Unique Student Identifier (USI) Number is: _ _ _ _ _

I give permission to AHTS to verify my USI number I give permission to AHTS to obtain a USI number for me

NOTE: All students are required to have a USI number. If you do not already have a USI number please apply for one at www.usi.gov.au or ask administration to help you to apply.

Section A: Personal & Course Details

Please tick the appropriate box: Title Mr Miss Mrs Ms

Family Name

Full Given Names

Preferred Name

Date of Birth Day Month Year

Postal Address

Suburb

State

Postcode

Phone: Home

Work

Mobile

Email address

Residential Address (if same as postal address, print "as above")

Street

Suburb

State

Postcode

Current employment details

Job title

Name of employer:

Address of employer

State

Postcode

Phone number

Emergency contact details

Name

Phone

Relationship to you

Section B: Survey Please complete the following questionnaire:

Q1 In which country were you born?.....

Q2 Are you of aboriginal or Torres Strait islander origin?

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- No

Q3 Do you speak a language other than English? Yes No Please specify (e.g. Chinese).....

Q4 How well do you speak English? Very well Well Not well Not at all

Q5 Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes please specify. (You may indicate more than one area.)

- Hearing/deaf
- Physical Intellectual
- Learning
- Acquired brain impairment
- Vision
- Medical condition
- Mental illness
- Other

Q6 Are you still attending secondary school? Yes No

Q7 How are your English writing skills? Very good Good Poor

Q8 What is your highest completed school level? (Tick one only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

Q9 In which year did you complete that school level?.....

Q10 Do you wish to apply for Recognition of Prior Learning based on current or previous work/life experience? Yes No

Q11 Have you successfully completed any of the following qualifications? Yes No

- Bachelor degree (or higher degree)
- Advanced diploma (or associate degree)
- Diploma
- Certificate IV
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other

Q12 Which best describes your current employment status? (Tick one only)

- Full time
- Part time
- Employer
- Self employed
- Employed – unpaid worker in family business
- Unemployed – seeking full time work
- Unemployed – seeking part time work
- Not employed – not seeking employment

Q13 Your major reason for study? (tick one only)

- Get a job
- Develop my existing business
- Start my own business
- Try for a different career
- To get a better job or promotion
- It was a requirement of my job

I am aware the information in this enrolment form may be provided to the State Training Authority and National Council Vocational Education Research for statistical purposes.

Signature: Date:/...../.....

Would you like to receive promotional materials about other courses via email? Yes No

Would you like to have an electronic copy of your parchment/certificate via email? Yes No

REFUND POLICY

1. Notification of intention to withdraw must be received a minimum of 5 business days before the scheduled commencement of study.
2. Refunds will be paid within 14 days of receiving written notification of withdrawal, less 10% administration fee.
3. If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
4. In the event of a course cancellation, all fees paid will be refunded within 14 days.
5. Refunds will only be made payable to the person who paid the fees.
6. A student may be suspended or dismissed at the discretion of AHTS due to unacceptable conduct. No refund will be provided in these circumstances.
7. No upfront payment or tuition fees are refundable once the course has commenced.
8. A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

DEFERMENT POLICY

(A deferral is a request by the student prior to the start of the course to temporarily postpone commencement of study)

1. Notification of intention to defer must be received a minimum of 5 business days before the scheduled commencement of study.
2. Commencement of study may be deferred up to 6 months.
3. Any fees paid will be held for 6 months and can be used towards recommencement of study.
4. A \$50 administration fee must be paid prior to recommencement of study.
5. After 6 months from scheduled commencement of study, fees held will be forfeited.
6. If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
7. A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

Section D: Disclaimers**EXCURSIONS**

I am fully aware that I undertake all excursions at my own risk. AHTS Training and Education is not liable in any way and I may organise my own insurance or take part at my own risk.

QUALITY ASSURANCE

AHTS is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation. A part of this process involves an auditor contacting some of the School's past and current participants. Please tick the box and initial next to it if you do NOT wish to be contacted for this purpose.

Please initial

REQUEST FOR USE OF MEDIA MATERIAL

I hereby give consent and authorisation to the AHTS Training and Education to use any video, photograph, and picture of me in any AHTS publication, website or commercial.

An example of this is my trainer taking a photo of me undertaking an assessment competency task.

CHECK YOUR DETAILS

Please check ALL enrolment details before submitting this form. AHTS cannot be liable for any incorrect details. For example, you may be charged for the re-issuing and/or re-directing of your certificates if incorrect details provided and you do not notify AHTS. For more information see the Re-issue of a Certificate and/or Statement of Attainment Application Form available on our website.

PRIVACY

I authorise AHTS to make relevant inquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience in relation to my application for undertaking a course. I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may, at any time, revoke my authorisation for AHTS to release my information to third parties. Revocation of authorisation must be received in writing by AHTS.

Further clarification of AHTS compliance with the Australian Government's Privacy legislation can be obtained from our website: www.asht.net

The "Terms and Conditions of Enrolment" comprise the Refund Policy and the policies printed above. Participants must also adhere to the contents of the "Participant Handbook". This is provided at the time of enrolment.

I have read, understood and agree to comply with the Terms and Conditions of Enrolment

I have received and understood all information relating to AHTS services, course content and my student rights.

Signature:

Date: