INTELLIGENT TRAINING SOLUTIONS - Enrolment Form

SECTION A – Student to complete this section

PLEASE PRINT CLEARLY. All requested information must be provided or your enrolment may be denied.

Are you a new ITS student? □ Yes | go to Section B

Are you a re-enrolling student? □ Yes (If so, please add your ITS student number in the boxes above, then go to Section B)

SECTION B – Student to complete this section

Personal details

Title □ Mr. □ Mrs. □ Miss. □ Ms. □ Dr.

Family name (surname):

Given names: Middle Name:

Date of Birth (day/month/year): / / 

Gender | Sex □ Male □ Female

Nationality:

Contact details

If possible, please provide us with a home (land line) number and a mobile number. As most of our courses have practical sessions within them, it may become important for our trainers to contact you should the need arise.

Telephone (home): Mobile:

Fax number: Website address:

Email: Alternative email:

What is the address of your usual residence? (REQUIRED FOR AVETMISS 7)

Please provide the physical address (street number and name not post office box) 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’s or territory’s rural property addressing’ or ‘numbering’ system as your residential street. This is the address your qualification will be sent

Building/property name/building name

Flat/unit details

Street or lot number (e.g 205 or Lot 118)

Street Name

Suburb, locality or town

State/territory

Postcode

If you require help with this form please call 03 9351 1068
What is your postal address (if different from the above)?

☐ As above (If so, please move to the next question)

Building/property name/building name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street Name

Suburb, locality or town

State/territory

Postcode

Photo ID

Student ID photo’s will be taken at ITS P/L Preston however if you are completing this enrolment form online and would like to be issued with a plastic student ID card please email Intelligent Training Solutions with a high-resolution photo of yourself at info@its.vic.edu.au.

Do you have a Victorian Student Number (VSN)?

☐ Yes (If so, please specify)

☐ Yes, but the VSN is unknown

☐ No, I have never been issued with a Victorian Student Number

Do you have a Unique Student Identifier (USI) Number?

☐ Yes (If so, please specify)

☐ Yes, but the USI is unknown

☐ No, I have never been issued with a Unique Student Identifier (USI) Number

Emergency contact details

Who would you like us to contact in the unlikely event of an emergency? Please ensure you nominate somebody that can be contacted and knows your medical history.

Relationship (example: wife, husband, partner, friend)

Title ☐ Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐ Dr.

Family name (surname)

Given names Middle Name:

Address: ☐ Same as enrolling students (If so, please move to the next question)

Building/property name/building name

Flat/unit details

Street address or Lot

Suburb, locality or town

State/territory

Postcode
Contact details for emergency contact

If possible, please provide us with both a home (landline) number and a mobile number. As most of our courses have practical sessions within them it may become important for our trainers to get in touch with your emergency contact should the need arise.

**Telephone (home):**

**Mobile:**

**Fax number:**

**Website address:**

**Email:**

**Alternative email:**

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**SECTION C – Student to complete this section**

The following information is required as part of a Registered Training Organisations delivery involvement in the Vocational Education and Training Sector. Information provided by students may be made available to Commonwealth and State agencies and third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by Intelligent Training Solutions Pty Ltd. If you wish to view your records please apply to the ITS Training Manager.

**Recognition of Prior Learning (RPL) or Mutual Recognition**

1. Have you enrolled in a similar course elsewhere? □ Yes | □ No
   (Note: If you have you may be eligible for Mutual Recognition. Please contact the ITS Training Manager for additional information)

2. Have you been employed in the area covered by the course applied for? □ Yes | □ No
   (Note: If you have you may be eligible for RPL. Please contact the ITS Training Manager for additional information)

**Language and cultural diversity**

3. In which country were you born? □ Australia | □ Other – please specify: ________________________________

4. Do you speak a language other than English at home? □ No, English - English only – go to next question
   □ Yes, other – please specify: ________________________________

5. How well do you speak English? □ Very Well (1) | □ Well (2) | □ Not Well (3) | □ Not at all (4)

6. Are you of Aboriginal or Torres Strait Islander origin? □ Aboriginal | □ Torres Strait Islander | □ Both | □ Neither

**Disability**

7. Do you consider yourself to have a disability, impairment or long-term condition? □ Yes | □ No – **go to question 10**

8. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)

- Hearing/deaf □ 11
- Physical □ 12
- Intellectual □ 13
- Learning □ 14
- Mental illness □ 15
- Acquired brain impairment □ 16
- Vision □ 17
- Medical Condition □ 18
- Other □ 19

9. Do you require special assistance because of your disability? □ Yes | □ No
Employment Status

10. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- Full-time employee  □ 01
- Part-time employee  □ 02
- Self employed – not employing others  □ 03
- Employer  □ 04
- Employed – unpaid worker in a family business  □ 05
- Unemployed – seeking full-time work  □ 06
- Unemployed – seeking part-time work  □ 07
- Not employed – not seeking employment  □ 08

Schooling

11. Are you still attending secondary school?  □ Yes  □ No

12. What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent  □ 12
- Year 11 or equivalent  □ 11
- Year 10 or equivalent  □ 10
- Year 9 or equivalent  □ 09
- Year 8 or below  □ 08
- Never attended school  □ 02

13. In which YEAR did you complete that school level?

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the following qualifications in AUSTRALIA?  

- Yes  □  Yes – complete questions 15 and 16
- No  □  No – go to question 17

15. If YES, then tick ANY applicable boxes.

- Bachelor degree or higher degree  □ 008
- Advanced diploma or associate degree  □ 410
- Diploma (or associate diploma)  □ 420
- Certificate IV (or advanced certificate/technician)  □ 511
- Certificate III (or trade certificate)  □ 514
- Certificate II  □ 521
- Certificate 1  □ 524
- Certificates other than the above  □ 990

16. The highest AUSTRALIAN qualification I hold is: ______________________

   Note: Include the FULL title of the qualification, example: Certificate II in Aged Care

Study reason

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

- To get a job  □ 01
- To develop my existing business  □ 02
- To start my own business  □ 03
- To try for a different career  □ 04

If you require help with this form please call 03 9351 1068
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enrolment. This written agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

**Statement of Attainment and Certificates**
Students are entitled, at no additional cost, to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided that all fees related to the units of competency to be shown on the Statement of Attainment are paid in full. Course credentials (awards, statements of attainments, transcripts) will not be issued to students who are in breach of any part of this agreement. Additional or re-prints of Statements or Certificates will incur a $20.00 fee which will need to be paid up front.

**Course Assessment**
Students are entitled to 2 assessment attempts for each theory unit and 1 practical assessment attempt (excluding First Aid Courses). If a student is unsuccessful after 2 assessment attempts they will be required to repeat the unit and will be required to pay a repeat unit fee.

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### SECTION E – Student to complete this section

#### Course details

Please indicate which of the following courses you wish to enrol into?

**NOTE:** Discounts may apply if enrolling into two or more courses at the same time. Please check with your enrolling staff member if you are interested.

**Accredited courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Full Time Course</th>
<th>Blended Learning</th>
<th>Online Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLI41210</td>
<td>Cert IV in Transport and Logistics (Road Transport – Car Driving Instruction)</td>
<td>□ 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TLI41310</td>
<td>Cert IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving Instruction)</td>
<td>□ 02</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAE40110</td>
<td>Certificate IV in Training and Assessment</td>
<td>□ 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide First Aid</td>
<td>□ 04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Day Full Time Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Day Express Course Blended Learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Provide Cardiopulmonary Resuscitation</td>
<td>□ 05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Units of competence | skill sets**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TLI3036A</td>
<td>Apply Safe Car Driving Behaviours</td>
<td>□ 06</td>
<td></td>
</tr>
<tr>
<td>TLIF2010A</td>
<td>Apply Fatigue Management Strategies</td>
<td>□ 07</td>
<td></td>
</tr>
<tr>
<td>Teenage Survival Program</td>
<td></td>
<td>□ 08</td>
<td></td>
</tr>
<tr>
<td>TLISS00046</td>
<td>Safe Driver Program (accredited - Road Safety Skill Set)</td>
<td>□ 081</td>
<td></td>
</tr>
</tbody>
</table>

**Non-accredited courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OHS and Anti-Bullying (non-accredited)</td>
<td></td>
<td>□ 082</td>
<td></td>
</tr>
<tr>
<td>Cyber Safety and Social Media (non-accredited)</td>
<td></td>
<td>□ 083</td>
<td></td>
</tr>
<tr>
<td>Teenage Sexual Health Education Program (non-accredited)</td>
<td></td>
<td>□ 084</td>
<td></td>
</tr>
<tr>
<td>Wealth Creation and Management (non-accredited)</td>
<td></td>
<td>□ 084</td>
<td></td>
</tr>
</tbody>
</table>

**Employee, school or organisation funded training**

Is this course funded by an employer, school, employment agency or organisation? □ Yes | □ No

If YES, please complete the details below:

Company/school/organisation name:

Company ABN:

Contact/teacher/supervisor/manager name:

Contact/teacher/supervisor/manager position:

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If you require help with this form please call 03 9351 1068
Company/school/organisation full address:

Company/school/organisation phone number:

Company/school/organisation email:

How did you find us?

☐ Google search  ☐ Newspaper advertisement  ☐ Referred by another RTO
☐ Referred by a friend  ☐ Online advertisement  ☐ Facebook
☐ Other (please specify):

If you indicated that you had been referred to us or you found on through advertisement please specify

SECTION F– Student to complete this section

Applicant Declaration – This section MUST be completed. Please read the following information carefully. If left blank, the enrolment will not be accepted.

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework (AQTF) administered by the Vocational Education and Training Accreditation Board who are the registering authority. The requirements of the registering authority may mean the release of your personal information for the purpose of audit, or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the AQTF that students can access personal information held by Intelligent Training Solutions Pty Ltd and may request corrections to information that is incorrect or out of date. Please apply to the ITS Training Manager if you wish to view your own records.

I understand that Intelligent Training Solutions Pty Ltd is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection guidelines (which are available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I acknowledge that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

Please tick ALL of the following statements

☐ I understand the terms and conditions of this written agreement and the refund conditions and confirm that I have been fully advised of the fees and refund conditions of enrolment and agree to be a student at Intelligent Training Solutions Pty Ltd.

☐ I agree to pay all fees and charges according to the payment schedule that is part of this agreement.

☐ I further agree to give ITS Pty Ltd 7 days’ notice if I do not intend to attend a course I have been enrolled into and agree that should I fail to give such notice than I am liable for the FULL course fee to be invoiced to me. Failure to officially withdraw from a course (as stated in our refund clause) will result in a vacant position within the course and will deprive ITS and the course from the revenue it would provide.

☐ I give permission to Intelligent Training Solutions to apply for my Unique Student Identifier on my behalf if I do not provide one myself within this enrolment form.

☐ I understand that I can apply to the ITS Administration Manager if I wish to view my own records held by ITS P/L

Your Full Name:       Mobile Number:

Today’s date (day/month/year):    / /  

Students Signature:
NOTE: This enrolment form can be completed online without a signature. Simply visit http://www.its.vic.edu.au/events/course-schedule/ and select your course from the list of available courses.

If you are not submitting this enrolment form online then please print this document and send the completed form to:

Intelligent Training Solutions Pty Ltd
Attention: Administration Office
PO Box 322
Riddells Creek, Victoria 3431

You can also print, scan and email this form to: info@its.vic.edu.au

Payment – How would you like to make payment for your course? Please tick your preferred method.

Intelligent Training Solutions can accept payment in the following ways:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Transfer</td>
<td>Secure Payments by PayPal</td>
<td>Cheques should be made payable to Intelligent Training Solutions Pty Ltd</td>
</tr>
<tr>
<td>Intelligent Training Solutions Pty Ltd BSB: 633 000 Account: 145987467</td>
<td>ITS Pty Ltd will charge an extra 1.5% when using this method.</td>
<td></td>
</tr>
</tbody>
</table>

What happens next?

ITS will make contact with you to confirm your enrolment. If you have not received confirmation within 1 working day please call us on (+61) 3 9351 1068.

While you are waiting for us to contact you feel free to create an account for yourself on our Student Portal. To create your account please click on the link below and follow the prompts to ‘Create an Account’. Please note that registration for the ITS Student Portal is not automatic and must be prompted by the student.


SECTION G – Intelligent Training Solutions Checklist - Staff Only

Course location

- Intelligent Training Solution – Preston Venue
- Riddells Creek Neighbourhood House
- Client’s location
- Blended delivery (online and face to face)
- RPL
- Mutual recognition

Employer, school or organisation funded training

Has a copy of the employer, school or organisation funded agreement been signed and filed? □ Yes | □ No | □ N/A

Student Portal

Has the student registered for the ITS Student Portal? □ Yes | □ No – If no, please send this student a registration email.
Enrolment Fees and Payment Schedules

<table>
<thead>
<tr>
<th>Course Fees</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Contribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services/Amenities</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Materials Fee</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreed Payment Schedule</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Fee Instalment</td>
<td>Deposit</td>
<td>$</td>
</tr>
<tr>
<td>2nd Fee Instalment</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3rd Fee Instalment</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4th Fee Instalment</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Has this student been sent an invoice? □ Yes □ No – If no, please send the invoice out.

Date the invoice was sent: _____/_____/2014

ITS student management system

Has this enrolment been entered into the Wise.Net Database? □ Yes □ No

Has this student been enrolled into the selected course? □ Yes □ No

Has a Student Card been printed for this Applicant? □ Yes □ No □ Awaiting Student Photo

Student correspondence

Has this student been sent a welcome email? □ Yes □ No – If no, please send welcome email.