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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 _____

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:** _____

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?
 Note: If you speak more than one language, please indicate the one that is spoken most often
 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 – **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)

<u>Hearing/deaf</u>	<input type="checkbox"/> 11
<u>Physical</u>	<input type="checkbox"/> 12
<u>Intellectual</u>	<input type="checkbox"/> 13
<u>Learning</u>	<input type="checkbox"/> 14
<u>Mental illness</u>	<input type="checkbox"/> 15
<u>Acquired brain impairment</u>	<input type="checkbox"/> 16
<u>Vision</u>	<input type="checkbox"/> 17
<u>Medical Condition</u>	<input type="checkbox"/> 18
<u>Other</u>	<input type="checkbox"/> 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 | <input type="checkbox"/> 01 | Part-time employee | <input type="checkbox"/> 02 |
| Self employed – not employing others | <input type="checkbox"/> 03 | Employer | <input type="checkbox"/> 04 |
| Employed – unpaid worker in a family business | <input type="checkbox"/> 05 | Unemployed – seeking full-time work | <input type="checkbox"/> 06 |
| Unemployed – seeking part-time work | <input type="checkbox"/> 07 | Not employed – not seeking employment | <input type="checkbox"/> 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 | <input type="checkbox"/> 12 | |
| Year 11 or equivalent | <input type="checkbox"/> 11 | |
| Year 10 or equivalent | <input type="checkbox"/> 10 | |
| Year 9 or equivalent | <input type="checkbox"/> 09 | |
| Year 8 or below | <input type="checkbox"/> 08 | |
| Never attended school | <input type="checkbox"/> 02 | Never attended school – go to question 14 |

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 | <input type="checkbox"/> | Yes – complete questions 15 and 16 |
| No | <input type="checkbox"/> | No – go to question 17 |

15. If YES, then tick ANY applicable boxes.

- | | |
|---|------------------------------|
| Bachelor degree or higher degree | <input type="checkbox"/> 008 |
| Advanced diploma or associate degree | <input type="checkbox"/> 410 |
| Diploma (or associate diploma) | <input type="checkbox"/> 420 |
| Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> 511 |
| Certificate III (or trade certificate) | <input type="checkbox"/> 514 |
| Certificate II | <input type="checkbox"/> 521 |
| Certificate 1 | <input type="checkbox"/> 524 |
| Certificates other than the above | <input type="checkbox"/> 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 | <input type="checkbox"/> 01 |
| To develop my existing business | <input type="checkbox"/> 02 |
| To start my own business | <input type="checkbox"/> 03 |
| To try for a different career | <input type="checkbox"/> 04 |

<u>To get a better job or promotion</u>	<input type="checkbox"/> 05
<u>It was a requirement of my job</u>	<input type="checkbox"/> 06
<u>I wanted extra skills for my job</u>	<input type="checkbox"/> 07
<u>To get into another course of study</u>	<input type="checkbox"/> 08
<u>For personal interest or self-development</u>	<input type="checkbox"/> 12
<u>Other reasons</u>	<input type="checkbox"/> 11

SECTION D – Student to READ this section

Payment of fees and payment schedules

Courses under \$1,000.00 per student

All fees must be paid prior to the commencement of any course under \$1,000.00 per student.

Courses over \$1,000.00 per student

Intelligent Training Solutions will require a deposit prior to the commencement of any course in this category. The remaining amount will be split into instalments to be made by you throughout the duration of the course. For a payment schedule on the course within this category please refer to our website <http://www.its.vic.edu.au/events/>. Note, payment instalments and schedules are available on each course web page from the ITS website as of November 2013.

Refunds

After a deposit or instalment payment is made the refund arrangements are as follows:

- Refund requests must be in writing, signed and dated by the client (applicant or school), and delivered to Intelligent Training Solutions in person, by mail or by email.
- 90% of the course fee or deposit paid minus any Banking or PayPal fees is refundable if a written application is received 28 days or more prior to the proposed course commencement date.
- 50% of the course fee or deposit paid minus any Banking or PayPal fees is refundable if a written application is received between 7 to 27 days or more prior to the proposed course commencement date.
- Course fees or deposits are **not** refundable for any refund applications received less than 28 days of the proposed course commencement date.

NOTE: Any payments made within 7 days of the course commencement will not be refunded under dot point clause (4) of this section. Please decide carefully when enrolling into a course within 7 days of commencement as ITS P/L do not have a cooling off period.

- Instalment payments made throughout the course are not refundable.

Delayed commencement

In the unlikely event that Intelligent Training Solutions is unable to commence the course the initial fee payment and any instalment payments received by ITS Pty Ltd will be refunded. The refund will be paid within 4 weeks of the day on which the course was cancelled. Alternatively, enrolment in an alternative course may be offered by ITS Pty Ltd.

Missed or overdue payments

Employers, schools or students who do not make instalment payments by the due date will have their enrolment suspended for the lesser of 1 week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the 1 week suspension the student will have their enrolment cancelled and will be invoiced for the full cost of the enrolled course. Please note that a 5% administration fee will be added to any overdue amounts from the date the payment becomes overdue.

Fee charges

Prior to a student enrolling, course fees may be altered without notice. Once a student has completed their enrolment form and (if applicable) the employer or school has signed the agreement, fees will not be subject to change for the normal duration of the course. If a course length of study is extended by the student, school or employer then any fee increases will be required to be paid for the extended component of the course.

Other information and conditions

Change of Details

Students must notify ITS Pty Ltd of changes of address, telephone numbers, email addresses and fax numbers within 7 days of the change. This is required so that students can be contacted and receive important information which may affect their course or their

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.

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

TLI41210	Cert IV in Transport and Logistics (Road Transport – Car Driving Instruction)	<input type="checkbox"/> 01
	Full Time Course	<input type="checkbox"/> 011
	Blended Learning Online Course	<input type="checkbox"/> 012
TLI41310	Cert IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving Instruction)	<input type="checkbox"/> 02
	Full Time Course	<input type="checkbox"/> 021
	Blended Learning Online Course	<input type="checkbox"/> 022
TAE40110	Certificate IV in Training and Assessment	<input type="checkbox"/> 03
HLTAID003	Provide First Aid	<input type="checkbox"/> 04
	2 Day Full Time Course	<input type="checkbox"/> 041
	1 Day Express Course Blended Learning	<input type="checkbox"/> 042
HLTAID001	Provide Cardiopulmonary Resuscitation	<input type="checkbox"/> 05

Units of competence | skill sets

TLIC3036A	Apply Safe Car Driving Behaviours	<input type="checkbox"/> 06
TLIF2010A	Apply Fatigue Management Strategies	<input type="checkbox"/> 07
Teenage Survival Program		<input type="checkbox"/> 08
TLISS00046	Safe Driver Program (accredited - Road Safety Skill Set)	<input type="checkbox"/> 081

Non-accredited courses

OHS and Anti-Bullying (non-accredited)	<input type="checkbox"/> 082
Cyber Safety and Social Media (non-accredited)	
Teenage Sexual Health Education Program (non-accredited)	<input type="checkbox"/> 083
Wealth Creation and Management (non-accredited)	<input type="checkbox"/> 084

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: _____

Company/school/organisation full address: _____

Company/school/organisation phone number: _____

Company/school/organisation email: _____

How did you find us?

- | | | |
|--|--|--|
| <input type="checkbox"/> Google search | <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Referred by another RTO |
| <input type="checkbox"/> Referred by a friend | <input type="checkbox"/> Online advertisement | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> 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:

 <p>Intelligent Training Solutions Pty Ltd BSB: 633 000 Account: 145987467</p>	 <p>ITS Pty Ltd will charge an extra 1.5% when using this method.</p>	 <p>Cheques should be made payable to Intelligent Training Solutions Pty Ltd</p>
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- Option 1

- Option 2

- Option 3

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.

<http://www.its.vic.edu.au/moodle/login/index.php>

SECTION G – Intelligent Training Solutions Checklist - Staff Only

Course location

- Intelligent Training Solution – Preston Venue 01
- Riddells Creek Neighbourhood House 02
- Client's location 03
- Blended delivery (online and face to face) 04
- RPL 05
- Mutual recognition 06

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

Course Fees	Code	Amount
Tuition Contribution		
Student Services/Amenities		Nil
Materials Fee		Nil
Other		
Total		

Agreed Payment Schedule	Code	Amount
1 st Fee Instalment Deposit		\$
2 nd Fee Instalment		\$
3 rd Fee Instalment		\$
4 th Fee Instalment		\$
Total		\$

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.
