



Registered Training Organisation 31600

Enrolment Form

COMPLETE ALL SECTIONS IN FULL

USI - please print with clear capital letters

COURSE DESCRIPTION:

STUDENT CONTACT DETAILS: (PLEASE PRINT CLEARLY) **(SIGNATURE REQUIRED ON REVERSE PAGE)**

Surname: _____ Given names: _____

Note: Names printed here will be seen on certificate

Date of Birth (dd/mm/yyyy): _____ Gender (M/F): _____

Home Address: _____

Suburb: _____ Postcode: _____

Postal Address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

EMERGENCY DETAILS:

Contact Name: _____ Relationship: _____

Telephone: _____

EMPLOYER DETAILS (If applicable)

COMPANY NAME: _____

PLEASE SIGN ON THE REVERSE SIDE OF THIS FORM

OFFICE USE ONLY	DOCUMENT TITLE: STUDENT ENROLMENT FORM CREATED ON: 7/03/2017. CREATED BY: Bob Plumpton & Jo Morris	VERSION: 1.4 PAGE 1 OF 2
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**Important – Please read and ensure you understand the following information
PRIOR TO ENROLMENT:**

Plumpton Training Services Pty Ltd, as an RTO is required to provide all students prior to enrolment information on the following:

TRAINING

Information on Training Services provided by Plumpton Training Services Pty Ltd is available from the office via phone, or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with the Training Package and Qualification guidelines, utilizing equipment that complies with all safety standards. Courses are delivered with both theory and practical components in classrooms, online and in a simulated work environment. All Pricing and course duration is as published and available by contacting Plumpton Training Services.

ASSESSMENT

Assessments of units will be conducted at a time agreed to by both parties after the following requirements are met:

- Successfully complete all required training including online, classroom and practical (in a simulated work environment).
- Gain the required duration of supervised nominal hours on the equipment you have been trained on, and

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment method or process, or have any concerns, please discuss these with a Plumpton Training Services Staff Member.

SUPPORT SERVICES AND SPECIAL NEEDS

Plumpton Training Services Pty Ltd will take every possible action to ensure we support you through-out your training and assessment process. If at any point through-out your course you require assistance or support, please discuss these needs with Plumpton Training Services staff. If you have any special needs, including language and literacy, learning, mobility, visual impairment or hearing, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises.

YOUR RIGHTS

As part of your training and assessment, you have various rights. Plumpton Training Services Pty Ltd wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated, or feel abused, please notify the CEO immediately in person, via phone, or in writing. If you feel you need to complain about an aspect of service or training and assessment, you may do so verbally or in writing. Appeals on any decision made by Plumpton Training Services Pty Ltd may be lodged to the CEO and must be done so in writing. For unresolved Appeals contact Australian Skills Quality Authority www.asqa.gov.au For more information on your rights, please talk to Plumpton Training Services staff.

RULES AND REGULATIONS

1. To graduate from your enrolled course, students must be able to fulfil the following obligations:
 - Demonstrate to the Trainer and Assessor through attendance and assessment, both practical and theory, that academic and professional skills have been obtained to a satisfactory level.
 - Satisfy all academic, administrative and financial obligations to the organisation.
2. Smoking is not permitted in the organisation's premises or anywhere within the building.
3. Students must promptly notify Plumpton Training Services of any change of name, address and contact details.
4. Plumpton Training Services may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off or be on silent during classes.
5. Students may be suspended or expelled from Plumpton Training Services at the CEO's discretion for:
 - Failure to uphold or maintain any of Plumpton Training Services Policies and Procedures.
 - Serious misconduct or breach of legislation.

REFUND POLICY

Deposits on course fees shall not be refunded to the student under any circumstances unless:

- Plumpton Training Services Pty Ltd cancels or discontinues a course.
- If you withdraw from a course due to illness (we will refund any course deposit fees paid less an administrative fee).

If you fail to commence the course or withdraw for any other reason other than illness, with less than one weeks' notice, you will forfeit any monies paid.

Do not sign below if you feel you have not received sufficient information or details on all of the above points.

STUDENT DECLARATION:

I, _____ have read, understand and agree to the following:

- a) I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies.
- b) I release and hold harmless Plumpton Training Services Pty Ltd, its CEO, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the institute however caused.
- c) I declare truly and solemnly that's the information provided on this enrolment form is true and correct.

Student's signature _____ Date: ____/____/____.