



NV Education & Training Services

Student Enrolment Form

Application Instructions

Thank you for choosing NV Education and Training Services (NVETS). Please fill in the fields below. Incomplete applications will not be processed. Please fill in form and save to desktop.

Then email completed application form to: nvetsmanager@nvets.org.au

Post to NVETS, 39 John Street, Salisbury SA 5108

ABN: 54 560 274 101

Unique Student Identifier

As of 1 January 2015, having a Unique Student Identifier (USI) is compulsory for all accredited training. If you do not have a USI please go to <http://www.usi.gov.au> before commencing the course.

USI Number

Applicant Details

Title Mr Mrs Miss Ms

Given Name Middle Names

Family Name

Sex Male Female Date of Birth (month/day/year)

Home Address

Suburb Post code

Phone Mobile

Email address

Postal Address

Suburb Post code

(leave blank if same as home address)

Course Selection (Please tick)

- HLTAID001 Provide CPR
- HLTAID003 Provide First Aid
- HLTAID002 Provide basic emergency life support
- CHC14015 Certificate I in Active Volunteering
- CHC24015 Certificate II in Active Volunteering
- CHC34015 Certificate III in Active Volunteering
- CHC22015 Certificate II in Community Services
- CHC44015 Certificate IV in Coordination of Volunteer Programs
- CHC62015 Advanced Diploma of Community Sector Management
- BSB61015 Advanced Diploma of Leadership and Management

Are you seeking credit for previous training or recognition of prior learning? Yes No



NVEducation&TrainingServices

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Emergency Contact

Name Relationship

Contact number

Language and Cultural Diversity

In which country were you born? Australia Other - country and city

Do you speak a language other than English at home?

Yes - please specify No

Are you Aboriginal or Torres Strait Islander? (Please tick)

No Aboriginal Torres Strait Islander Both

English Proficiency

Very Well Well Not Well Not at all

Resident status (please tick)

Australian Citizen Permanent Resident Other - please specify

Disability

Do you consider yourself to have a disability, impairment or long-term condition?

No Yes (if yes, tick selection)

Visual Hearing/deaf Intellectual Learning Mental Illness

Physical Medical Condition Acquired brain impairment Other

Do you require special assistance because of the disability?

Yes No

If yes, please indicate how we might assist you:

.....

Is there any other support you think you might need during your course?

.....

.....

Schooling

What is your highest completed school level?

Year 8 or below Year 9 or equivalent Year 10 or equivalent

Year 11 or equivalent Year 12 or equivalent Never attended school

In which year did you complete that school level?

Are you still attending secondary school? Yes No

If yes, please indicate name and contact details of FLO Coordinator or Educational Support Person if applicable

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Previous Qualifications

Have you successfully completed any of the following qualifications? Yes (please tick) No
 Certificate III Certificate IV Diploma Advanced Diploma Degree or above

Employment

Employment Status (Please tick which best describes your current employment status)

- | | |
|--|---|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Employed - unpaid family worker | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Self-employed - not employing others |
| <input type="checkbox"/> Not employed = not seeking employment | <input type="checkbox"/> Employer |

If unemployed and are with a Job Active, please indicate contact name and details

Study Reason

What is your reason for studying this course? (Please tick the which BEST describes your main reason)

- | | | |
|--|---|---|
| <input type="checkbox"/> start my own business | <input type="checkbox"/> to gain Paid employment | <input type="checkbox"/> To develop existing business |
| <input type="checkbox"/> requirement of my job | <input type="checkbox"/> Try for a different career | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> SACE points | <input type="checkbox"/> want extra skills for my job | <input type="checkbox"/> To get into another course |
| <input type="checkbox"/> personal interest or self-development | | <input type="checkbox"/> Other reasons |

Application and Enrolment Fees

An administrative and enrolment fee of \$150.00 is payable to NV Education Services upon enrolment and acceptance. This fee is non-refundable but will be taken off the total cost of the course. Application fee may not be applicable in some cases e.g., in short courses, funded places or waived at NVETS discretion.

Code of Conduct

At all times student conduct whilst studying and training with NV Education and Training Services must not inhibit other students from learning in a safe and suitable environment. Cheating of any kind is prohibited and could result in expulsion from the course of study. Substance abuse (e.g. illegal drug taking or trafficking or unsavoury behaviour including those which result in police involvement) will not be tolerated and engaging in such activities could result in expulsion from the course. Any student found to be involved in activities that contravene Australian Law will automatically be dismissed from their study.

Privacy Disclaimer

The information provided by the student to the provider may be made available to Commonwealth and State agencies.



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Refund Policy

For full policy, please refer to the Student Handbook

Withdrawal Reason	Amount Refunded
Withdrawal at least 1 week prior to the agreed start date	Full refund (less \$50 administration fee)
Withdrawal at 1-6 days prior to agreed start date	50% refund (less \$100 enrolment fee)
Withdrawal on the agreed start date	No refund
Withdrawal after the agreed start date	No refund
Course withdrawn by NVETS	Full refund
The RTO is unable to provide the course for which the original offer was made	Full refund

Declaration

I hereby certify that the particulars herein are correct and by completing this enrolment form I am agreeing to the terms and conditions of studying with NV Education and Training Services and giving written permission to access my personal information and use it for statistical purposes. These terms and conditions can be found in the Student Handbook which is located on the website or a hard copy can be made available upon request.

Applicant Signature Date

Parent/Legal Guardian's Signature Date

(if student is under 18 years of age)

For Office Use Only

	Date completed	Initial
Entered into VETtrak
USI indicated
Trainer informed of any student support required
Enrolment form completed
RTO representative completing form
Name	Position	
Signature		Date

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