NVEducation&TrainingServices

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: **nvets@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

Gender ☐ Male ☐ Female Date of Birth (day/month/year)

Home Address

Suburb Post Code

Phone Mobile

Email

Postal Address (leave blank if same as home address)

Suburb Post Code

Course Selection (Please tick)

- ☐ CHCPRT001 Idenitify and respond to children and young people at risk
- ☐ HLTAID001 Provide CPR
- ☐ HLTAID002 Provide basic emergency life support
- ☐ HLTAID003 Provide First Aid
- ☐ CHC14015 Certificate I in Active Volunteering
- ☐ CHC24015 Certificate II in Active Volunteering
- ☐ CHC22015 Certificate II in Community Services
- ☐ CHC34015 Certificate III in Active Volunteering
- ☐ 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

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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)

☐ Vision ☐ 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 country, and 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 I ☐ Certificate II ☐ Certificate III ☐ Certificate IV

☐ Diploma ☐ Advanced Diploma ☐ Degree or Above

Employment

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

☐ Full - time employee ☐ Part - time employee

☐ Employed - unpaid family worker ☐ Unemployed - seeking full-time work

☐ Unemployed - seeking part-time work ☐ Self - employed - not employing others

☐ Not employed - not seeking employment ☐ 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)

☐ Start my own business ☐ To gain Paid employment ☐ To develop existing business

☐ Requirement of my job ☐ Try for a different career ☐ To get a better job or promotion

☐ SACE points ☐ Want extra skills for my job ☐ To get into another course

☐ Personal interest or self-development ☐ 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)

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 .....