

# ENROLMENT FORM

## Australian Safety & Training Alliance

16 Princess Street  
East Bundaberg  
Ph: (07) 4153 2800  
Fax: (07) 4153 2811

PO Box 4383  
Bundaberg South 4670  
Email: [info@austsafe.net.au](mailto:info@austsafe.net.au)  
Website: [www.austsafe.net.au](http://www.austsafe.net.au)

(1) Course Details	
Name of Course: .....	
Course Reference: ..... Course Dates: .....	
(2) Client/Student Details	
Family name: .....	Given name/s: .....
<b>Note: Your result/award will be issued with the name recorded above.</b>	
Male <input type="radio"/> Female <input type="radio"/>	Date of birth:        /        /
Ph: (.....)..... (H)	Fax: (.....) .....
Ph: (.....)..... (W)	E-mail: .....
Residential address: ..... ..... ..... Postcode: .....	Postal address: ..... ..... ..... Postcode: .....
Emergency contact: <i>Note: The person you would want us to contact in an emergency.</i>	
Name: ..... Contact details: .....	
Do you have special needs that impact on your learning? <input type="radio"/> Yes <input type="radio"/> No	
If yes please specify: .....	
(3) Current Employment Details	
Employer: .....	Ph: (.....).....
Postal address: ..... .....	Fax: (.....).....
..... Postcode: .....	Website: .....
	E-mail: .....



**(4) Recognition of Prior Learning (RPL)**

Note: List the modules for which you want to apply for RPL.

Code:	Module name	Evidence attached

**(5) Declarations**

I ..... wish to enrol in the above course with ASTA and I declare that:

- (a) I have read, understood and agree to the *Conditions for Enrolment*.
- (b) The information I have provided is true and correct to the best of my knowledge.

Client/student signature: ..... Date: / /

I .....agree to pay all fees as they come due.

Signature: ..... Date: / /  
*Person responsible for paying fee/s*

**(6) Payment details**

Amount due: \$ .....  Cash  Cheque  Credit Card  Purchase Order (attached)  
(A charge of 1.25% will be incurred on the total amount of all credit card purchases)

If applicable please fill in the credit card details below:

Please charge my:  Bank Card  Mastercard  Visa

Card No.: ..... Expiry Date: .....

Cardholder's Name: ..... Signature: .....

(a) Should you require a Tax Invoice, please provide the following information to be included on the invoice:

Name: .....

Address: ..... Postcode: .....

Attention: .....

**Office use only:**

Enrolment received:  Meets Entry Requirements:  Fee paid:

Receipt issued:  Student AASTAsment received:

Statement of Attendance/Participation: Date Issued: / / Signed: .....

# Terms and Conditions

## Australian Safety & Training Alliance Code of Practice

ASTA agrees to abide by its Code of Practice by:

- ✓ Delivering high quality services to its clients.
- ✓ Meeting client needs through best practice and innovative delivery of service.
- ✓ Providing services that are consistent, of value and quality.
- ✓ Identifying problems and inadequacies of service delivery and to amend these issues quickly.

## Complaints and Grievances

ASTA recognises that differences and grievances can arise from time to time. The rapid settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

You agree to:

- Tell us if you are dissatisfied or have any concerns about our products, services, processes or policies.
- Tell us if you think you have been treated unfairly or unjustly.
- We will discuss the matter with you and try to resolve the problem

## Literacy and Numeracy

To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate and ASTA may at times refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training.

## Privacy

ASTA collects and stores your personal details. During training we record your progress. We use this information to measure your and our performance and also to let you know about our future products and services. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes.

We **DO NOT** share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the *Qld. Privacy ACT*.

## Fees and Refunds

ASTA undertakes to ensure that we provide financial safeguards for fees, charges and subsidies received from all students and training service clients. We ensure that all fees and charges paid are recorded in the appropriate manner so as to guarantee financial integrity.

- Clients/students who have overpaid and have supporting documentation as proof will be issued with a refund
- Where the client/student paid monies and the course is unavailable to commence, a refund will be issued.
- A transfer to a future course received more than 10 working days in advance of the start of the course will be able to do so without penalty. A cancellation will attract a 10% administration fee and the balance refunded.
- Cancellations received between 5-10 working days before the start of the course will forfeit 50% of the course fee. Cancellations within 5 days of the start of a course will forfeit 75% of the fee.
- Non-attendance without notice will result in the full course fee being charged. Where a client

commences a course and is unable to complete, no refund will be due.

- In all cases a substitute may be nominated to attend the original course without penalty.
- A charge of 1.25% will be incurred on the total amount of all credit card purchases.

## Enrolment and Selection

You must advise ASTA of:

- any medical condition or disability that may interfere or limit your ability to meet the competencies of your training.
- any changes to your personal information.
- any limitations in your literacy or numeracy skills that may affect your ability to meet the training competencies.
- any intended application of Recognition of Current Competencies / Recognition of Prior Learning.
- you must attend or make yourself available for an induction to training program.

Enrolments are accepted on the basis that ASTA will not be held liable for costs incurred due to course cancellation or rescheduling. ASTA will endeavour to give as early advice as possible of any course changes. Also be advised that minimum numbers apply to run all courses.

Course dates and fees are subject to change without prior notice.

## Legislative and Regulatory Requirements

You acknowledge that you must observe our OH&S policies and all workplace practices as instructed by your trainer including Equal Rights and Equal Opportunity and the anti-discrimination Acts.