



Essential Training

ENROLMENT FORM – Accredited Training

For Group Bookings/Corporate Bookings, please use our **GROUP ENROLMENT FORM** for Short Courses.

ALL fields of this Enrolment Form are mandatory, please complete fillable form, save it and email to training@et.wa.edu.au.

Alternatively, you can download/save this form and print it. To complete manually, please use black ink and write clearly in CAPITAL LETTERS (in English)

Don't forget to attach any supporting documents. Any qualification copies must be verified as certified true copies or supported by your USI Transcript.

Note: Information contained in this document is utilised in accordance with Essential Training's Privacy Policy

PERSONAL DETAILS AND CONTACT INFORMATION			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
Given Name/s			
Surname / Family Name			
Date of Birth			
Unique Student Identifier (USI)	If you do not have one yet, to register for your USI please visit: https://www.usi.gov.au		
Home Address <i>(This is your permanent residential address, please provide a physical address where you currently reside – not a PO Box or temporary address)</i>	Building Name Flat/Unit Number Street Number and Street Name Suburb/Town State Postcode		
Postal Address <i>(Please provide details here if this is different to your physical address.)</i>	Building Name Flat/Unit Number Street Number and Street Name Postal Delivery Box (If applicable) Suburb/Town State Postcode		
Phone Number <i>(Including area codes if applicable)</i>			
Email Address			
Country of Birth		Nationality	
Citizenship	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Resident <input type="checkbox"/> Other (Visa Holder)		
Are you Aboriginal / Torres Strait Islander decent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say		
Employment <i>(if applicable/currently working)</i>	Usual Occupation		
	Employer		
EMERGENCY CONTACT DETAILS			
Full Name		Relationship	
Email		Phone Number	





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COURSE SELECTION – NATIONALLY RECOGNISED TRAINING OPTIONS

What course do you wish to apply for?	Select	Course Code and Course Title	Course Duration	Tuition Fee
	<input type="checkbox"/>	CPCWHS1001 Prepare to work in the construction industry	1 day	\$88.00
	<input type="checkbox"/>	CPPFES2005 Demonstrate first attack firefighting equipment	1 day	\$170.00
	<input type="checkbox"/>	PUAFER005 Operate as part of an emergency control organisation	1 day	\$165.00
	<input type="checkbox"/>	PUAFER006 Lead an emergency control organisation	½ day	\$195.00
	<input type="checkbox"/>	PUAFER005 / PUAFER006 emergency control combined course	1 day	\$300.00
	<input type="checkbox"/>	HLTAID009 Provide cardiopulmonary resuscitation	½ day	\$99.00
	<input type="checkbox"/>	HLTAID010 Provide basic emergency life support	1 day	\$77.00
	<input type="checkbox"/>	HLTAID011 Provide First Aid	1 day	\$160.00
	<input type="checkbox"/>	HLTAID012 Provide First Aid in an education and care setting	1 day	\$190.00
	<input type="checkbox"/>	HLTAID009 / HLTAID011 Provide CPR and First Aid	8 hours	\$220.00
	<input type="checkbox"/>	HLTAID009 / HLTAID011 Refresher only	½ day	\$99.00

PAYMENT DETAILS

Fee Protection & Refund Policy	<ul style="list-style-type: none"> - All fees stated above are listed in Australian Dollars (AUD) - No GST is charged for accredited vocational education and training courses delivered. - Pre-paid fees relate to any fees collected before the relevant services are provided (course commencement). Course deposit amounts or full course payments due will be stated on your Confirmation of Enrolment Letter. Essential Training will not collect more than \$1500 AUD prior to course commencement for any individual learner enrolled in domestic training programs. - You will receive a Tax Invoice as part of your enrolment confirmation documentation which contains further information on how to pay for your course. - For individual units of competency or short courses, non-attendance on the day of your course will incur the full course cost. - If you wish to cancel or postpone your course – 7 days’ notice must be given in writing. - Qualifications/Statements of Attainment will not be issued without a valid USI and full payment of course fees. - Please also see ‘Enrolment Terms & Conditions’ outlined on Page 5 prior to submitting your Enrolment. <p>To view our full Refund and Course Cancellation Policy – please refer to our Learner Handbook. A current digital copy is available at : www.et.wa.edu.au</p>
Payment Method	<input type="checkbox"/> I would like to pay via cash or credit card (credit card payments attract a 1.75% surcharge) <input type="checkbox"/> I would like to pay via direct deposit to Essential Training’s bank account <input type="checkbox"/> My Employer is paying, please invoice my organisation: Employer/Company Name: Contact Name (Accounts Department): Contact Email Address (Accounts Department):

COURSE ENROLMENT NOTES:

*A range of short courses including the Health and Safety Representative (HSR) Training and Mental Health First Aid (MHFA) are also available, please see our Short Course (Non-Award) Enrolment Form to apply for these courses.

** 1 day of training equates to roughly 6-7 hours per day, depending on the class size and learner capabilities.





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ENGLISH PROFICIENCY, LLN AND PRIOR EDUCATION INFORMATION

Is English your main spoken language?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If No, what is the main language spoken at home:
If no, how well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Very Well <input type="checkbox"/> Unsure
What is your highest school level completed?	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 or below Year completed school:
Have you successfully completed any other qualifications: Degrees, Diplomas or Certificates?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please tick all that apply: <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree or Higher What was the last qualification attained? Please write full qualification name and year completed:
Do you want to apply for RPL or Credit Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require language, literacy, and/or numeracy (LLN) assistance during your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide any details that may assist our training team:
Do you consider yourself to have a disability, impairment, special learning requirement, or long-term condition that may impact your learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: <input type="checkbox"/> Physical/ Mobility <input type="checkbox"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Mental Illness <input type="checkbox"/> Learning <input type="checkbox"/> Hearing <input type="checkbox"/> Other: Any further comments or information that may assist our training team to support your learning progress:
Employment: Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	<input type="checkbox"/> Full-Time employee <input type="checkbox"/> Part-Time employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed but seeking part-time work <input type="checkbox"/> Unemployed but seeking full-time work <input type="checkbox"/> Not employed – Not seeking employment
Study Reason: Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons



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ENROLMENT TERMS AND CONDITIONS

Please read the below information to ensure an informed decision is made about your course selection and enrolment:

1. Enrolment & Course Selection

Please refer to the Course Flyer OR Course Page on our website for detailed information on the course including fees, duration, outcomes and assessment.

- a) The learner is responsible for notifying the RTO if they have a medical condition, disability, or require assistance in their training.
- b) It is the learner's responsibility to note the date, time and location of the advertised course.
- c) Courses with low enrolments may be cancelled or postponed, every effort will be made to contact Learners with as much notice as possible, please ensure your contact details are correct.
- d) Requests from the Learner to transfer to another course/commencement date due to changed personal circumstances will be considered and every effort will be made to ensure placement into an alternative scheduled course. Please advise Essential Training with at least 7 days' notice to avoid penalties.
- f) Full course fees are still payable for late enrolments/commencements and approval is required by the Trainer to join the class
- g) The RTO reserves the right to decline admission to a course, terminate a Learner's enrolment in a class due to not meeting entry requirements, or due to misconduct of any kind. The RTO may change the allocated Trainer/Assessor at any time without notice.
- h) Learners participating in courses involving physical activity; field trips, practical demonstrations etc. do so at their own risk. Essential Training's Staff and Learners are covered by public liability insurance whilst working within the RTO's approved premises.

2. Course Fees, Payments and Refunds

- a) Course Flyers, Pricelists/Enrolment Forms and the RTO's Website will ensure all course fees, including any required deposits; administration fees; material fees, and any other charges (if applicable) are clearly stated.
- b) The RTO is responsible for the issuance of AQF certification documentation in a timely manner. Certificates and Statements of Attainment are only issued to Learners who are assessed as competent in the units completed. The cost of the certificate is included in the course fees.
- c) Refunds may be made in the following circumstances:
 - i. Learner has overpaid the course fee or administration charge
 - ii. Learner has enrolled in training that has been terminated by the RTO, or fails to provide agreed services (RTO default)
 - iii. Learner advises the RTO prior to course commencement – with sufficient notice, that they are withdrawing from the course
 - iv. If the Learner withdraws from a course or program, prior to course commencement, with written notice, due to illness or extreme hardship as determined by the RTO
- d) Refunds are issued in accordance with the RTO's Refund Policy and Procedure
- f) Learners are responsible for the safe storage of their Certificates and Statements of Attainment. To reissue a Certificate or Statement of Attainment, a re-issue fee of \$35 for a full Qualification certificate or \$25 for a Statement of Attainment will be charged.
- g) If a learner is deemed 'not yet competent' on completion of training, they will be offered an opportunity to be reassessed. If a learner is deemed not yet competent a second time, further opportunities are available for reassessment, however, this must be approved by the Training Manager and re-assessment fees may apply. Please see the re-assessment policy in the Learner Handbook.

3. Consumer Protection and Guarantee

Essential Training strives to deliver high quality training and assessment at all times in line with its accreditation and registration compliance standards. Therefore Essential Training guarantees that services provided by the RTO will be provided in agreed timeframes, by suitably qualified staff, provided with due care and skill and will be fit for any specified purpose.

> Cooling Off Period

Essential Training protects the rights of the learner including but not limited to the Statutory requirements for cooling-off periods. Learners are eligible to cancel their enrolment by submitting formal notice of cancellation in writing to the Training Manager (a letter or email is acceptable) within **48 hours** of enrolment, unless the learner has already commenced the training. Please refer to the Refund Policy for the process on acquiring a refund.

> Complaints and Appeals

If a learner is experiencing any difficulties, they are encouraged to discuss their concerns with their course Trainer.

Essential Training administrative/support staff will make themselves available at a mutually convenient time if a learner wishes to seek further assistance. If a Learner wishes to make a formal complaint, they are required to complete a Complaints and Appeals Form. Once the form has been completed, the form should be submitted to Essential Training for actioning by the Management Team. Please refer to the Learner Handbook for more details on the Complaints and Appeals Process.

> Changes to Agreed Services

Where there are any changes to the agreed services that will affect the learner, including in the event of Essential Training closing down, the RTO will advise the learner as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.





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LEARNER SUPPORT AND PRIVACY STATEMENT

All Learners will undergo an induction with Essential Training, which covers the Learner's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Essential Training's Learner Handbook also outlines the Learner's rights and responsibilities that will affect their participation in vocational education and training. The Learner acknowledges that they must observe Essential Training's policies and procedures applicable to them/their course, according to State and Federal Government legislative and regulatory requirements, as set out in the Learner Handbook.

Learner Support

Essential Training caters to diverse client learning needs and aims to identify and respond to the learning needs of all Learners. Learners are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage, to course completion, via their Trainer/Assessor or Essential Training administration or support staff. Essential Training is committed to providing learners requiring additional support, advice or assistance while training. Please see the Learner Handbook on the various types of support provided by Essential Training.

Privacy Protection

Essential Training respects the importance of securing any form of personal information which is collected from the learner(s) and/or other Stakeholders. Information collected from Learners is only utilised for the purpose gathering information on the learner as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

Essential Training has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to Learner records for the purpose of auditing Essential Training against the Standards for RTO's. No Learner files will be removed from Essential Trainings site, unless a learner is notified beforehand.

Privacy Notice

You may contact Essential Training at any time to request access to your personal information, update your personal information, make a complaint about how your personal information has been handled, or to ask a question about this Privacy Notice. Our full PRIVACY POLICY is available at all times via our website: www.et.edu.au. A summary is provided below:

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

Under the Data Provision Requirements 2012, Essential Training is required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Essential Training for statistical, regulatory and research purposes. Essential Training may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- The Australian Skills Quality Authority (ASQA);
- Organisations conducting student surveys and authorised researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).





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LEARNER DECLARATION

Course Requirements Acknowledgement

Essential Training is a Registered Training Organisation (RTO), and is required under the Data Provision Requirements 2012, Part 2 AVETMISS Compliance, to capture accurate VET information about learners, their courses, units and qualification completion.

You acknowledge that you must obtain a Unique Learner Identifier (USI) and provide this to Essential Training, as this is a government requirement for all learners undertaking nationally recognised training. You will need a USI in order to receive your Qualification or Statement of Attainment.

Please do not register for another USI if you already have one, however, if you have not previously applied for one, you can obtain a USI on the USI website. Follow the link further information on the USI and to obtain your USI <https://www.usi.gov.au/Learners>

I understand and accept the above statement and will provide this information accurately.

I declare that:

the information provided is true and correct and I agree to comply with the terms and conditions set out in this Enrolment Form.

I have read the course information available from Essential Training's website and understand the requirements for the course which I am applying for.

I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.

I acknowledge and agree with the terms and conditions of enrolment with specific reference to the RTO's enrolment requirements.

I consent to Essential Training providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.

I understand that I will be required to pay a deposit or full course fees to confirm my enrolment as part of my Enrolment Agreement, and must follow the Refund Policy should I change my mind or require changes to my existing enrolment.

By signing this document, I give permission for the RTO to access my Unique Learner Identifier and any required verification for the purpose of my training.

I understand that my rights and responsibilities as a Learner are outlined in the Learner Handbook and that I should refer to this handbook for further information on USI, LLN Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.

I have read and understood Essential Training's Privacy Information and can seek further information on this by contacting the RTO or via the RTO's website: www.et.wa.edu.au

I understand that most courses require an eLearning component and that my assessment workbook must be submitted electronically, and I have suitable access to a PC/Laptop/Electronic Device and the Internet.

Learner Name:

Learner Signature:

Date:

ESSENTIAL TRAINING ACCREDITED COURSE / INDIVIDUAL ENROLMENT FORM 2023	Current Version 2.1	Previous Version Issue Date: 01/05/2023	Current Version Issue Date: 25/10/2023	Next review date: 01/02/2024
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