

AUSTRALIAN MASTERY LEARNING ACADEMY

Instructions: Please complete all sections clearly and carefully in block letters.

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to comply with the Total Vet Activity reporting for RTOs.

1. Course Details

Name of training program currently undertaking: _____

Enrolment date: _____ Course Date: _____

Training Agreement No: (Traineeships Only) _____

Unique Student Identifier (USI):

--	--	--	--	--	--	--	--	--	--

2. Personal Details

Title: (Please tick)

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Dr

☐

Other

☐

Family Name: _____

Given Names: _____

Date of Birth: _____ Gender: _____

Phone Numbers: Home: _____ Work: _____ Mobile: _____

Email address: _____

Emergency/Next of Kin Contact Details:

Name: _____ Phone: _____

USI Information: City of Birth: _____

Drivers Licence No: _____ State of Issue: _____

Residential Address:

- Building Name: _____
- Flat/Unit details: _____
- Street/Lot No: _____ Street Name: _____
- Suburb/Town: _____
- Post Code: _____ State/Territory: _____

Postal Address (Please tick if same as Residential Address):

☐

- Building Name: _____
- Flat/Unit details: _____
- Street/Lot No: _____ Street Name: _____
- PO Box: _____ Suburb/Town: _____
- Post Code: _____ State/Territory: _____

3. Employer details:

- Company name: _____
- Contact Person: _____
- Address: _____
- Suburb/Town: _____ Telephone: _____

4. Education

What is your highest completed school level?

<input type="checkbox"/> Did not go to school	<input type="checkbox"/> Completed year 8 or lower	<input type="checkbox"/> Completed year 9
<input type="checkbox"/> Completed year 10	<input type="checkbox"/> Completed year 11	<input type="checkbox"/> Completed year 12

In which year did you complete that school level? _____

Are you still attending secondary school?

Yes ☐ No ☐

5. Language and Cultural Diversity

Were you born in Australia? Yes ☐ No ☐

If not, please specify country of birth: _____

Do you speak a language other than English at home?

☐ No, English only (*Go to disability section*)
☐ Yes, other – please specify below:

How well do you speak English? ☐ Very Well ☐ Well ☐ Not well ☐ Not at all

Are you of aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes, Aboriginal
<input type="checkbox"/>	Yes, Torres Strait Islander

6. 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"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment

7. Disabilities

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> No disability | <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Medical condition | <input type="checkbox"/> Other | <input type="checkbox"/> Multiple disabilities | |

8. Prior Education

Have you successfully completed any of the following qualifications?

- | | |
|--|---|
| <input type="checkbox"/> Yes (please tick ANY applicable boxes) | <input type="checkbox"/> No (Go to the Employment section) |
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than the above |

9. Study Reason

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? (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 |

10. Previous Training Experience

To assist with AMLA's planning for this training program, please indicate if you have had any of the listed training experiences:

- | | | |
|---|--------------------------|---|
| Had previous VET training as a trainer/assessor | <input type="checkbox"/> | Years of experience: _____ (Approx.) |
| Been involved in informal industry/workplace training | <input type="checkbox"/> | Years of experience: _____ (Approx.) |
| Assisted Vet trainers/assessors as an industry expert | <input type="checkbox"/> | Often <input type="checkbox"/> Not often <input type="checkbox"/> |
| Supervised workplace trainees using training logbooks | <input type="checkbox"/> | Often <input type="checkbox"/> Not often <input type="checkbox"/> |

Other (please explain): _____

Enrolment Declaration

I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct.

Signed: _____ Date: _____
(Student)

Trainer: _____ Signed: _____

11. Enrolment options blended program:

Full Course: 7 Core Units plus 3 elective units.

Full course (10 units) \$1450 + Course admin fee (one off) \$50 - \$1500

Listed below are the core and elective units covered in this course.

- | | |
|---|---|
| <input type="checkbox"/> TAEASS401B Plan assessment activities and processes | <input type="checkbox"/> TAEDEL402A Plan, organise and facilitate learning in the workplace |
| <input type="checkbox"/> TAEASS402B Assess competence | <input type="checkbox"/> TAEDES401A Design and develop learning programs |
| <input type="checkbox"/> TAEASS403B Participate in assessment validation | <input type="checkbox"/> TAEDES402A Use training packages and accredited courses to meet client needs |
| <input type="checkbox"/> TAEDEL401A Plan, organise and deliver group-based learning | |

Elective Units

- ☐ BSBCMM401A Make a presentation
- ☐ TAEDEL301A Provide work skill instructions
- ☐ TAEELN411 Address adult language, literacy and numeracy skills

Face-to-Face: (4 + students req.)

12. Payment Details

USI request: I require AMLA to apply for a USI for me for a fee of \$20. ☐ Yes ☐ No

Training Cost: Full Course \$1500 ☐ / \$1520 ☐

Payment method: ☐ Cash ☐ Cheque ☐ Bank transfer

Name: _____ Signature: _____

Bank Details: Heritage Bank

Account No: 12245720

BSB: 638 – 060

13. Payment Declaration

- AMLA pricing is reviewed on a regular basis and is subject to change at any time prior to AMLA receiving my enrolment.
- I understand that my enrolment (including place/s in a public course) will be confirmed after AMLA has received an initial payment of \$1500 prior to course commencement. This amount includes the \$50 non-refundable enrolment fee.
- A payment plan can be provided by AMLA for the balance payment of this course.
- A fee of \$20 is required if a student requests AMLA to apply for their USI.
- AMLA reserves the option to cancel any enrolment due to non-payment of course fees.
- I have read and accept the current AMLA Fees and Discount Refund Policy and Code of Practice and understand my rights and obligations.

Name: _____ Signature: _____

How did you hear about this course?

- ☐ Newspaper ☐ Direct marketing ☐ Website ☐ Google ☐ Email marketing ☐ Training Calendar
- ☐ Seek.com ☐ Job network ☐ Flyer ☐ E-newsletter ☐ Word of mouth
- ☐ Other; Please explain: _____

Please scan & email pages 1 to 5 to AMLA at admin@amla.com.au, and / or fax to (07) 5559 5661

- Course fees are current at time of print and include GST where applicable.
- AMLA reserves the right to cancel courses without prior notification.
- All sections of this form must be completed before the student can be enrolled in their desired course.

OFFICE USE ONLY

Student Enrolment No _____ Receipt No _____ Invoice No _____

- ☐ Confirmation sent ☐ Pre-reading sent ☐ Invoiced ☐ Paid

Date paid: _____

Administration completed by: _____

Course Commencement Date: _____

1. TAE40110 Certificate IV in Training and Assessing: Course units explained**Core units**

- * TAEASS401B Plan assessment activities and processes
- * TAEASS402B Assess competence
- * TAEASS403B Participate in assessment validation
- * TAEDEL401A Plan, organise and deliver group-based learning
- * TAEDEL402A Plan, organise and facilitate learning in the workplace
- * TAEDES401A Design and develop learning programs
- * TAEDES402A Use training packages and accredited courses to meet client needs

Elective units**Assessment**

- ** TAEASS301B Contribute to assessment
- ** TAEASS502B Design and develop assessment tools

Delivery and facilitation

- * TAEDEL301A Provide work skill instruction
- ** TAEDEL403A Coordinate and facilitate distance-based learning.
- ** TAEDEL404A Mentor in the workplace
- TAEDEL501A Facilitate e-learning

Learning, Literacy and Numeracy

- * TAEELN411 Address adult language, literacy and numeracy skills

Training advisory services

- TAETAS401A Maintain training and assessment information

Imported units

- BSBAUD402B Participate in a quality audit
- * BSBCMM401A Make a presentation
- ** BSBLED401A Develop teams and individuals
- BSBMKG413A Promote products and services
- BSBREL402A Build client relationships and business networks
- BSBRES401A Analyse and present research information
- BSBLED401A Develop teams and individuals

*** Full course units – core & electives****** Extra available elective units**

2. Fees & Charges (Including Refund Policy & Exemptions Where Applicable)

The Academy's aim is to offer competitive and affordable course fees. Regular course fee reviews are conducted and adjustments made where necessary to maintain competitiveness and remain in line with CPI adjustments. Full course payment is required or purchase orders provided before the commencement of training when courses exceed one day's duration and / or the course size is restricted to a set number of participants.

Method of payment is by **cash, cheque / bank cheques or Bank transfer** and is paid direct into the Academy's holding account. Receipts showing student name and/or name of payer, amount paid (written, and in numerals), date of payment, and administrative staff's signature will be issued for all cash payments. All payments are recorded in the company's accounting software package. Course prepayment will be limited to \$1500 with the balance paid at the commencement of the course. Prepayments are paid into the college holding account and will be removed only at the commencement of the course.

Course fees and charges are clearly documented in our course marketing materials. This information can also be obtained by contacting our College office or viewing our website.

3. Change of Contact Details:

Please advise AMLA of any changes to your contact or payment details. We send all correspondence and your qualification to the address provided. It is your responsibility to keep us updated.

4. Course Commencement:

Once your registration form has been accepted and your payment processed, you will receive an email from AMLA with information on how to commence your course. It may take up to two (2) business days from the time your payment has been processed to the time you receive an email from us. You will have twelve (12) months to complete your course with AMLA. After this time if you are still requiring additional time, you may apply for an extension. An upfront payment of \$300 for a maximum of three (3) months extension applies to all approved extensions.

5. Student Policies and Procedures:

Our policies and procedures including RPL (recognition of prior learning), assessment appeals and complaints, handling policy and service delivery standards can be found in the Student Handbook. A copy is provided at enrolment enquiry.

6. Unique Student Identifier

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that will give you access to your USI account. A USI will allow your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to you. This USI will stay with you for life and be recorded with any nationally recognised VET course that you complete from when the USI comes into effect.

You will need a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if you are enrolling for the first time, for example, if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies if you are continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.

You can apply for a USI by going to www.usi.gov.au/students and completing the online application form and your USI will be sent to you. Retain a copy of this as you will be required to provide it when enrolling in future courses, validating your qualifications for an employer or an RTO for RPL purposes.

AMLA can also provide you with a USI using the information that you have provided on the enrolment form. This service requires a fee of \$20 to be paid before the USI is applied for and can be transferred directly into AMLA's Heritage Bank Account. Please indicate on the enrolment form if you require this service.

8. Cancellation and Refund Policy

- Upon receipt of the returned and completed student enrolment form by the student or their representative the student is thereby deemed to be enrolled in the college.
- A cancellation of enrolment must be done in writing and sent to our office either via mail, fax or email.
- The cancellation takes effect from when we receive the course enrolment cancellation.
- Should a cancellation of enrolment be advised more than 10 business days (Monday to Friday) prior to the course, the student will be automatically enrolled into a future equivalent course, or may request a full refund.
- Should a cancellation of enrolment be advised within 5–10 business days prior to the course, no refund is applicable. The full fee will be credited towards other College training and must be used within 12 months by the enrolled student or nominated and approved substitute or it will be forfeited. Should the student wish to have the fees paid credited to another course offered by the College, a non-transferable fee of 20% of the full course fee is charged to cover incurred administration costs. The remaining 80% will be credited towards other College training and must be used within 12 months or it will be forfeited.
- Should a cancellation of enrolment be advised less than 5 business days prior to the course no refund is applicable.
- When a non-attendance occurs (i.e. the course has started and no notice was given) NO REFUND or transfer is applicable and the entire cost of the course will be due and payable in full.
- Enrolment is accepted on the basis that the College will not be held liable for costs incurred due to course cancellation or rescheduling. The College will use all endeavours to give as early advice as possible of any course changes.
- Cancellation policies for specific course may apply to override this general policy.
- Course dates and fees are subject to change without prior notice.
- Students who have a complaint with the application of this policy may take action in accordance with the Complaints and Appeals Procedure.

9. Withdrawal Due to Illness or Hardship

In the case of a paid student who withdraws from a course or program due to illness, extended hospitalisation, pregnancy / childbirth or extreme hardship, the College will, at its discretion, allow a refund of the fees. The following conditions apply:

- The person concerned must produce satisfactory evidence of the circumstances of his/her withdrawal, such as medical certificates.
- The person will forfeit a \$50 administration fee and 20% of the course fee plus the cost of any materials, services, consumables and any catering expenses charged to AMLA.
- Withdrawal must take place prior to the expiration of the course.

10. Withdrawal Due to Other Circumstances

The College will not give a refund for the following reasons:

- Change in students work hours
- Inconvenience of travel to class
- Moving interstate
- Job change or retrenchment
- Students who leave before finishing course / module
- Course not completed within 12 months

11. Students Receiving Government Assistance

The College will issue a refund if a paid student receives Youth Allowance / Austudy / Abstudy to cover the cost of the course and the course costs are met by a government agency.