



DIVTEC

Training and Further Education

Enrolment Application Pack



Please return your completed Enrolment Application Form to:
Training@divtec.edu.au

CONDITIONS OF ENROLMENT AGREEMENT

a) **Enrolment Application Form**

On returning the completed Enrolment Application Form to DIVTEC your application will be reviewed and you will be contacted to confirm if the application has been accepted. In choosing to enrol, you give permission for DIVTEC staff to search and/or verify your Unique Student Identifier (USI).

b) **Student Handbook**

DIVTEC has provided you with a copy of the Student Handbook and you are confirming this by signing the Enrolment Application Form. Should you be unable to comply with any of the terms within the Student Handbook, you must notify DIVTEC as a matter of priority.

c) **Unique Student Identifier (USI)**

If you do not have a USI, DIVTEC can be prevented from issuing you with a nationally recognised qualification or statement of attainment when you complete your course. If you do not provide your USI upon enrolment, you authorize DIVTEC staff to search, retrieve and/or create a USI on your behalf by returning a signed Enrolment Application Form. Whenever our staff access your USI, you will be sent an automated notice listing our trading name "DIVTEC Training and Further Education" or legal name "Ablecare Pty Ltd". Please tick the applicable checkbox on page 3 if you do not want DIVTEC to create this identifier on your behalf.

d) **Fees**

A non-refundable fee applies to some enrolments – this fee will not be refunded should you choose to withdraw after the commencement of training. Please refer to the Fee Schedule published online for current course costs and the course information you were emailed. DIVTEC reserves the right to withhold assessment and/or award of your accreditation, qualification or statement of attainment whilst fees remain unpaid.

Funded Programs – A Student Contribution Fee is payable in full prior to commencement of course unless the student is eligible for Fee Free Year 12 Graduate funding or is exempt under the applicable policy.

Fee for Service Programs – require a deposit paid upfront to confirm your enrolment and the remainder of the course cost is paid in fortnightly/ monthly repayments via direct debit. The deposit amount is contingent on the chosen course.

Traineeship User Choice Funding – a Student Contribution Fee is required (unless undertaking a school-based traineeship). Should a fee apply, it is charged at \$1.60 per nominal hour of each unit within the course.

e) **Refunds**

Please refer to the Student Handbook and your pre-enrolment course details for more information. In most cases, you will be entitled to a full or partial refund of the tuition fee for any units you have not commenced at the point of withdrawal.

f) **Non-payment of direct debit arrangement**

DIVTEC reserves the right to withhold training and use of its facilities if your fees (or an instalment under your payment plan) are outstanding for a period of seven business days after a written notice to pay. If an instalment remains unpaid for more than 14 days after written notice to pay is sent, the full course costs (less any previously made payments) will become immediately payable. If you default on a payment, you may be liable for costs and disbursements incurred in pursuing the debt.

g) **Privacy Notice**

Under the Data Provision Requirements 2012, DIVTEC Training and Further Education is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by DIVTEC for statistical, regulatory and research purposes. DIVTEC may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and Researchers.

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

- Issuing a VET Statement of Attainment or VET 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).

h) **Complaints**

Students or prospective students of DIVTEC may lodge a complaint regarding any matter including:

- Quality of course/material or misleading advertising
- Academic Results
- Refund issues
- Disciplinary action
- Bullying, harassment and discrimination

Please refer to the Student Handbook for more details of the Complaints and Appeals Policy.

i) **Code of Practice**

DIVTEC is a registered trademark and business name of Ablecare Pty Ltd (ABN 37 075 026 112) and is a Registered Training Organisation (RTO Code 32535) regulated by ASQA. DIVTEC has policies and management practices which maintain high professional standards in the marketing and delivery of vocational education and training services and which safeguard the interests and welfare of students. DIVTEC aims to maintain a learning environment that is conducive to the success of students. DIVTEC has the capacity to deliver the courses on the scope of registration, and other advertised courses and will ensure that the facilities, methods and materials used in the provision of training will be appropriate to the outcomes to be achieved.

j) **Student Responsibility**

In returning a signed copy of this Enrolment Application Form, you accept the responsibilities regarding your conduct and learning as detailed within the Student Handbook. Should you be unable to comply with any of the terms within the Student Handbook, you must notify DIVTEC as a matter of priority within five days of signing this agreement and prior to the commencement of training.

k) **Program type**

All programs may be delivered in a variety of methods. Not all delivery methods are available for every course. Please contact the DIVTEC Training Team prior to signing this Enrolment Application Form for information on the options available for your chosen course. Online and eLearning courses require access to a computer, word processing software and a reliable internet connection.

DIVTEC ENROLMENT APPLICATION FORM

List chosen course:

Course Type:
(tick ONE box only)

☐ Online/Webinar

☐ Distance/Workbooks

☐ Classroom-based

☐ Workplace-based

Campus Preference:

☐ Brisbane: Mitchelton

☐ Brisbane: Strathpine

☐ Sunshine Coast: Maroochydore

Commencement Preference:

☐ Now / ASAP

☐ Date: ____ / ____ / ____
(DAY) (MONTH) (YEAR)

(Qualification Code and Title)

PERSONAL DETAILS

Title First Name Middle Name Last Name

Date of Birth

Gender

USI (must be provided – see below)

☐ Male

☐ Female

☐ Other

DD / MM / YY

☐ If you do not have a USI (Unique Student Identifier) DIVTEC will apply for one on your behalf pursuant to sub-section 9(2) of the Student Identifiers Act 2014. **If you do not authorise or consent for this application, please tick this checkbox and apply online at <http://www.usi.gov.au/create-your-usi/>.** Your enrolment will be placed on hold until your USI can be verified.

Phone / Mobile

Email

Have you been known by any other name?

☐ Yes

☐ No

If yes, please list those names below:

RESIDENTIAL / PERMANENT STREET ADDRESS

Unit Number Street Number Street Name

Suburb State Postcode

POSTAL ADDRESS

☐ As above

☐ Post Box

☐ Alternative street address below

PO Box:

Unit Number Street Number Street Name

Suburb State Postcode

EMPLOYMENT

What is your current employment status? (tick ONE box only)

☐ Full-time employee

☐ Self-employed – not employing others

☐ Unemployed – seeking full-time work

☐ Part-time employee

☐ Self-employed – employing others

☐ Unemployed – seeking part-time work

☐ Employed – unpaid worker in a family business

☐ Not employed – not seeking employment

EDUCATION

Are you still at school or enrolled in secondary school?

☐ No

☐ Yes - LUI number: _____

If YES, what is the name of your school?

What is your highest COMPLETED school level? (tick ONE box only)

☐ Year 12 or equivalent

☐ Year 10 or equivalent

☐ Year 8 or below

☐ Year 11 or equivalent

☐ Year 9 or equivalent

☐ Never attended school

In what year did you complete this level? (e.g. 2007)

ORIGIN

Country of birth:

☐ Australia

☐ Other: _____

Citizenship:

☐ Australian citizen

☐ Australian Permanent Resident

☐ Other: _____

PREVIOUS QUALIFICATIONS

Please ensure you include a **certified copy** of any previously awarded certificates and/or Statements of Attainment when you submit your Enrolment Application Form. This will allow us to process any Credit Transfers to which you may be entitled.

Have you **SUCCESSFULLY** completed any of the qualifications below? ☐ No ☐ Yes – please tick ALL applicable boxes:

- | | |
|--|---|
| <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"/> Other education (including certificates or overseas qualifications not listed) |

Have you previously received a Statement of Attainment for any accredited or national recognised training? ☐ Yes ☐ No

Would you like to apply for Recognition of Prior Learning (RPL)? A trainer will contact you upon enrolment to begin the RPL process. ☐ Yes ☐ No

LANGUAGE

Do you speak a language other than English at home? ☐ No, English only ☐ Yes – please specify: _____

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

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

If YES, please select the area(s) in the following list:

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Learning	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision	<input type="checkbox"/> Other

CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin? (please tick both YES boxes for persons of Aboriginal and Torres Strait Islander origin)

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ No, neither

STUDY REASON

Select the option below which **BEST** describes the main reason you are undertaking this program: (tick ONE box only)

- | | | |
|--|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To get skills for community/voluntary work |
| | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> Other reasons |

LANGUAGE, LITERACY AND NUMERACY (LLN)

Sound skills in **reading, writing, oral language, and numeracy** are necessary foundation skills needed to complete your chosen program. However, it is not assumed that prospective students already have these skills upon enrolment. Please tick below if you would like additional support in the following areas:

☐ Reading ☐ Oral communication ☐ Numeracy ☐ Writing ☐ Learning ☐ I don't need extra support

VOCATIONAL PLACEMENT

Most qualifications require **vocational placement hours** to be completed as part of your assessment. If you are not already working in the industry relating to your chosen program, you will need to arrange a suitable workplace to complete the required placement hours. Please refer to the DIVTEC website for course specific work placement details.

☐ I understand this requirement and will complete all required vocational placement hours.

GOVERNMENT SUBSIDISED TRAINING

If you are applying for a **government subsidised training place**, you may be required to complete additional paperwork and/or provide further ID to confirm your eligibility for funding. Please contact the DIVTEC Training Team if you require a copy of the appropriate form.

STUDENT DECLARATION

By signing below, I confirm:

- I have read and agree to the **Conditions of Enrolment Agreement** and declare that the information I have provided to the best of my knowledge is true and correct.
- I am aware that giving misleading and/or false information may result in termination from the course and that I will be required to pay the full Fee-For-Service tuition fee if I am found to be ineligible for government subsidised training.
- I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Students signature: _____

Date: _____

If you are under the age of 18 at the time of enrolment, your parent/guardian must also sign and provide their details below.

Parent/Guardian name: _____

Contact number: _____

Signature: _____

Date: _____