

APPLICATION FOR ENROLMENT

QUALIFICATION / PROGRAM NAME	LOCATION
Release:	
Delivery Mode: <input type="checkbox"/> Face-to-face classroom-based <input type="checkbox"/> Self-paced distance/online delivery <input type="checkbox"/> Simulated work/industry environment <input type="checkbox"/> Work/industry placement <input type="checkbox"/> Blend of all modes	
Funding Type: <input type="checkbox"/> Fee for Service (non-subsidised) <input type="checkbox"/> Other:	

**MANDATORY FIELDS*

PERSONAL DETAILS [^]			
<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <small>(Tick ONE box ONLY)</small>	* Date of Birth:
<input type="checkbox"/> Single Name Only <small>(Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).</small>			
* Family Name[^]: <small>(Surname)</small>		First Given Name:	
Second Name: <small>(Middle)</small>		* USI: <small>(See Reverse)</small>	

*A certified copy of appropriate Photo ID must be provided upon enrolment..

[^] Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

* Mobile Phone:		Next of Kin Name:	
Home Phone:		Next of Kin Phone:	
Work Phone:		* Email Address:	
* Residential Address: <small>(Not Post-Office Box)</small>	Building/Property Name:	Flat/Unit:	Street or Lot Number:
	Street Name:		
* Suburb:		* State:	* Postcode:
Postal Address: <small>(If different from above)</small>	Building/Property Name:	Flat/Unit:	Street or Lot Number:
	Street Name:		
Suburb:		State:	Postcode:

LANGUAGE AND CULTURAL DIVERSITY	
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other: (Please specify):	Indigenous Status: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither
Language spoken at home: <input type="checkbox"/> English <input type="checkbox"/> Other: (Please specify):	

DISABILITY AND SUPPORT

Do you consider yourself to have a disability, impairment or long-term condition?

NO YES (Please specify):

Hearing / Deaf Physical Intellectual Mental illness

Acquired brain impairment Vision Medical Condition Learning

Other: (Please specify)

Do you require additional support?

NO YES (Please specify):

SCHOOLING / EDUCATION

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

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent

Year 8 or below Never attended school

Are you still enrolled in secondary or senior secondary education?

NO YES

Have you SUCCESSFULLY completed any of the qualifications listed below?

Bachelor's Degree or Higher Degree Advanced Diploma or Associate Degree

Diploma or Associate Diploma Certificate IV or Advanced Certificate/Technician

Certificate III or Trade Certificate Certificate II

Certificate I

Other Education (including certificates or overseas qualifications not listed above)

(Please specify):

EMPLOYMENT

16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only):

Full Time employee Part Time employee

Self Employed (Not employing others) Self Employed -employing others

Employed (Unpaid worker in a family business) Unemployed (Seeking Full Time work)

Unemployed (Seeking Part Time work) Not Employed (Not seeking employment)

Concession: NO YES

CRN/JSID:

STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course (Tick ONE box only):

To get a job To get a better job or promotion To try for a different career

It was a requirement of my job I wanted extra skills for my job To start my own business

To develop my existing business To get into another course of study

For personal interest or self-development To get skills for community/volunteer work

Other, (Please specify):

How did you find out about the program?

Website Social Media Event / Trade Show Word of mouth Job Active Provider

Flyer/Brochure Other: (Please specify):

Please read the **Terms and Conditions of Enrolment** on the reverse side of this form and the **Student Handbook**.

DECLARATION

I understand the requirements to participate in this course and have read and agree to the **Terms and Conditions of Enrolment** and the **Payment Conditions** over leaf. I declare that I have received, read and understand my obligations and responsibilities as a student as described in the **Student Handbook**. Typing my name where indicated constitutes a digital signature.

Students under the age of 18 must have parent or guardian sign.

* Signed:	<input type="text"/>	* Date:	<input type="text"/>	Parent/Guardian:	<input type="text"/>
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Please submit this form to ICG Training and Consultancy Services Pty Ltd.

*ICG Training and Consultancy Services Pty Ltd will process your enrolment once received. One of our student support officers will contact you via phone to ensure you have received all necessary program information and to discuss your suitability for the program. For any questions regarding your enrolment or any of the procedures outlined in the **Student Handbook**, please contact ICG Training and Consultancy Services Pty Ltd at shaun.inglis@icgroup.com.au.*

All terms and conditions are detailed in the Student Handbook, available on our website or from one of our friendly staff.

Enrolment and Selection

Students participate in courses involving physical activity; field trips, practical demonstrations, etc. and do so at their own risk. ICG students are covered by public liability insurance while working within ICG premises.

1. ICG reserves the right to decline acceptance into a program, cancel a student's enrolment or alternate a Trainer/Assessor at any time without notice.
2. Students can only participate in a program if they meet all necessary entry requirements and once their enrolment has been confirmed. Course fees are still payable for late enrolments.
3. Students are responsible for notifying ICG of any medical condition, barrier or disability or if they require assistance in throughout their learning.
4. Students can access and update their personal information by logging into the portal.
5. Requests from the student to transfer or credit their enrolment due to changes in personal circumstances will be considered and every effort will be made to ensure a placement into an alternative program.
6. If a student is unable to complete their course for any reason, ICG will endeavour to facilitate placement into an alternative pre-scheduled program.
7. Programs with low enrolments may be cancelled at late notice. Every effort will be made to contact students and provide them with fee credit or refund fees already paid.
8. It is the student's responsibility to note the date, time and location of the program as advertised. ICG will endeavour to provide students with regular updates and reminders.

Credit and Recognition of Prior Learning

ICG recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation. Credit and recognition of prior learning will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e., presentation of original certificate or transcript or USI transcript). Applications for recognition and credit should be made before commencing any such unit.

Program Fees, Payments and Refunds

Please refer to the program website for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).

1. To secure a place within the program an Administration Fee deposit is required to be paid prior to course commencement. If an application for enrolment is declined a full refund will apply.
2. If the total program fee is less than \$400, then the total cost of the program is to be paid prior to commencement to secure a place within the program.
3. Students who are required by Government funding agencies to pay a revised student contribution fee will be invoiced for the difference between any receipted amount and the revised figure.
4. A maximum of two (2) assessment reattempts are permitted without additional charge.
5. Refunds may be made in the following circumstances:
 - a) Participants have overpaid an administration fee.
 - b) A student's enrolment has been cancelled by ICG.
 - c) Student advises ICG at least three (3) days prior to course commencement that they are withdrawing from their program.
 - d) A student withdraws from a program prior to commencement due to illness or extreme hardship as determined by ICG.
 - e) In the event that ICG fails to provide the agreed services.
 - f) Subsidised funding advice is received indicating a reduced student contribution fee is warranted.
6. All applications for refund must be submitted in writing in accordance with the Fee and Refund Policy Procedure.
7. No refunds will be issued once a student has commenced training.

* Unique Student Identifier (USI)

From 1 January 2015, we, ICG, can be prevented from issuing a student with a nationally recognised VET qualification or statement of attainment when the student completes their course if they do not have a Unique Student Identifier (USI). In addition, we are required to include a student's USI in the data we submit to NCVET. If students have not yet obtained a USI, they can apply for it directly at ICG on a computer or mobile device.

Students may already have a USI if they have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that students try to find out whether they already have a USI before attempting to create a new one. Students should not have more than one USI. To check if they already have a USI, students must use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Consumer Guarantee

ICG guarantees that the services provided will be:

- provided with due care and skill
- fit for any specified purpose (expressed or implied)
- provided within a reasonable time (when no timeframe is set for the training) delivered only by approved personnel

Legislative and Regulatory Requirements

All students undergo an induction process at commencement of their program. This includes the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook which details these obligations that affect participation in vocational education and training. The student acknowledges that they must observe ICG's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

Fee Protection

Prior to course commencement ICG requires a minimum deposit to be paid which will not exceed \$1,500 per student. If the program fees are less than \$1,500, the full fees may be payable prior to commencement. Following program commencement, full fees will be required to be paid by either a payment plan (if remaining fees are more than \$1,500), or in full (if the remaining fees are below \$1,500) for training and other services yet to be delivered.

Protecting Privacy

Information provided to ICG may be used or disclosed by for statistical, regulatory and research purposes. Primarily, the information will be disclosed to NCVET and/or an agency authorised to undertake surveys including Government agencies. In signing this form, students consent to the collection, use and disclosure of personal information in accordance with the Privacy Notice below. Information provided will be held and disposed of securely.

Issuing Credentials

Nationally recognised Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed within 30 days of being deemed competent. Records of credentials issued are maintained for up to 30 years. A credential reissue fee will be charged and payable on request for a credential to be reissued. Credentials will only be issued to the person identified on the credential on confirmation of valid Identification. A verified USI must be collected prior to issuing any credential.

Language, Literacy and Numeracy (LLN)

All prospective students must complete a language and literacy appraisal prior to an application for enrolment being processed and confirmed. Students requiring assistance with their learning will be identified upon enrolment. Trainers and staff of ICG can provide students with the necessary support throughout the learning process.

Support Services

ICG responds to diverse student learning needs. Students are encouraged to express their concerns about their learning needs at all stages of their learning experience. The Student Handbook describes the types of support provided. Students are advised to make an appointment with their trainer for counselling and/or assistance.

Changes to Agreed Services

Where there are any changes to the agreed services that will affect a student, including in the event of ICG ceasing to operate, ICG will advise the student 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.

Complaints and Appeals

If a student experiences any difficulties, they are encouraged to discuss their concerns with their trainer, assessor or Management. ICG administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance. If a staff member or student wishes to make a formal complaint or to appeal an assessment decision, they are required to complete a Complaints or Appeals Form, which is available on request. Once the form has been completed, the form should be submitted to ICG for action.

Waiver of Liability

This agreement releases ICG from all liability relating to injuries or infection that may occur during, or as a result of, participating in any training course offered by ICG. By signing this form, you agree to hold ICG entirely free from any liability, including financial responsibility for infections or injuries incurred, regardless of whether injuries are caused by negligence. You also acknowledge the risks involved in your program. You acknowledge that you are participating voluntarily and that all risks have been made clear to you. Additionally, you do not have any conditions that will increase your likelihood of experiencing infections or injuries while engaging in this activity. By signing over leaf, you forfeit all rights to hold ICG liable for any reason. In return, you will make every effort to obey safety precautions and ongoing self-care as listed in writing and as explained to you verbally. You will ask for clarification when needed.

Image Authorisation

ICG will use photo or video images for promotional and social media purposes. Any residual intellectual property, copyright or image rights arising from that use belong to ICG. By signing this Application for Enrolment form you understand ICG will only utilise this material under privacy legislation and for its intended use and will not disclose this information to any third party without your authorisation.

 I Agree I Disagree

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), ICG Training and Consulting Services Pty Ltd (ICG) will collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide us with your personal information, you will not be enrolled as an ICG Student.

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

We are 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.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation.
- facilitation of statistics and research relating to education, including surveys and data linkage.
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact ICG to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

ICG – Training and Consulting Services Pty Ltd

RTO ID: 45779

ABN: 51 646 754 690

PH: 044 782 1599 or 1800 932 000

E: shaun.inglis@icgroup.com.au

W: <https://www.icgroup.com.au/icg-training>

Payer Approval

I, the undersigned, have been informed of the conditions of enrolment, the necessary fees payable and the conditional acceptance into the program this application applies to. I am aware of and understand all student contribution and/or employer fees and the terms of payment.

Payer Name: _____

Date: _____

Signature: _____

OFFICE USE ONLY

***All fields are MANDATORY**

COMMENCEMENT DETAILS

Start Date: _____

End Date: _____

Trainer/Assessor Name: _____

APPLICABLE FEES

Payment Options: Option 1: Full Payment Upfront* Option 2: Part Payment^

* Payment by individual student must not exceed \$1,500 prior to course commencement.

^Deposit of 20% may be taken with the remainder payable after student has commenced training.

Fees Payable by: Student Employer Job Active Provider

Full Payment Upfront:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amount:	\$
Administration Fee Payable:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Exempt**	Amount: \$
Instalments Payable:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	monthly Instalments of: (No more than 10)	\$
Resources Fees Payable:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amount:	\$
Total fees Payable:				\$

WORKPLACE DETAILS (if applicable)

Business Legal Name: _____

Trading Name

(if different from above): _____

ABN: _____ ACN: _____

Employer Contact Name: _____ Position: _____

Contact Phone Number: _____ Contact Email: _____

Street Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

JOB ACTIVE PROVIDER OR AGENCY (if applicable)

Name of Referring Agency: _____ Contact Person: _____

Contact Phone Number: _____ Contact Email: _____