



INTERNET COURSE ENROLMENT & PAYMENT FORM

Return to: Impact Training 35 Marshall St, Dapto
 Post: PO Box 655 Dapto 2530 or Email to: admin@impact-training.com.au
 Ph: 42 622 335 Fax: 42 622 364

GIVEN NAME: _____ SURNAME: _____

Please print your full name clearly as shown on your Birth Certificate or Drivers Licence. Any misspelt names due to poor handwriting on this form will incur an addition charge to alter the mistake on the certificate.

COURSE APPLYING FOR:

- | | |
|--|---|
| <input type="checkbox"/> Certificate IV in Security Risk Management | <input type="checkbox"/> Diploma of Security and Risk Management |
| <input type="checkbox"/> Certificate IV in Small Business Management | <input type="checkbox"/> Certificate IV in Business Administration |
| <input type="checkbox"/> Certificate IV in Frontline Management | <input type="checkbox"/> Certificate IV in Occupational Health and Safety |
| <input type="checkbox"/> Diploma of Management | <input type="checkbox"/> Diploma of Business |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> CPR |
| <input type="checkbox"/> First Aid Re-Certification <i>Only available if current First Aid Certificate has not expired</i> | <input type="checkbox"/> Attach you CURRENT First Aid Cert if you are doing Re-Accreditation |

COURSE DATE: _____ OTHER COURSE: _____
Please print course name

COURSE LOCATION: _____

PROOF OF IDENTIFICATION: You must include at least 1 certified copy upon enrolment except when enrolling into First Aid

- Drivers licence Photo card Passport

PAYMENT DETAILS

- Cash EFTPOS Mastercard Visa

Note: If you are paying for your course by Credit Card please add a 3.5% administration fee to the cost otherwise it will be added.

Cardholder's Name _____

Card Number _____ Expiry Date: ____ / ____ CVC No ____
On back of card

Amount \$ _____ Signature _____
Full Payment or 50% Deposit

APPLICANTS DECLARATION

- I have read and agree that I understand and are bound by the terms and conditions overleaf
- I state that I have no pre existing or current medical, physical and mental conditions or literacy problems that would prevent me from participating fully or put myself or other participants at increased risk of injury or harm.
- If you are enrolling to undertake Security Training I have read and agree with Fact Sheet 6 "Grounds for Refusing or Revoking" a security licence and have completed the NSW Police P1016 Form "Acknowledgment of Grounds for Refusal". If I am refused a licence by the NSW Police I am not entitled to any refund or claim against Impact Training Pty Ltd.
- If I require to change my enrolment or my assigned practical course date I understand there is a \$30 transfer fee payable for each change and the course can only be transferred twice within 3 months of the original enrollment date or unless otherwise stated at the time of registration whichever occurs first.
- I understand and agree that by signing this document that I am liable for all course fees, unless participating in a Government Funded Program.
- If you are signing this form or applying for this course on behalf of another person by signing this form you will be bound by the terms and conditions & are liable for all course fees as if you were the course participant
- I understand that I can obtain and have access the Impact's Client Information Handbook from www.impact-training.com.au for further detailed information.

Impact Training has a policy of 100% refund of any monies paid prior to the commencement of any course, or dispatch of any course materials if a request for refund is received in writing 14 days prior to the course. This refund is voided if you transfer the original course or defer the commencement of your course. Between 13 days and 7 days prior to the course there is a 75% refund and up to 6 days prior to the course commencement a 50% refund of money's paid. Cancellations after this period, or once the course has commenced, or course materials have been issued or dispatched, non-attendance or partial attendance will incur a 100% cancellation fee. Impact reserves the right to cancel or re-schedule programs. In the event of a course being cancelled due to insufficient enrolments, participants will be offered another course date or refund.

Print Name _____ Signature _____ Date _____



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Full Name: _____

Address: _____ Suburb: _____

Postcode: _____ Phone (H): _____ (W) _____ (M) _____

E-mail: _____ Date of Birth: ___/___/___ Male: Female:

Country of Birth: _____ Are you of Aboriginal and / or Torres Strait Islander origin Yes No

Citizenship: _____ Language Spoken at Home _____

Disability: Yes No Type of Disability: _____

Special Assistance Required: _____ Help with English Yes No

Are You Still at School? Yes No Year completed _____

Highest School Level Achieved: Year 9 Year 10 Year 11 Year 12

Where did you hear about the IMPACT Course from?

Mercury Yellow Pages Word of mouth Internet Your employer

Why did you choose to do this IMPACT Course?

Price Local Date Required Recommended

Have you completed an IMPACT Course before?

Yes No Which Course? _____ When _____

Have You Successfully Completed Prior Education: If Yes, Tick any Applicable Boxes Yes No

- | | |
|---|---|
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate IV (or Advanced Certificate) |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Diploma (or Associate Diploma) |
| <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Advanced Diploma or Associate Degree |
| <input type="checkbox"/> Certificates other than the above | <input type="checkbox"/> Bachelor Degree or Higher Degree |

Tick one of the following categories to describe your current employment status

- | | |
|---|--|
| <input type="checkbox"/> Full-Time Employee | <input type="checkbox"/> Part-Time Employee |
| <input type="checkbox"/> Business owner/Employer | <input type="checkbox"/> Self-Employed-Not Employing Others |
| <input type="checkbox"/> Employed-Unpaid Worker in a Family | <input type="checkbox"/> Not Employed-Not Seeking Employment |
| <input type="checkbox"/> Unemployed-Seeking Full-Time Work | <input type="checkbox"/> Unemployed-Seeking Part-Time Work |

I, _____, (Print Name) willingly participate in the Impact Training course at my own risk. I have no physical restrictions, disabilities, or any predispositions to sickness or injury that may be aggravated or adversely affected as a result of my participation. I take full responsibility for any injury, loss or damage to my person &/or property that may arise directly, or indirectly, from my participation in the course. I will not seek to penalise, prosecute or claim compensation from the organizer's, sponsors, lecturers or participants of the course for any injury, loss or damage.

Signature

_____/_____/_____
Date

Terms and Conditions

LEGISLATIVE AND REGULATORY REQUIREMENTS

Impact Training complies with all legislative requirements including O.H.S., Anti-Discrimination, Equal Opportunity's and conditions imposed by the NSW SLED. Whilst a student is undertaking a course with Impact Training they acknowledge that they must observe Impact's procedures, according to State and Federal Government legislative and regulatory requirements, as set out in Impact's Client Information Handbook.

ENROLMENTS

Enrolments will be conducted ethically without discrimination in any form and will be consistent with training package requirements taking into account that there may be course prerequisites due to health and safety, LL&N requirements or past criminal behaviour. If a course enrolment/registration form is signed on behalf of another person when applying for a course, by signing this form the person will be bound by the conditions and policies as if you were the course participant

- Impact reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
- Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- The student is responsible for notifying Impact if they have a medical condition or disability or require assistance in attending a class.

FEES AND CHARGES

Refer to the Impact's Client Information Handbook or course brochure for specific information. Course fees are required with registration prior to the commencement date of the course.

Impact Training requires a minimum deposit, which will be 50% of the course fee or an amount set out in the relevant course information must be paid on registration this will not exceed \$1000 per individual student. The balance of fees are due on course commencement. If the full course fees are below \$1000, the full fees may be required prior to course commencement.

REFUND POLICY

Impact Training has a policy of

- 100% refund of any monies paid prior to the commencement of any course, or dispatch of any course materials if a request for refund is received in writing 14 days prior to the course. This refund is voided if you transfer the original course or defer the commencement of a course.
- Between 13 days and 7 days prior to the course there is a 75% refund
- up to 6 days prior to the course commencement a 50% refund of money's paid.
- Cancellations after this period, or once the course has commenced, or course materials have been issued or dispatched, non-attendance or partial attendance will incur a 100% cancellation fee.
- Impact reserves the right to cancel or re-schedule training. In the event of training being cancelled due to insufficient enrolments, participants will be offered another course date or refund.

LANGUAGE LITERACY AND NUMERACY

Impact will disseminate clear information to each client, prior to enrolment in the course information about the possibility of being requested to undertake a formal Language, Literacy and Numeracy assessment. In particular Government funded programs and those mandated by State Regulatory bodies.

HARASSMENT, VICTIMISATION AND BULLYING

Impact Training is an equal opportunity education and training provider, committed to freedom from discrimination, verbal, sexual and physical abuse and victimization. All clients and staff have the right to an environment free from such abuse.

Please report any incidents or concerns to your course facilitator or any of our administration staff. We reserve the right to dismiss any client for disruptive, inappropriate or discriminatory behaviour without refund.

Important Information

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to Impact Training's enrolment, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Client Information Handbook located on our website www.impact-training.com.au

Print Name..... Signature Date

OCCUPATIONAL HEALTH & SAFETY

Impact Training is committed to providing a safe and healthy environment for all staff, clients and visitors to Impacts premises. The facilities are regularly checked, evaluated and reviewed to ensure they conform to the OH&S requirements. Staff and clients should conduct themselves in a manner that does not contribute to hazards or likely injure yourself or others. If you see anything you feel may be a hazard it is your duty to report it to your trainer or administration staff immediately. Your trainer will discuss the emergency evacuation procedures during the course introduction.

ASSESSMENT

Impact ensures that assessments are conducted in a manner, which meets the relevant Training Package(s) and will include a number of assessment methodologies. Impact uses the assessment grades of "Competent" meaning the participant has demonstrated competency and "Not Yet Competent" meaning the participant has not yet demonstrated competency. A client who fails to complete an assessment task or is graded "Not Yet Competent" can re-attempt that assessment task once, without re-enrolment or an extra fee. If a client is dissatisfied with the assessment result, they are entitled to have their assessment task reviewed. Further attempts to demonstrate competence will be at the discretion of Impact Training and will incur additional fees.

PLAGIARISM

Plagiarism is the act of passing off another person's work as that of your own. Examples include copying or summarising the work of another person and including work from the internet without acknowledgement.

Any student found plagiarising will receive a non-completion result in the unit of competency or unit attempted. Any person who knowingly aids another person to commit plagiarism shall be dealt with as if they themselves committed plagiarism.

RECOGNITION OF PRIOR LEARNING (RPL) OR RECOGNITION OF CURRENT COMPETENCY (RCC)

Impact Training advises all applicants that RPL/RCC is available for all qualifications unless limited by legislation prior to enrolment. Applicants that consider that they possess the competency levels for the units of the qualification may be granted credit upon substantiation of this claim. Applicants must contact Impact to discuss this option. The assessment can only commence after the appropriate application fee has been paid and using the prescribed RPL Kit. This submission will be assessed by Impact's assessors or assessment panel and if the claims are substantiated be granted exemption form undertaking the particular unit/s. Impact Training recognises AQTF qualifications and Statements of Attainment which are issued by any other RTO's.

PRIVACY

Impact Training complies with all Privacy regulations. Information collected on clients is only used for the purpose of delivery of our 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. Clients can request a copy of the information held about them by a written request but information is not released to a third party unless authorized by the client in writing.

COMPLAINTS & GRIEVANCES

Impact Training acknowledges that differences and grievances can arise occasionally. A quick resolution to these matters is in the best interest of all parties concerned. This can be achieved by

1. Inform Impact if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Notify Impact if you consider you have been treated unfairly or unjustly. Where the matter will be discussed with you to try to resolve the issue
3. If you are not satisfied Impact has a formal procedure that is required to be followed which is set out in the client information handbook.