



FORM

# ENROLMENT APPLICATION FORM

FOR\_270

Approved:	Travis Semmens	Date:	22/08/2016	Prepared:	Shantelle Higham	Date:	22/08/2016
Version:	V5	Release:	22/08/2016	Review:	3 years	Original:	11/04/2013

PLEASE ENSURE YOU HAVE READ THE AFFIRM TRAINING PRE-ENROLMENT INFORMATION PRIOR TO ENROLMENT. If you need help understanding any of the pre-enrolment information, or if you need help to fill out this form, please ask your Trainer or Affirm Training office staff for assistance. Separate forms are required for every course you apply to enrol in.

## PART A: PARTICIPANT DETAILS [Please print clearly in BLOCK LETTERS]

Family Name:  Given Name/s:

Address:  Postcode:

Postal Address:  USI #:

Telephone:  Fax:

Email:  Mobile:

Sex:  FEMALE  MALE Date of Birth:

Company Name [If Relevant]:  ABN:

Company Contact [If Relevant]:  Phone:

## PART B: ENROLMENT DETAILS [One Course per enrolment form only]

Course Code:  Course Name:

Course Start Date:  Course End Date:  Course Fee:

Enrolment Type [Classroom / RPL / Credit]:

## PART C: PAYMENT DETAILS

1.  Please find attached a cheque for \$  [Payable to Australian Concert & Entertainment Security Pty Ltd]

2.  Please find attached a remittance for payment of \$  via EFT ACES P/L: BSB 082 356 : A/C 945990998

3.  Please debit my  VISA  Mastercard in the amount of \$

Card Number:  \*CCV:  Expiry:  DD /  MM /  YY

Cardholder Name:  Cardholder Signature:

\* Credit Card Verification Number. In order to process payments with a credit card, we need your credit card verification number. The verification number is a 3 digit number printed on the back of your credit card. It appears after and to the right of your credit card number.

4.  Please send an invoice via return email.

5.  My employer as detailed in Part A above has previously completed a group enrolment and paid enrolment fees.

6.  I am a current ACES employee, I understand that enrolment is in accordance with ACES EMPLOYEE TRAINING POLICY, ACES EMPLOYEE SPECIFICATIONS BY SITE and SCHEDULE OF FEES and Part G ACES EMPLOYEE PAYMENT AGREEMENT [as relevant.]  
Please deduct fees from the following number of payrolls [choose 1 box].

If no boxes are ticked repayment will be deducted from 1 payroll.

For total fees up to \$210 the initial deduction will be \$60 with all continuous deductions being \$50: 1.  2.  3.  4.

For total fees above \$210 to \$500 the initial deduction will be \$100 with all continuous deductions being \$100: 1.  2.  3.  4.  5.

For total fees above \$500 the initial deduction will be \$200 with all continuous deductions being \$100 or as negotiated with ACES Management.

ACES employees accepting the pay deduction facility understand that payment must be in full 12 weeks after completion of training provided.

Print Name:  Employee Signature:

- If you are an individual personally enrolling, please proceed to **Section D**.
- If you are a company representative enrolling a group of participants or booking a whole course on a dedicated basis, and each participant will complete individual enrolment forms on the day of the course, please also complete **Section E**.



**PART D: ENROLMENT PERSONAL INFORMATION**

Family Name:  Given Name/s:

**Language & Cultural Diversity**

In which country were you born?  Australia  Other

Do you speak a language other than English at home?  NO  YES

If yes, what other languages do you speak at home?

If you speak a language other than English at home, please answer the below:

How well do you speak English?

Very well  Well  Not well  Not at All

Are you Aboriginal or Torres Strait Islander?

No  Yes, Aboriginal  Yes, Torres Strait Islander

Are you living in NSW Social Housing\*  NO  YES

Are you or your family on the NSW Housing Register\*  NO  YES

Are you enrolling under a Waiver\*  NO  YES

Are you an Employment Service Provider Client\*  NO  YES

Are you a Welfare Recipient\*  NO  YES

Do you live in NSW\*  NO  YES

If YES: Name Town or Suburb:

What is your current residential postcode (at time of training)?

What is your residency status?

\* These questions are elective for students who are not enrolling in a funded program eg. Smart and Skilled. If enrolling in a funded program they are compulsory and you must answer them.

**Disability**

Do you consider yourself to have a disability, impairment or long term condition?  NO  YES

If YES, Please indicate the area:

Hearing / Deaf  Physical  Intellectual  
 Learning  Mental Illness  Acquired Brain Impairment  
 Vision  Medical Condition  Other

**Schooling**

What is your highest COMPLETED school level?

Year 12 or equivalent  Year 11 or equivalent  
 Year 10 or equivalent  Year 9 or equivalent  
 Year 8 or Below  Not Yet Complete, I am still at school.

**Previous Qualifications Achieved**

Have you successfully completed any of the following:  NO  YES  
 If YES, please indicate which qualification.

Bachelor Degree or Higher  Advanced Diploma or Associate Degree  
 Diploma [or Associate Diploma]  Certificate IV  
 Advanced Certificate / Technician]  Certificate III [or Trade Certificate]  
 Certificate II  Certificate I  
 Certificate/s other than Above

Have you achieved any of these since you turned 17 years old?\*  NO  YES

Yes, while still at school  Yes, after leaving school (post school)

Are you registered or intend to register in an apprenticeship/traineeship for this qualification in NSW?  NO  YES

Have you undertaken any other Smart and Skilled qualification this calendar year?\*  NO  YES

If YES: Planned Start Date:  Planned End Date:

What is the delivery mode?

**Employment**

Of the following categories, which BEST describes your current employment status?

Full-time employee  Part-time employee  Employer  
 Self-employed - Not employing others  
 Employed - Unpaid worker in family business  
 Unemployed - Seeking full time work  
 Unemployed - Seeking part-time work  
 Unemployed - Not seeking employment

Are you long term unemployed? \*  NO  YES If yes, please provide appropriate evidence.

**Study Reason**

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

To get a job  To develop my existing business  
 To start my own business  To try for a different career  
 To get a better job or promotion  
 It is a requirement of my job  
 I want extra skills for my job  
 To get into another course of study  
 For personal interest or self - development  
 Other reasons

PLEASE RETURN THIS FORM WITH 100 POINTS ID AND PAYMENT TO: Australian Concert & Entertainment Security  
 MAIL: 79-81 Regent St Redfern NSW 2016 FAX: 02 9699 7755 EMAIL: info@affirmtraining.com.au

## PART E: GROUP ENROLMENT DETAILS [Company Enrolment]

For group or company enrolment, note individual forms will be required to be completed at commencement of course

1. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>
2. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>
3. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>
4. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>
5. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>
6. Student's Name:	<input type="text"/>	Date of Birth:	<input type="text"/>	Phone:	<input type="text"/>

If you are enrolling more students please attach a full list of participant names

## PART F: TERMS AND CONDITIONS [The following conditions apply]

In consideration of ACES Pty Ltd accepting this Enrolment Application, I hereby agree that ACES Pty Ltd, its contractors, servants or agents shall not be liable for any loss, damage or injury whatsoever received by or sustained by me, caused by, or as a result of any act of omission, or the negligence of ACES Pty Ltd and / or its contractors, servants or agents while I shall be attending this Training Course/s.

### Bookings

All courses must be booked in advance as course numbers are limited. All bookings must be pre-paid at least 48 hours before course commencement.

Bookings can be paid via EFT, cheque, cash or credit card [visa and mastercard]

Courses are run subject to demand. If there are insufficient numbers, courses may be cancelled or deferred to another date. In this case, course fees can either be refunded or credited towards another course. Places in courses are allocated on receipt of payment.

This application does not guarantee your place in the course. Prior to enrolment should you believe you will require additional support services please notify the training department representative to discuss any support that can be arranged and if there are any additional fees required.

### Refunds

ACES does not offer refunds once course fees are paid.

Courses may be rescheduled or transferred to another person on condition that 2 working days notice [48 hours] is given to ACES training department. Working days does not include Saturday and Sunday.

### Punctuality

Any attendee who is more than 10 minutes late to the course based on start time specified in the booking will not be allowed into the course.

Attendees may be provided with breaks [course dependant]. Attendees arriving more than 10 minutes late from the allocated break will be refused re-entry to the course and must arrange to re-attend the entire course at full cost.

### Refusal of Entry

ACES reserve the right to refuse entry or request students to leave or be removed if in breach of terms and conditions, or if being objectionable to other students for any reason. This includes, but is not limited to:

Course dress requirements [course dependant]. Students are required to be neat and tidy at all times.

Disturbing, causing discomfort, threatening the safety and security of other students, staff, patrons or the property of the provider of the venue.

If the student is under the influence of alcohol or non prescription drugs.

If the student is breaching the laws of the Commonwealth or State

If the student does not bring 100 points of identification.

### Failure to Complete

If the attendee is found to be 'Not Competent' [failed] at the conclusion of the training and assessment then ACES may choose to re-schedule the student into the next available course at full course cost.

If the attendee commences the course but is unable to complete the course they will be found 'Not Competent' [failed]. ACES may choose to re-schedule the student into the next available course at full course cost.

### Replacement of Certificates

ACES is happy to issue replacement certificates upon the completion of the 'Replacement Certificate Form' and the payment of a \$30 certificate fee.

### Identification

All students are required to bring 100 points of identification to every ACES course they attend. Please refer to acceptable evidence of identity information sheet if required.

### Course Cancellation

ACES reserves the right to cancel any courses without prior notice. However every reasonable endeavor is taken to notify our students as soon as practical should any unforeseen circumstances force the cancellation of a course.

### Privacy

The information provided by you on this application form will be used by ACES for the purposes of general administration, planning and communication. The provision of this information is essential to determine your eligibility for enrolment. Information will not be distributed for any other purposes than to authorise enrolment. Any request for ACES to supply information to others will not be made without your authorisation and / or notification.

## PART G: ACES EMPLOYEES REIMBURSEMENT TERMS AND CONDITIONS: The following ADDITIONAL conditions apply:

### Policy and Terms

I have read ACES Training Policy and understand that ACES does not require me to make pre-payment before course commencement [contrary to Bookings Terms and Conditions above.] I understand that ACES is offering discounted course fees on my behalf on the basis that the qualification is required for my employment role and will assist both ACES and my future employment development.

### Repayment Declaration

I agree that I am responsible for payment of course fees and that they will be automatically deducted from my future payrolls in accordance with Part C Payment Details.

I also understand that attendance at training is subject to normal rostered shift provisions and failure to CANCEL or RESCHEDULE with 48 hours' notice, attend a course or to complete a course without an explanation acceptable to ACES will result in deduction of course fees on an immediate pay deduction or repayment basis.

I understand and agree the payment and reimbursement obligations will be determined at the absolute discretion of ACES.

### Repayment Method

I authorise payment to be deducted:

From the next wages / salary payment due to me [as per Part C Payment details], or;

If I am no longer employed by ACES the deduction may be made out of any payment due to me upon ceasing my current employment with ACES, and / or;

Should there be insufficient funds to meet the total amount to be paid, ACES may deduct the amount from any subsequent wages / salary payment due to me [if any] until full payment is made, and / or;

Should future pays owed to me not cover the costs within 4 weeks of the payment being due or if my employment with ACES has ceased, then I agree to make immediate payment of any money then owing.