

# IATA

**Institute of Access Training Australia**

professional  development  training

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[www.accessinstitute.com.au](http://www.accessinstitute.com.au)

## **CPP40811 Certificate IV in Access Consulting - Course for Building Surveyors**

### **Enrolment Form**

## Read the following before you proceed

This course is designed for **Building Surveyors only.**

In order to enrol in this course you must provide some information about your qualifications and experience, complete the attached Enrolment Form and send to IATA.

**(If you are not a Building Surveyor contact IATA for options regarding other courses).**

### **Step 1: To enrol in this course:**

Complete the attached Enrolment Form.

### **Step 2: Attach a copy of the following documents to the enrolment form:**

- A copy of your qualification and registration as a Building Surveyor within your State

and

- A statement from your employer that you have been carrying out responsibilities associated with the above professional role for a period of not less than 12 months

or

- Evidence of self – employment
- This could be a statement from your professional body or accountant indicating that you have been carrying out responsibilities associated with the above professional role for a period of not less than 12 months

You must then submit these documents to IATA:

by email to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send by mail to P O Box 255, North Melbourne, 3051.

### **Step 3: Notification of receipt of documents by IATA and payment of fee**

Once these documents are received by IATA, an invoice for the Course Fee will be issued to you. Once a payment is received the assessment of your documents will then be undertaken. This will not occur until payment is received by IATA. If necessary you will also be contacted by phone by an IATA assessor if any further information is required.

### **Step 4: Confirmation of enrolment**

Once the document assessment is completed, you will be issued with written confirmation of enrolment. You will be provided with further details of the course, as well as any necessary pre-course materials.

### **Performance Solutions for Access**

Note: This course has been specifically adapted for Building Surveyors, based on the ability for Recognised Prior Learning or Credit Transfer to be awarded, relating to the qualifications and experience of Building Surveyors. As such, there is no 'in class' session relating to Performance Solutions for Access as part of the 5 day course.

As Performance Solutions are typically within the realm of an experienced Building Surveyor, this therefore is incorporated as part of the units for which RPL or Credit Transfer has been granted.

However, it is also understood, that some Building Surveyors may wish to gain further knowledge regarding Performance Solutions for Access to expand their skills and knowledge.

If you wish to attend a session on Performance Solutions for Access, this occurs on an additional day to the five days that are nominated for this course. You are welcome to attend this session for an additional fee of \$300. Date and time for this session can be provided on request to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

### **Further Information**

For further information please read the Course Information Handbook available at [www.accessinstitute.com.au](http://www.accessinstitute.com.au) or via email at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or contact IATA: Telephone: (03) 9988 1979

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## CPP40811 - Certificate IV in Access Consulting – Course for Building Surveyors ONLY

5 days – plus assignments and assessment

### Course Enrolment Form

Please ensure that you read the Course Information Handbook prior to answering all questions in this course Enrolment Form. When completed, submit this form to IATA as per the details on the last page.

#### 1. Personal details

##### Unique Student Identifier .....

From January 2015 it is compulsory for all students enrolling in nationally recognised training to obtain a Unique Student Identifier (USI). This number will be your own personal student number which can be used across all educational institutions. If you do not already have a USI, you will need to create one prior to enrolment. Please create a USI by visiting <http://usi.gov.au>

Name(Surname)..... (Given name) .....

Date of Birth Day ..... Month ..... Year .....

Sex [ ] Male [ ] Female

#### 2. Residence

What is the address location and postcode of the suburb, locality or town in which you usually live?

Address ..... Postcode .....

Home Telephone ..... Fax .....

Email.....

#### 3. Person to Contact in an Emergency

Name ..... Relationship .....

Address ..... Telephone.....

Mobile ..... Email.....

#### 4. Employment

Employer name (if applicable).....

Your current role .....

Employer address .....

Phone ..... Fax .....

Email .....

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  Employer

Employed – unpaid worker in a family business  Unemployed – seeking full-time work

Unemployed – seeking part-time work  Not employed – not seeking

#### 5. Language and Cultural Diversity

In which country were you born?  Australia  Other – please specify

.....

Do you speak a language other than English at home?  No, English

(if more than one language, indicate the one that is spoken most often)  Yes,

Other Please specify .....

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

Are you of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander

**6. Particular Requirements**

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

Yes       No

If Yes, please indicate the areas of disability, impairment or long term condition: (You may indicate more than one area)  Hearing/deaf  Physical  Intellectual  Learning  Mental Illness  Acquired Brain Impairment  Vision  Medical Condition  Other

If **Yes**, please provide more information so that we can prepare, in consultation with you, the most appropriate support arrangements

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.....  
.....

**7. Education**

Are you still attending secondary school?       Yes       No

What is your highest **completed** school level? (Tick **one** box only)

Completed Year 12     Completed Year 11  Completed Year 10  
 Completed Year 9 or Equivalent  Completed Year 8 or Lower  
 Did not go to High School

In which year did you complete that high school level .....

Have you successfully completed any of the following qualifications?  Yes       No

If Yes, tick **any applicable boxes**       Bachelor Degree or Higher Degree  
 Advanced Diploma or Associate  Degree  Diploma or Associate Diploma  
 Certificate IV or Advanced  Certificate/Technical  
 Certificate 111 or Trade Certificate  Certificate 11  Certificate 1  
 Certificates other than the above

Are you planning to apply for any Credit Transfer?       Yes       No

Are you planning to apply for any RPL?       Yes       No

**8. Study Reason**

Of the following categories, which **best** describes your main reason for undertaking this course?

- 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 was a requirement of my job     I wanted extra skills for my job
- to get into another course of study     for personal interest or self development
- other reasons

**Course Dates 2017**

**5 days – Daily from 9a.m. to 4.30p.m.**

**Location: Please tick appropriate**

- Sydney 22, 23, 24, 27, 28 March 2017
- Melbourne 26, 27, 28 April, 1, 2 May 2017
- Perth 17, 18, 19, 22, 23 May 2017
- Brisbane 14, 15, 16, 19, 20 June 2017

- I wish to attend the Performance Solutions for Access Session for an additional fee of \$300.00**

Accessible venues, public transport and parking close by.

**Where did you hear about this course?**

**Please circle:**

**IATA Flyer  
Program**

**IATA Website**

**AIBS News**

**AIA Refuel**

**Access News**

**Colleague**

**Mainstreet**

**Infoxchange**

**Other: please state: .....**



## Fees, Charges and Refunds

### Course fee:

Total fee can be paid on enrolment or alternatively paid in the instalments: please refer to the Certificate IV in Access Consulting Course Information Handbook for installment dates.

### Please tick your preferred payment option:

**Prior to Course:** (No GST is applicable)

**Installments:** (No GST is applicable)

IATA will forward invoices to each student via email, indicating course fees and due dates. All fees must be received by IATA by the dates listed above in your preferred payment option, in order for you to participate in the course.

If you withdraw from a course after IATA has confirmed your enrolment, a minimum fee of 20% of the full course fee will apply, if withdrawal occurs more than 14 days prior to course commencement.

If you withdraw from a course within 14 days of the course commencement, 50% of the total course fee will apply.

If you withdraw from a course, all fees for document assessment undertaken by IATA will still be payable.

**I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of IATA.**

Authorising Officer: ..... Signature:.....

Email Address for Invoices:.....

IATA policies and further course information is provided in the Course Information Handbook, available from IATA at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

To support high quality training, numbers of students enrolled in each course are limited. Enrolment is not guaranteed or confirmed until fees are received by IATA and IATA has confirmed enrolment with the student via email.

IATA reserves the right to cancel any course at any time. If a course is cancelled by IATA ALL of your fees paid will be refunded.

IATA does not take responsibility for any participant's costs associated with any such cancellation including airfares, travel or accommodation. IATA will endeavor to notify students as early as possible of any course cancellation.

**Privacy Statement**

I understand that the Institute of Access Training Australia is required to provide the Australian Skills Quality Authority (ASQA), with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the National VET Provider Collection Data Requirements Policy (which is available at <https://docs.education.gov.au/node/37145>). IATA may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting, and/or research activities. For these and other lawful purposes, ASQA may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how student information may be used or disclosed please contact the Institute of Access Training Australia Privacy Officer on phone 03 9988 1979 or email [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

**I acknowledge and agree to the terms described in this privacy statement:**

**Applicant signature:** .....

**Tick this box [ ] to confirm acceptance of the privacy statement for online enrolments.**

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Australian Skills Quality Authority (ASQA) who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records.

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of IATA. I acknowledge I have read and understood the contents of the Course Information Handbook.

**Applicant Signature** ..... **Date**.....

**In order to enrol in the Certificate IV in Access Consulting – Course for Building Surveyors you must also complete the following checklist:**

Your Surname: \_\_\_\_\_

Your First Name: \_\_\_\_\_

<b>I have attached the following:</b>	<b>Yes Please tick below</b>
1. Course Enrolment Form	
2. A copy of my qualification and registration as a Building Surveyor within my state.	
3. a) A statement from my employer that I have been carrying out responsibilities associated with the above professional role for a period of not less than 12 months  <b>or</b>  b) Evidence of self – employment  This is a statement from my professional body indicating that I have been carrying out responsibilities associated with the above professional role for a period of not less than 12 months  <b>OR</b>  This is a statement from my accountant indicating that I have been carrying out responsibilities associated with the above professional role for a period of not less than 12 months	
4. This checklist	

Note: You are responsible for any original documents sent to IATA by mail. If you wish these to be returned to you by registered mail, please include a Registered Mail envelope with your submission.

**Email the enrolment form, this checklist and your documents to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send to IATA P O Box 255, North Melbourne 3051**