

# Bridging Course for CPP50711 Diploma of Access Consulting

3 days – plus 12 months to complete assignments and assessment

## Enrolment Form

Please ensure that you read the Bridging course for Diploma of Access Consulting 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

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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

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

### Location: Please tick appropriate

- Sydney 3, 4, 5 July 2017
- Melbourne 24, 25, 26 July 2017
- Brisbane 14, 15, 16 August 2017
- Perth 18, 19, 20 September 2017

Accessible venues, public transport and parking close by.

## Fees, Charges and Refunds

### Course fee: Please refer to the Course Information Handbook

Total fee can be paid on enrolment or alternatively paid in the instalments: please refer to the **Bridging** for Diploma of Access Consulting Course Information Handbook for instalment dates.

### Please tick your preferred payment option:

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

IATA will forward an invoice to each student via email, detailing course fees and due dates. All fees must be received by IATA by the dates listed above in the students preferred payment option, in order for a student to participate in the course.

If a student withdraws from a course after they have confirmed their enrolment. i.e. submitted their enrolment form to IATA, a minimum fee of 20% of the full course fee will apply if withdrawal occurs more than 14 days prior to course commencement.

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

All fees for any RPL undertaken by IATA for any student who withdraws from a course, after they have confirmed their enrolment, will be payable in full by the student.

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 [info@accessinstitute.com.au](mailto:info@accessinstitute.com.au) In addition, a Student Participation Handbook will also be provided to each student prior to course commencement.

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.

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

**Please circle:**

**IATA Flyer**

**IATA Website**

**AIBS News**

**AIA Refuel Program**

**Access News**

**Colleague**

**Mainstreet**

**Infoxchange**

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



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**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 [www.nssc.natese.gov.au/\\_data/assets/pdf\\_file/0005/75713/National\\_VET\\_Provider\\_Collection\\_Data\\_Requirements\\_Policy.pdf](http://www.nssc.natese.gov.au/_data/assets/pdf_file/0005/75713/National_VET_Provider_Collection_Data_Requirements_Policy.pdf) . 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**.....

**Email this Enrolment Form to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or  
send to IATA P O Box 255, North Melbourne, 3051**