

IATA

Institute of Access Training Australia

professional & development & training

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P.O. Box 255, North Melbourne, 3051

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www.accessinstitute.com.au

Course Enrolment Form and RPL / CT Application Form

CPP50711 Diploma of Access Consulting



**NATIONALLY RECOGNISED
TRAINING**

Please read the following before you proceed

In order to enrol in CPP50711 Diploma of Access Consulting you must do the following:

- Step 1:** Read this Course Information Handbook
Step 2: Complete the attached **Course Enrolment Form only**
Step 3: Submit this completed **Course Enrolment Form** to IATA:

- by email to admin@accessinstitute.com.au
- or send by mail to P O Box 255, North Melbourne, 3051.

Once this Course Enrolment Form is received by IATA, an invoice will be issued to you. You will be provided with further details of the course..

Once initial payment is received by IATA, you may wish to apply for Recognition of Prior Learning and/or Credit Transfer if you are eligible for this.

In order to apply for RPL / CT you must provide some information about your qualifications and experience, and send this to IATA.

Further details regarding what you need to submit are provided in the Recognition of Prior Learning and/or Credit - **RPL/CT Application Form** attached.

CPP50711 Diploma of Access Consulting

11 days – plus assignments and assessment

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

.....
.....
.....

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

11 days– Daily from 9a.m. to 4.30p.m.

Locations: Please refer to the Course Information Handbook

Please tick appropriate

- Sydney** 22, 23, 24, 27, 28 March, 28, 29, 30 June and 3, 4, 5 July 2017
- Melbourne** 26, 27, 28 April, 1, 2 May and 19, 20, 21, 24, 25, 26 July 2017
- Perth** 17, 18, 19, 22, 23 May and 13, 14, 15, 18, 19, 20 September 2017
- Brisbane** 14, 15, 16, 19, 20 June and 9, 10, 11, 14, 15, 16 August 2017

Accessible venues, public transport and parking close by, details are contained in the Course Information Handbook.

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 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)



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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.

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 admin@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 . 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

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

or send to IATA P O Box 255, North Melbourne, 3051

RPL / CT Application Form

If you wish to apply for Recognition of Prior Learning and/or Credit Transfer you can do this after your initial course enrolment payment has been received by IATA. Further details are provided on the following pages.

Step 1: Attach a copy of your evidence (documents) identifying your RPL or CT to this RPL /CT Application Form.

Evidence (documents) could include:

- A copy of your relevant qualification and/or registration within your state
- and
- A statement from your employer that you have been carrying out responsibilities associated with a professional role in Access Consulting for a period of not less than 12 months
- and
- Other evidence documentation supporting your application.

Step 2: Submit your RPL / CT Application Form and this evidence (documents) to IATA:

- by email to admin@accessinstitute.com.au
- or post to P O Box 255, North Melbourne, 3051.

Step 3: Confirmation of RPL/CT acceptance by IATA

Once IATA has completed the RPL / CT assessment you will be issued with written confirmation of the assessment outcome.

If necessary you will be contacted by phone by an IATA assessor if any further information is required.

Further Information

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

Recognition of Prior Learning and/or Credit Transfer Application Form

What is RPL?

RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the student and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

As with many qualifications, if you can provide evidence of Recognised Prior Learning (RPL), that meet the performance requirements of the units of competency in the course, you may be eligible to obtain the Certificate IV in Access Consulting without undertaking further study in some units. Information about what constitutes RPL and some examples of RPL that may be applicable in the Certificate IV in Access Consulting are provided below.

Students applying for RPL/CT must ensure evidence provided is valid, authentic, current and sufficient so that the process is fair, flexible reliable and valid.

Submission Process

- All applications for RPL or CT must be received by IATA a **minimum of 3 weeks prior to course commencement.**
- Please complete the evidence guide and attach all evidence with your name clearly marked on any pages attached and forward by mail to IATA P O Box 255, North Melbourne, Victoria, 3051 or Email to admin@accessinstitute.com.au.
- Note: Students 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.
- Please contact IATA via email if you have any questions: admin@accessinstitute.com.au
- We will contact you when the assessment is completed or the Assessor will contact you if they have any questions.
- Please allow a minimum of 2 weeks for assessment to be completed.

Applicant Details

Surname: _____

First Name: _____

Address: (Number, Street, Town, Postcode)

Phone: _____

Email: _____

Employment Details

Employer: _____

Address of Employer:

Please complete the table below for the Unit of Competency you are applying RPL and/or CT for:

Unit Code	RPL or CT	Unit Name

You will now need to demonstrate your skills and knowledge within the varying aspects of this Unit (s) by collecting evidence of your skills and knowledge as identified in the IATA RPL and/or CT Information Handbook – Types of Evidence. This can be found at www.training.gov.au/Training/Details/ CPP50711 and attach relevant evidence for **each unit**.

