

# Adept Training Registration Form

## Personal details

Title: **Mr Mrs Ms Miss**                      **Male / Female**                      **Date of Birth:** \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ SURNAME: \_\_\_\_\_  
 (Please provide proof of identity (POI) to verify your legal name as noted on either: your birth certificate, driver's licence or passport)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_  
 Please provide an email address so we can send correspondence to you via email.

**10% discount for early payment on select courses only**

For 10% discount on the cost of your course, we must receive your payment IN FULL at least 7 days prior to course commencement

## Course details

**Please tick ✓ the course/s you wish to enrol in:**

<input type="checkbox"/> Cert III in Pathology	<input type="checkbox"/> Cert III in Aged Care
<input type="checkbox"/> Cert IV in Pathology	<input type="checkbox"/> Cert IV in Aged Care
<input type="checkbox"/> Perform Blood Collection <i>only</i>	<input type="checkbox"/> Apply First Aid
<input type="checkbox"/> Medical Administration	<input type="checkbox"/> Medical Terminology
<input type="checkbox"/> Drug and Alcohol	<input type="checkbox"/> Cannulation
<input type="checkbox"/> Perform Electrocardiograph (ECG) <i>only</i>	<input type="checkbox"/> Other _____

Do you require recognition of prior learning (RPL) or credit transfer for subjects you have completed through another RTO or through life/work experiences?                       Yes                       No

Start Date: \_\_\_\_\_ **Location:** \_\_\_\_\_ Course code: \_\_\_\_\_

*If applicable:* please include a photocopy of your *Centrelink Pensioner Concession* card if you require the concession price; (concession will only be granted when card is presented at the time of booking). See [www.adepttraining.com.au](http://www.adepttraining.com.au) for more information on course fees and codes.

## Payment Method and Bank Details:

**(10% discount (on select courses) only applies when fees are received at least 7 days prior to course commencing)**

Personal Cheque                       Money order                       Cash & EFTPOS (at office only)   
 Direct Deposit                       *(please bring exact amount)*

**St George Bank (ADEPT TRAINING)**  
**BSB: 112 879                      Account No: 0566 20719**  
*(please include name or phone no. on transaction)*

Payment Amount \$ \_\_\_\_\_

Please debit my Credit Card    Visa                       MasterCard                       Payment Amount \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Credit Card No. \_\_\_\_\_                      Expiry date \_\_\_\_ / \_\_\_\_

Cardholder Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

<b>Office Use Only:</b>	<b>Type of (POI) presented:</b>	Conf Let./ SH / Rct <b>Date issued/posted:</b> ____/____/____	Vettrak ID: _____ Completed: <input type="checkbox"/>
	*Driver's Licence No#: _____ *Passport No#: _____ *Birth Certificate ( <i>copy on file</i> ) Yes / No / n/a		
Received: _____			
Fees: _____			



## ***Adept Training Registration Form***

Adept Training is collecting the personal information requested on this form for AVETMISS requirements and in compliance with the Data Provisions Requirements under the *National Vocational Educational and Training Regulator Act 2011 (NVR)*. No information will be given or sold to any organisation. To ensure AVETMISS compliance the following information is required for statistical purposes. The individual answers are not available for anyone to view and forms part of data that is required to be collected for auditing reporting. Please assist us to comply with the requirements for collecting data. Failure to supply the required information makes this enrolment unable to be processed and your application will be returned to you for completion.

### **Language and cultural diversity**

Country of Birth: \_\_\_\_\_ Year arrive in Australia: \_\_\_\_\_

Do you speak a language other than English at home?  
*(if more than one language, indicate the one that is spoken most often)*

- No, English only
- Yes, - please specify \_\_\_\_\_

Own Assessment of how well you speak English?

- Very well       Well       not well       Not at all

If English is your second language have you completed the **English assessment**       Yes       No

Are you an Aboriginal or Torres Strait Islander?

- No       Aboriginal       Torres Strait Islander

### **Health and / Disability**

Any health problems we need to know about or learning / disability issues?

No       Yes

If Yes, then please indicate the areas of disability, impairment or long-term condition:  
*(you may indicate more than one area)*

Hearing /deaf

Physical

Intellectual

Learning

Vision

Medical Condition

Other *(please specify)* \_\_\_\_\_

### **Do you have any special support requirements**

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### **Educational Details**

Are you still attending secondary school?     Yes     No

What is your highest COMPLETED school level in Australia and in which year did you complete that school level?

Year 12     Year 11     Year 10     Year 9 or lower    Year Completed: \_\_\_\_\_

Have you successfully COMPLETED any of the following qualifications in Australia? (*select more than one if applicable*)

Certificate I     Certificate II     Certificate III     Certificate IV  
 Diploma     Advanced Diploma     Bachelor Degree     Graduate Diploma or higher

Year Completed: \_\_\_\_\_

### **Employment Details**

Please indicate your current employment situation (*select one*):

- |  |  |
|--|--|
| <input type="checkbox"/> Full time employee                          | <input type="checkbox"/> Part time / casual employee         |
| <input type="checkbox"/> Employer                                    |  |
| <input type="checkbox"/> Unemployed – seeking full time work         | <input type="checkbox"/> Unemployed – seeking part time work |
| <input type="checkbox"/> Unemployed – not seeking work               | <input type="checkbox"/> School Leaver                       |
| <input type="checkbox"/> employed – unpaid worker in family business |  |

What is your main reason for undertaking this course? (*select one*)

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To develop my existing business     |
| <input type="checkbox"/> To start my own business                  | <input type="checkbox"/> To try for a different career       |
| <input type="checkbox"/> To get a better job or promotion          | <input type="checkbox"/> It is a requirement for my job      |
| <input type="checkbox"/> I wanted extra skills for my job          | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest or self development | <input type="checkbox"/> Other                               |

### **Survey Question**

Please tell us where you have heard of Adept Training (*select more than one if applicable*):

- |  |  |
|--|--|
| <input type="checkbox"/> Local Newspaper | <input type="checkbox"/> Google –Internet search               |
| <input type="checkbox"/> Direct Contact  | <input type="checkbox"/> Word of mouth / referral              |
| <input type="checkbox"/> Radio           | <input type="checkbox"/> Other ( <i>please specify</i> ) _____ |



# Adept Training Registration Form

## Terms, conditions & cancellation policy:

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on the web: [www.adepttraining.com.au](http://www.adepttraining.com.au)

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances.

A full refund will be given if cancelled 2 weeks or more before course, a 50% refund will be given if cancelled 1 week or more before course. No refund will be given if cancelled within 7 days of course commencing or if you fail to attend or complete the course. In these circumstances a place will be arranged in an appropriate future course, within 12 months. If you are unable to attend the course you have registered for you may send someone in your place. For all cancellations a \$95 (inc. GST) administration fee will be charged, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement.

## First Aid Course Terms, conditions & cancellation policy:

Once we have received your completed registration application and full payment, we will send you your confirmation letter. The discounted fee is non-refundable. Additionally, if you fail to attend the one day Apply First Aid (HLTFA301B) course you will forfeit all fees and will be required to pay again should you wish to rebook.

Full fee paying students only - a full refund will be given if cancelled two weeks or more before course. No refund will be given if you fail to attend or complete the course. If you are unable to attend the course you have registered for you may send someone in your place. Cancellations will incur a \$95 (inc. GST) administration fee, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

## Language, Literacy & Numeracy Requirements:

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

Please ensure that you have the required level of English literacy & comprehension to attend one of our courses and meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.

## Student Declaration

I confirm the information I have provided is accurate and I have read and understood the above terms, conditions and cancellation policy together with the Student Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return to Adept Training by:

Fax: 1300 366 045

Mail or in person: **69 Harris Street Harris Park NSW 2150**

## English Comprehension Agreement

This section only needs to be filled in if you are UNSURE of your English skills.

In order for students to enrol in our courses and successfully participate, it is important that you have the required level of English literacy and comprehension; either Certificate III in English, IELTS 5.0 (and above) or successfully completed the Adept Training English Assessment. If you are unsure if your level of English is suitable for the course you may choose to come in to our NSW office and undertake an English Comprehension Assessment or we can assess you verbally over the phone.

This means that you can read and comprehend this information and you are able to fill this form in yourself. If you have any difficulties in reading, understanding or completing this form; please see our office for further assessment.

Please tick one of the following;

I would like to undertake Adept Training English Assessment  Yes

**Or**

I feel that my English skills are appropriate to undertake this course  Yes

By signing below you agree that your English skills are appropriate for you to undertake training and assessment at a Certificate III level. No refunds will be given if a student enrolls and decides that they wish to discontinue due to difficulty with English.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

