ACCREDITED COURSE ENROLMENT FORM

Targett Retail Training Pty Ltd (trading as Target Training) is a Registered Training Organisation (RTO ID: 90731) accredited to deliver Australian recognised qualifications that are either Government subsidised or fee-for-service arrangements. A requirement for eligibility is that applicants provide the following information for administrative and statistical purposes. All information will be regarded as confidential, by Target Training and will not be sold or forwarded to other commercial organisations.

QUALIFICATION / COURSE DETAILS

Course Code: _____ Course Name: _____ Start Date: DD/MM/YYYY

UNIQUE STUDENT IDENTIFIER (USI)

The USI is a mandatory Australia-wide student number which will allow students to track their training records via www.usi.gov.au
We strongly suggest you create your own USI for your personal records.

Do you have a USI:
☐ Yes – If yes, please provide your USI: _____

☐ No - If no, you agree for Target Training to create a USI on your behalf and will call you for further details.

PERSONAL DETAILS

Title _____

Surname: _____ Given Names: _____

Home Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Work: _____ Mobile: _____

Email: _____

Date of birth: _____ ☐ Male ☐ Female ☐ Other _____

Emergency contact details: Name: _____ Contact Number: _____
Relationship: _____

In the event of an emergency do you give Target Training permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? ☐ Yes ☐ No

Are you living in State social housing or are you or your household on the State Housing Register?
☐ Yes ☐ No

Were you born in Australia? ☐ Yes ☐ No Town & City of Birth: _____ Please specify: _____

Are you… ☐ an Australian citizen ☐ Humanitarian Visa Holder ☐ Other, please specify
☐ New Zealand citizen ☐ Permanent Australian resident _____

Main language spoken at home: ☐ English ☐ Other, please specify _____

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

Are you of Indigenous background? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

Do you consider yourself to have a permanent and significant disability? ☐ No ☐ Yes

If yes: ☐ Visual / Sight ☐ Hearing ☐ Physical ☐ Intellectual ☐ Mental Illness
☐ Chronic Illness ☐ Learning ☐ Other

PREVIOUS EDUCATION AND TRAINING

Are you still attending school?

☐ No Highest Level completed: _____ Year left school: _____

☐ Yes Current level: _____

Since completing school, have you completed any qualifications?

☐ No

☐ Yes ☐ Certificate I ☐ Certificate II

☐ Certificate III (or Trade Certificate) ☐ Certificate IV (or Advanced Certificate/Technician)

☐ Diploma / Assoc Diploma ☐ Adv Diploma / Assoc Degree ☐ Degree or higher

☐ Other Education

Name of course: _____ Year completed: _____

EMPLOYMENT DETAILS

Employment Status: ☐ Full Time ☐ Part Time ☐ Employer Self Employed

☐ Self - Employed – not employing others

☐ Unemployed – seeking part time work ☐ Unemployed – Seeking full time work

☐ Employed – unpaid worker in a family business ☐ not employed and not seeking employment

Date commenced employment: _____ Ave hours worked per week: _____

Do you hold a health care card or pensioner card? ☐ Yes ☐ No

If yes, please provide a copy with this Enrolment Form.

Have you been unemployed for 52 weeks or more? ☐ Yes ☐ No *If 'yes' is selected, a letter from the Employment Service Provider confirming unemployed status and timeframe is required.*

If employed, role title: _____ Start date: _____

Employer Name: _____

Business Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Person: _____ Job Title: _____

Telephone: _____ Mobile: _____

Average hours per week: ☐ 15-20 ☐ 21-30 ☐ 30+ ☐ Other _____

REASON FOR STUDY

Of the following reasons, which best describes your main reason for undertaking this course or traineeship?

☐ To get a job ☐ To develop my existing skills / business

☐ To start my own business ☐ To try for a different career

☐ To get a better job / promotion / career ☐ It is 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: _____

CREDIT TRANSFER or RECOGNITION OF PRIOR LEARNING (RPL)

If you have significant experience, knowledge current training or real-life experiences in any of the units you may wish to apply for recognition of prior learning. Refer to our Student Handbook for policy and procedures relating to Credit Transfer and RPL.

Do you wish to apply for Credit Transfer ☐ Yes ☐ No (if yes, you must provide a copy of the relevant certificate or Statement of Attainment).

Do you wish to apply for RPL? ☐ Yes ☐ No (If you tick yes, an RPL application will be issued to you for completion)

EQUITY ASSISTANCE

Equity assistance may be available if you require assistance or support in any of the following categories. Please consult with Target Training representative if you require information.
Evidence must be supplied with this enrolment form which may include: A verbal assessment of the candidate by the trainer, a written statement from the learner (or parent/guardian if under 18), a written statement by the employer or a medical certificate.

Do you require assistance due to literacy or numeracy barriers including learning difficulties? ☐ Yes ☐ No

Do you require support for digital literacy? (eg. using email, online learning, or saving/submitting assessments) ☐ Yes ☐ No

Do you require assistance due to language barriers? ☐ Yes ☐ No

Do you require provisions for a sign interpreter for hearing impairment? ☐ Yes ☐ No

Do you require provisions for a note taker for visual impairment? ☐ Yes ☐ No

EVIDENCE OF IDENTITY

Your identification must be provided. Photo ID is required. Please select one (1) from the below list and attach a copy. If you are a permanent Australian resident a copy of your Medicare card is required as well.

Photo ID could be any of:

☐ **Driver's Licence (Front and Rear)**
State of Issue: _____ Licence # _____

☐ **Australian Passport** (Passport must be current or have an expiry date within the last two years)
Document # _____ Expiry Date: _____

☐ **Non-Australian Passport** * Visa must be current and valid
Passport # _____ Country of Issue: _____

☐ **Photo Identification Card**
Document # _____ Expiry Date: _____

Secondary Evidence could be any of:(sometimes required for specific Government funded programs)

☐ **Medicare Card**
Name: _____ Member # _____
Individual Ref # _____ Card Colour: _____ Expiry Date: _____

☐ **Australian Birth Certificate**
State: _____ Registration # _____ Certificate # _____
Date and Year of Registration: _____ Date Printed: _____

WHERE DID YOU HEAR ABOUT THE COURSE?

☐ Newspaper ☐ Website ☐ Google ☐ Yellow Pages
☐ Word of Mouth ☐ Radio ☐ Other _____

STUDENT HANDBOOK

Target Training issues a student handbook to each student at the commencement of course. Please indicate that you have received a student handbook and that the handbook adequately explained the procedures followed by the company in relation to their training, as well as the Target Training Consumer Protection Policy and Fee Administration Policy (where relevant).

☐ Handbook received and explained

Terms & Conditions of Enrolment

1. Enrolment & Selection

a) The student is responsible for notifying Target Training if they have a medical condition or disability or require assistance in their training.
b) It is the student's responsibility to note the date, time and location of the course as advised.
c) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
d) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
e) If you are unable to complete your course, due to changed personal circumstances, Target Training will make every effort to ensure you are placed into an alternative pre-scheduled course.
f) Students can only join after course commencement date if they meet all prerequisites.
g) Target Training reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
h) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. Targett Retail Training Pty Ltd's students are covered by public liability insurance while working within Target Training's premises.

2. Course Fees, Payments and Refunds

a) Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
b) In line with Target Training's Fee Protection Policy Target Training will not collect more than $1,500 prior to course commencement.
c) Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
d) Refunds may be made in the following circumstances:
   i. Participants have overpaid the administration charge
   ii. Participants enrolled in training that has been terminated by Target Training
   iii. Participant advises Target Training prior to course commencement that they are withdrawing from the course
   iv. If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by Target Training
   v. In the event that Target Training fails to provide the agreed services
e) A deposit of no more than $1,500 may be required prior to course commencement; this deposit is to confirm a place in the course. Please refer to the Course information flyer for the deposit amount required and timing of payment.
f) No refunds will be issued once the student has commenced the course.
g) Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of $80 will be charged.
h) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.
i) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
j) In most cases there will be no reassessment fee. If a reassessment fee is applicable, this fee will be included on the course flyer.
k) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
l) Target Training is responsible for the issuance of AQF certification documentation.

3. Cooling Off Period

Targett Retail Training Pty Ltd protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to Target Training Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.

4. Changes to Agreed Services

Where there are any changes to the agreed services that will affect the learner, including in the event of Target Training closing down, Target Training will advise the learner as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third party arrangements.

5. Fee Protection

Target Training requires a minimum deposit, which will not exceed $1,500 per individual student, prior to course commencement. If the full course fees are less than $1,500, the full fees may be required to be paid prior to course commencement. Please refer to the course flyer for an outline of all course fees. Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are more than $1500), or in full (if the remaining fees are below $1500) for training and other services yet to be delivered.

6. Consumer Guarantee

Target Training guarantees that the services provided by Target Training will be:

- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).
- provided with integrity, fairness and transparency.

7. Complaints and Appeals

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with our office. Target Training administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.
If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to Target Training for actioning.
Please refer to the Student Handbook for more details on the complaints and appeals process.

8. Credit Transfer

Target Training recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.
Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript).
Please refer to the Student Handbook or contact the office for our credit transfer policy and procedures on how to apply.

9. Language, Literacy, Numeracy and Digital Literacy (LLND)

LLND support is available to provide students with advice and support services in the provision of language, literacy, numeracy and digital assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within Target Training can provide students with support to assist the student throughout the learning process.

Language, Literacy, Numeracy and Digital Literacy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy, numeracy and digital literacy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure
- Using technology effectively including finding and managing information, working with others digitally, creating digital content and protecting information.

All students undertaking a course are required to undertake an LLND Assessment.

10. Support Services

Target Training caters to diverse student learning needs and aims to identify and respond to the learning needs of all students. Students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or Target Training support staff.
Target Training is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by Target Training.

To achieve this and to ensure the quality delivery of training and education, Target Training provides student vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with Target Training for further counselling and/or assistance.

11. Reasonable Adjustment

Target Training learners are supported to disclose their disability, if they wish to do so. Reasonable adjustments are made for learners with disability where appropriate. Where reasonable adjustments are not appropriate or possible, the reasons why will be communicated to the learner as soon as reasonably practicable.

12. Diversity, Inclusion and Wellness

Target Training fosters a safe and inclusive learning environment for learners. Target Training fosters a culturally safe environment for First Nations people. The wellbeing needs of our students are important to us, and appropriate wellbeing support services will be made available from the time our students enrol. We will advise the learners of the availability of wellbeing services and organisations that students can contact or any other action they can take to support their wellbeing as relative to the course they have enrolled into.

13. Legislative and Regulatory Requirements

All students will undergo an induction with Target Training, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training.
The student acknowledges that they must observe Target Training's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

14. Privacy Protection

Target Training respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

Target Training has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing Target Training against the Standards for RTO's. No student files will be removed from Target Training's site, unless a student is notified beforehand

STUDENT DECLARATION or PARENT/GUARDIAN *(if student is under 18 years of age)*

1. *I declare that the information contained in this Enrolment Agreement Form is true and correct.*
2. *I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures*
3. *I acknowledge and agree with the terms and conditions of enrolment with specific reference to Target Training's enrolment and selection.*
4. *I confirm that I have received information about the course content, duration, expected outcomes, entry requirements, and support services, and I believe this course is suitable for my goals.*
5. *I confirm that I have been informed about available support services including LLND assistance, digital literacy, reasonable adjustment, and student wellbeing support.*
6. *I consent to Targett Retail Training Pty Ltd providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.*
7. *I understand that if I am required to pay a deposit with this Enrolment Agreement Form that the deposit is non-refundable.*
8. *By signing this document, I give permission for Target Training to access my Unique Student Identifier for the purpose of my training.*
9. *I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLND Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.*

Participant Name: _____

Signature_____ Date _____

(Parent/Guardian signature required if student is under 18 years of age)

Guardian name: _____

Signature: _____ Date _____

OFFICE USE: (to be completed by Target Training representative at enrolment)

AAC: _____ AAC Rep. Name: _____

Target Training Rep: _____ Date: _____

Contract type: ☐ Non concession ☐ Concession ☐ Fee exempt ☐ SBAT

Contract type: ☐ Traineeship ☐ FFS ☐ Targeted Priorities ☐ Other, specify: _____

Delivery mode: ☐ Online ☐ Classroom ☐ Distance ☐ Work based

Trainer/Assessor:_____

This is for the purpose of certifying that eligibility evidence has been sighted and that the applicant's identity is true and correct.

I confirm that in relation to (Student's Name) _____has provided

☐ a colour copy or has shown original Birth Certificate, Australian Passport or Permanent Visa; Doc No._____

☐ a colour copy of Green Medicare Card ☐ a colour copy of Drivers Licence or Proof of Age (Front and Rear)

☐ a colour copy or evidence of concession if applicable

Authorised RTO Representative: _____Signature: _____

Position: _____ Date: _____

I have assessed the student's performance of the test against the performance indicators. Based on the results obtained, the student:

☐ Has demonstrated they have the required level of LLND to enable them to complete the course successfully with minimal support in this area required.

☐ Does not have a sufficient level of LLND skills and may require extensive additional support to complete this course successfully. I am referring this student to be further assessed to determine the level of support that can be offered with possible referral to external agencies required.*

☐ Has demonstrated they may require additional support with LLND and I am able to provide this. The student and I will develop a support plan to ensure they are given the opportunity to develop their language, literacy, numeracy and/or digital literacy skills to enable them to complete the course successfully.*

*Please outline the arrangements made for supporting the student through the course.