

RDP TRAINING ENROLMENT FORM (FOE-001)



STUDENT DETAILS (You need a valid USI to enrol. Go to www.usi.gov.au to apply or retrieve your USI. Enter your details exactly as for your USI). We are prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a valid USI and the results of your training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other
FIRST NAME		LAST NAME		USI
EMAIL		MOBILE		DOB
RESIDENTIAL ADDRESS		FLAT/UNIT NUMBER OR PROPERTY NAME		
STREET NUMBER		STREET NAME		
SUBURB/TOWN		POST CODE	STATE	
POSTAL ADDRESS		<input type="checkbox"/> SAME AS ABOVE		
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> OTHER		

COURSE DETAILS

COURSE NAME		COURSE DATE
COURSE LOCATION		COURSE ID
COURSE FEE		Payment Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
PAYMENT DETAILS	<input type="checkbox"/> Cash <input type="checkbox"/> Purchase Order	<input type="checkbox"/> Mastercard/Visa <input type="checkbox"/> Eft

PERSONAL INFORMATION REQUIRED

Where were you born?	Town	Country
Are you an Australian Citizen? <input type="checkbox"/> Yes	<input type="checkbox"/> No, if No are you here on a Student Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you <input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Neither
Do you speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what language?	
If Yes, how well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
Do you have a disability, impairment, or long-term medical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Learning (LLN)	<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Acquired brain injury
<input type="checkbox"/> Mental illness	<input type="checkbox"/> Behavioural	<input type="checkbox"/> Other
Do you need any special assistance/equipment during your Course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify type of assistance required		

READING WRITING HOTLINE 1300 655 605

IN CASE OF EMERGENCY (ICE)

ICE Name	Relationship
ICE Mobile	Email
Dietary allergies	
Other medical information	

TERMS AND CONDITIONS SUMMARY

Our aim is to provide you with the very best learning experience possible. To ensure that this happens we have in place policies and procedures outlining what we will do, and what you can expect from us as well as what we expect from you. These expectations are provided in detail in our Student Handbook as well as our formal Policies and Procedures on our website www.rdptraining.com.au. A brief SUMMARY is provided below.

SUMMARY TERMS & CONDITIONS

- Your place in any Course is not secured until full payment has been made or payment arrangements have been confirmed (e.g., PO number, signed Payment Plan)
- Enrolment in a training course is subject to a place being available at the time your Enrolment Form is submitted
- No refunds are available unless a Course is cancelled by us or more than 5 days prior to course commencement notice is given.
- Refunds/Credit Notes will be at the CEO's discretion where inadequate notice is given. All requests for Refunds must be lodged in writing using the Request for Refund form.
- Complaints and appeals must be lodged in writing using the procedures as outlined in the Student Handbook.

PRIVACY NOTICE (Go to www.rdptraining.com.au to read our PRIVACY POLICY)

RDP TRAINING PTY LTD is committed to protecting the privacy of your personal information in accordance with the Australian Privacy Principles. As a training organisation, this protection applies to the information we collect, handle, use and disclose to manage your enrolment with us. Not providing your personal information, as requested, may mean we are unable to enrol you in our Courses.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information, refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DESE (Department of Education, Skills, and Employment) is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us to obtain a copy of the notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

At any time, you may contact RDP Training Pty Ltd at rhonda@rdptraining.com.au to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

STUDENT DECLARATION (Parent/Guardian Consent required for all students under the age of 18 years)

I have provided true and correct information to the best of my ability on this Enrolment Form, and I have read, understood, and will abide by the following:

<input type="checkbox"/>	TERMS AND CONDITIONS and PRIVACY STATEMENT & NOTICE (provided above)
<input type="checkbox"/>	STUDENT HANDBOOK Visit www.rdptraining.com.au
<input type="checkbox"/>	COMPLAINTS & APPEALS PROCEDURE
<input type="checkbox"/>	I have completed and returned my signed PESA

Student Signature: Date:

Parent/Guardian Signature: Date: