



# AAA SWISS APPLICATION FORM

RTO Number: 40935

Phone: 1300 997 068

Please **COMPLETE ALL SECTIONS** clearly and carefully by writing in **BLOCK LETTERS** using a **Black pen**.

## SECTION 1 - APPLICANT INFORMATION

APPLICANT DETAILS			
Please complete *full name and date of birth as listed on your ID documents			
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
*Surname			
*Given name		*Middle name	
Preferred name <small>If different to above</small>		*Date of Birth <small>Day/Month/Year</small>	/ /
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email
Home Phone		Work Phone	
Mobile Phone		Fax	
Permanent Residential Address	Building/Property Name		
	Number/Street		State
	Suburb		Postcode
Term Residential Address <small>If different from above</small>	Building/Property Name		
	Number/Street		State
	Suburb		Postcode
Postal Address <small>If different from above</small>	Number/Street		State
	Suburb		Postcode

## IDENTIFICATION

Provide original current photo ID in person for <b>authentication</b> by Training Centre staff when lodging this form.	Please tick types of ID supplied. <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Other photo ID
USI -10-digit Unique Student Identifier code (Upper-case alpha-numeric) (Required as of 1/1/2015)	Please put ALL letters in upper-case. If you do not have a USI number please go to <a href="http://www.usi.gov.au">www.usi.gov.au</a> _____

## OFFICE USE Only

PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)	
Details of ID	<input type="checkbox"/> DL number: _____ <input type="checkbox"/> Passport number: _____
	<input type="checkbox"/> Evidence of VFH Eligibility: Type _____ Date _____
Original sighted by: (Staff Member's Full Name)	Authenticated Copy of ID <input type="checkbox"/> Yes

## SECTION 2 - COURSE ENROLMENT INFORMATION

COURSE DETAILS - please tick to confirm course enrolment	
Title of Course	
Training Centre	<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne

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Student Study Status	<input type="checkbox"/> RPL	<input type="checkbox"/> Classroom
<b>PAYMENT INFORMATION</b>		
Payment method	<input type="checkbox"/> Bank Transfer ( <i>Identify your payment in the transaction description: <u>FULL NAME</u></i> Bank Name: NAB, BSB: 082128 Account: 948721494 Account Name: AAA Swiss Training Pty Ltd. <input type="checkbox"/> Other: _____	

## SECTION 3 - EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.

Please **COMPLETE ALL SECTIONS**.

<b>PRIOR EDUCATION</b>	
What was your highest <b>completed</b> level at school?	
<input type="checkbox"/> Year 12 or equivalent;	<input type="checkbox"/> Year 9 or equivalent;
<input type="checkbox"/> Year 11 or equivalent;	<input type="checkbox"/> Year 8 or below;
<input type="checkbox"/> Year 10 or equivalent;	<input type="checkbox"/> Never attended school
In what <b>year</b> did you complete that level? _____	Name of School: _____
State: _____ Post Code: _____	Country if not Australia: _____

<b>QUALIFICATIONS</b>	
Do you have post-secondary qualifications from any accredited/recognised Educational Institutions?	
<input type="checkbox"/> Yes - Please provide a copy	<input type="checkbox"/> No - go to next question ' <i>Employment Details</i> '
<b>Which qualification are you applying for?</b>	
<input type="checkbox"/> BSB51915-Diploma of Leadership and Management	<input type="checkbox"/> CPC31411-Certificate III in Construction Waterproofing
<input type="checkbox"/> BSB61015-Advanced Diploma of Leadership and Management	<input type="checkbox"/> CPC31511-Certificate III in Formwork/Falsework
<input type="checkbox"/> CPC10111-Certificate I in Construction	<input type="checkbox"/> CPC40110-Certificate IV in Building and Construction
<input type="checkbox"/> CPC20112-Certificate II in Construction	<input type="checkbox"/> CPC50210-Diploma of Building and Construction
<input type="checkbox"/> CPC30611-Certificate III in Painting and Decorating	<input type="checkbox"/> MSF31113-Certificate III in Cabinet Making
<input type="checkbox"/> CPC30111-Certificate III in Bricklaying/Blocklaying	<input type="checkbox"/>
<input type="checkbox"/> CPC30211-Certificate III in Carpentry	<input type="checkbox"/>
<input type="checkbox"/> CPC20211-Certificate II in Construction Pathways	<input type="checkbox"/>
<input type="checkbox"/> CPC31011-Certificate III in Solid Plastering	<input type="checkbox"/>
<input type="checkbox"/> CPC31311-Certificate III in Wall and Floor Tiling	<input type="checkbox"/>

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## EMPLOYMENT DETAILS

Of the following, which best describes your current employment status? (please tick ONE box only)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not employed - not seeking employment
<input type="checkbox"/> Casual	<input type="checkbox"/>
<input type="checkbox"/> Employed - unpaid worker in the family business	<input type="checkbox"/> Not Specified

## REASON FOR UNDERTAKING RPL (tick ONE box only)

Of the following, which best describes your main reason for undertaking the course/package?

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another industry
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other (please provide details):

## SECTION 4 - ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of reporting and planning.

## SPECIAL NEEDS

Do you consider that you have any type of medical condition that may affect your ability to undertake training?	<input type="checkbox"/> No - go to next question 'Language & Cultural Diversity' <input type="checkbox"/> Yes - please provide details below
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Physical (Mobility)	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical (Non Mobility)	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other (please specify):

## LANGUAGE & CULTURAL DIVERSITY

Country of Birth	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify): _____ Year Arrived: _____
Aboriginal &/or Torres Strait Islander Origin	<input type="checkbox"/> No	<input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<input type="checkbox"/> English Only (skip the next question)	<input type="checkbox"/> Other (please specify):
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	

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## SECTION 5 - APPLICANT DECLARATION & AGREEMENT

### APPLICANT DECLARATION & AGREEMENT

*I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment made by AAA Swiss Training.*

*I understand that AAA Swiss Training is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:*

- *School - if I am a school based apprentice or trainee or VET in Schools student.*
- *Employer - If I am enrolled in training paid by my employer.*
- *Government departments and agencies and authorized VET related bodies.*
- *VET regulators.*
- *Self Employed*

*I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.*

*I have read and understood the relevant course outline(s) and the General Conditions of Enrolment set out below in this application form. By signing this application form, I agree to all the General Conditions of Enrolment.*

<b>Name</b> <i>(please print)</i>		<b>Signed</b> <i>(must be applicant's actual signature)</i>	
<b>Date</b> <i>(day/month/year)</i>	/ /		

### APPLICATION SUBMISSION

*Please return this completed application form with Proof of ID, to AAA Swiss Training and they will submit your documents and enrol you in your chosen RPL Qualification or Course.*

Once your Application has been received and is accepted as complete, you will be notified. If any information or evidence is missing, you will be contacted to provide all required information / evidence, and this will delay your enrolment process. Our office will contact you if additional information is needed for your enrolment.

AAA Swiss Training Centre:

- Post: 6 Fetherstone St  
Bankstown, NSW 2200
- Email: [info@aaaswiss.edu.au](mailto:info@aaaswiss.edu.au)
- Phone: 1300 997 068

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## GENERAL CONDITIONS OF ENROLMENT AND PRIVACY

### 1. Enrolment and course / RPL fees

- 1.1 Fees must be paid in Australian dollars directly to *AAA Swiss Training* either by credit card, bank cheque or bank transfer. *AAA Swiss Training* will not be responsible for any monies paid to agents.
- 1.2 UCA reserves the right to vary fees at the beginning of each calendar year.

### 2. Course duration, deferral and additional fees

- 2.1 Once a visa is granted International Students are not permitted to defer commencement of studies or suspend their studies except in very limited cases (e.g. serious illness evidenced by a doctor's certificate or bereavement).

### 3 Termination

- 3.1 *AAA Swiss Training* has the right to expel a student for serious breach of discipline. Fees will not be refunded.

### 4. Dispute Resolution

- 4.1 *AAA Swiss Training* dispute resolution process affirms student's rights to pursue other legal remedies

### 5. Cancellation and refund

- 5.1 If the course is either cancelled, by *AAA Swiss Training* or not fully completed, by *AAA Swiss Training* the applicant/student is entitled to receive a full refund of course money paid. This is to be done within 10 working days after the provider default date.
- 5.2 All applicants are required to read the Refunds Policy & Procedure published at <http://www.aaswisstraining.edu.au> IN OUR STUDENT HANDBOOK before signing the 'Declaration' below
- 5.3 This agreement, and the availability of complaints and appeals processes, does not remove the right of the applicant/student to take action under Australia's consumer protection laws.

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## APPLICANT PRIVACY

AAA Swiss Training collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to relevant AAA Swiss Training staff only on a need to know basis and the student's agent where applicable and in accordance with Australian Law

- AAA Swiss Training has an obligation under Commonwealth and State legislation to provide information to DIBP and other government departments.
- Information collected on this form may be collated for course analysis and statistics related to training reports and/or submitted to Australian Government Departments on a legislated need to know basis.
- Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations.
- Students have a right to access and alter their personal information.
- AAA Swiss Training has the right to all the media images taken by AAA Swiss Training during the student's study at the college. This includes photographs, video and DVD images.

## EXPECTATIONS FOR STUDENTS

Students should at all times endeavour to uphold the ethos of AAA Swiss Training which is based on mainstream Christian beliefs and values. This means that students should:

- Respect college authority and leadership
- Respect fellow students
- Respect college and student property
- Comply with college, cultural and social values including:
  - Honesty and integrity in dealing with others
  - Sensitivity to students from cultures different to one's own
  - Modesty of dress
  - Use of appropriate language
- Not use non-medicinal drugs, nor be under the influence of such, while on campus
- Not consume alcohol, nor be under the influence of such, while on campus
- Not use tobacco while on campus

**OBTAINING A QUALIFICATION IN TRADE FROM AAA SWISS TRAINING DOES NOT GUARENTEE YOU A LICENCE FROM THE DEPARTMENT OF FAIR TRADING**