

AAA SWISS APPLICATION FORM

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 authentication by AAA Swiss Training 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 www.usi.gov.au _____

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: _____
Original sighted by: (Staff Member's Full Name)	Authenticated Copy of ID <input type="checkbox"/> Yes

AAA SWISS APPLICATION FORM

SECTION 2 - ENROLMENT INFORMATION

QUALIFICATION DETAILS - please tick which qualification are you applying for?	
<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"/> CPC30211-Certificate III in Carpentry	<input type="checkbox"/> CPC40110-Certificate IV in Building and Construction
<input type="checkbox"/> CPC30611-Certificate III in Painting and Decorating	<input type="checkbox"/> CPC50210-Diploma of Building and Construction
<input type="checkbox"/> CPC31311-Certificate III in Wall and Floor Tiling	

Training Centre	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Other
Student Study Status	<input type="checkbox"/> RPL		

PAYMENT INFORMATION	
Payment method (Please refer to Schedule of Fees).	<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 AAA Swiss Training P/L. <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.

PRIOR EDUCATION	
What was your highest completed 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 year did you complete that level? _____	Name of School: _____
State: _____ Post Code: _____	Country if not Australia: _____

QUALIFICATIONS	
Do you have post-secondary qualifications from any accredited/recognised Educational Institutions?	
<input type="checkbox"/> Yes - Please specify and provide a copy	<input type="checkbox"/> No - go to next question 'Employment Details'

AAA SWISS APPLICATION FORM

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 this qualification?	
<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 <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

AAA SWISS APPLICATION FORM

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 may be required to submit data sourced from this enrolment form to the national regulator and NCVET. All information is held in accordance with National Privacy Principles and legislation associated with Registered Training Organisations. The information contained on my enrolment form may be used by the RTO or the following third parties for administrative, regulatory and/or research purposes:

- *Employer - If I am enrolled, paid by my employer.*
- *Government departments and agencies and authorised VET related bodies.*
- *VET regulators.*

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

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

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

APPLICATION SUBMISSION

Please return this completed application form with Proof of ID to AAA Swiss Training to enrol in your chosen Qualification.

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 any further required information. This may delay your enrolment process.

AAA Swiss Training Centre:

- Post: Level 3, 398 Chapel Rd
Bankstown, NSW 2200
- Email: info@aaaswiss.edu.au
- Phone: 02 8859-2459

AAA SWISS APPLICATION FORM

GENERAL CONDITIONS OF ENROLMENT AND PRIVACY

Prior to Enrolment we need to provide you with certain information.

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Assessment Services

Information on the Assessment services provided by this RTO is available from the RTO website, via phone or in written format. Prior to enrolling into your chosen qualification, ensure you have a full understanding of the structure of the qualification. If you have not seen or read information regarding the requirements of the qualification, you should not submit this form until you have done so.

Assessment

To complete this qualification, you are required to successfully complete all required RPL Requirements. Additional assessment processes will be explained to you at the time of enrolment or can be provided to you by the RTO. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with the RTO.

Support Services and Special Needs

The RTO will take every possible action to ensure it support you throughout your assessment process. If at any point throughout the process you require assistance or support, please discuss these needs with the RTO or your Assessor and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake this qualification, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect the assessment process, we will not be able to assist you if the need arises. This may impact on your ability to finish the qualification.

You're Rights

As part of your assessment, you have various rights. Please refer to the Student Handbook for more information. The RTO wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO of the RTO immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service you may do so verbally or in writing. Appeals on any decision made by the RTO may be lodged with the CEO and must be done so in writing. If required, you can gain access to your records by contacting the CEO of the RTO.

Refund Policy & Cooling Off Period

The RTO has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your assessment process you will be provided with every opportunity to complete the qualification. Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the CEO (a letter or email is acceptable) within 10 days of enrolment, without attracting a cancellation fee unless the student has already commenced training or the assessment process.

Withdrawal and Refunds

If you withdraw at least 14 calendar days prior to the commencement date, you will receive a full refund less any enrolment fees. Should you withdraw within 14 calendar days of commencement you will be liable for any enrolment fees and 50% of the qualification cost. Should you withdraw from the qualification once commenced, you will forfeit all monies paid and be liable for the full qualification cost.

Unique Student Identifier (USI)

As of January 1st, 2015, you are required to provide the RTO with your USI. If you do not have one, you authorise us to search and check on your behalf, and if required to apply for the USI for you. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Media Release

At times during the assessment process, staff / contractors of the RTO may take photos/video for use in promotional activity. These photos / videos will remain the property of the RTO and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of the RTO.

Rules and Regulations

To graduate, you must be able to fulfil the following obligations:

- Demonstrate to the assessor through assessment, that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify the RTO of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the qualification. You may be suspended or expelled from the RTO at the CEO's discretion for:

- failure to uphold or maintain any of the RTO's Policies and Procedures
- Serious misconduct or breach of legislation

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