

ENROLMENT FORM

Personal details – Full Legal Name must be used. DO NOT use abbreviated or alternative given names. Please complete all sections. **For Victorian applicants please answer additional items that are indicated in the form.**

1. PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		
Surname:			Given name(s):
Other/Middle Name:			
Email:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YY):		Age at the time of completing this form:	
Phone:		Mobile:	Fax:
Residential Address:			Street:
Suburb:		State:	Post Code

If your postal address is different from the residential address provided, please state it below:

Street Address/ P.O. Box:			
Suburb/town: State:			
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other – specify:	Town:	
City:		Post Code:	

Emergency Contact Details:

Contact name:		Relationship to you:	
Mobile No.:		Alternative phone no.:	

Residency / Indigenous Status:

Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other – specify Town/City/Country of birth:		
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a temporary resident on your pathway to permanent residency?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you of Aboriginal or Torres Strait Island origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, TSI Language		
Is the main language you speak at home English? What is your main language?			
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		

2. PROPOSED COURSE OF STUDY

Course Code: _____

Course Name: _____

2a. PREFERRED MODE OF DELIVERY

Face to Face Online Distance Learning Blended On-site at your address Work-based

2b. RECOGNISED PRIOR LEARNING (RPL) / COURSE CREDIT

Are you applying for: Recognition of Prior Learning (RPL)? Yes No Course Credit? Yes No

Are you currently enrolled in or have previously completed a similar course or unit/s of competency of your proposed course of study at a different Training Organisation? Yes No

Do you have previously unrecognised skills and knowledge from a non-formal and informal learning? Yes No

3. EDUCATIONAL HISTORY – QUALIFICATIONS

What is your highest completed school level (in Australia or Australian equivalent)?

Did not go to school Year 8 or below Year 9 or equivalent Year 10 Year 11 Year 12

Which year did you complete the school level? _____ Are you currently attending secondary school? Yes No

A – Australian, **E** – Australian Equivalent or **I** – International

(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use: **1: A** – Australia, **2: E** – Australian Equivalent, **3: I** – International)

A E I	A E I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma of Associate Diploma
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma of Associate Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above

Please provide a list of previous courses or training that you have completed. You will need to provide certified document for the courses that you list below.

Name of the Course	Institution	Date Attended	Date Completed	Copy Attached (Please tick)

4. UNIQUE STUDENT IDENTIFIER

As of January 1st 2015, all candidates undertaking VET training in Australia must have a Unique Student Identifier (USI). Do you have or have you ever been issued a USI?

Yes (If yes, please provide your 10 digits USI)

No/Not sure: If no/not sure, please provide details of ONE of the below listed forms of identification that is needed for SIA to apply for a USI on your behalf. If you already have a USI, please leave it blank.

- Passport No.: _____
- Driver's Licence: No.: _____ State: _____
- Medicare card No. _____ Validity date: _____ Colour: Green Blue
- Birth Certificate (Aus) Registration State: _____ (copy of birth certificate is required; extract is insufficient)
- Certificate of Registration by Decent; Acquisition Date: _____
- Citizenship Certificate, Stock No.: _____ Acquisition Date: _____
- Immi Card No. _____

5. LEARNING / TRAINING SUPPORT

Do you consider yourself to have a permanent or significant disability and/or learning difficulties? Yes No

If yes, please indicate which among the list below applies to you:

- Physical Hearing/deaf Intellectual Learning Medical Condition
 Vision Mental Illness Acquired Brain Impairment Other – specify _____

If you are an of Aboriginal or Torres Strait Island origin, please indicate if you require any learning/training support: Yes No

Please write a brief explanation of your training/learning needs that require additional/seasonable support. A SIA staff will contact you to discuss this in detail.

6. EMPLOYMENT

Please describe your current employment status – (tick one box only)

- Full time Employed – unpaid
 Part-time Employer
 Unemployed – seeking full-time employment Not employed – not seeking employment
 Unemployed – seeking part-time employment Self-employed – does not employ others

If you are currently employed or been recently employed, choose the classification of occupation that best describe your occupation if you are currently employed or your most recent occupation (choose one only).

- 1 - Manager 4 - Community & Personal Service Worker 7 - Machinery Operator & Driver
 2 - Professional 5 - Clerical & Administrative Worker 8 - Labourer
 3 – Technician and Trade Worker 6 – Sales Worker 9 – Other _____

7. IF EMPLOYED, PLEASE COMPLETE THE DETAILS OF YOUR EMPLOYMENT BELOW:

Company Name: _____ Company ABN: _____

Company Address: _____ Postcode: _____

Company Phone no.: _____ Company email: _____

How long have you worked with your current employer? _____ Years _____ Months

7a. Which category best describes the industry that you work in? (Choose one only)

- A - Agriculture, Forestry & fishing G - Accommodation & Food Services M -Public Administration & Safety
 B - Mining H - Transport, Postal & Warehousing N - Education & Training
 C - Manufacturing I - Information, Media & Telecommunication O - Health Care & Social Assistance
 D- Construction J - Financial & Insurance Services P - Arts & Recreation
 E - Wholesale Trade K - Rental, Hiring & Real Estate Q - Other Services
 F - Retail Trade L - Professional, Scientific & Technical

Client Industry Occupation Identifier

- Clerical and Administrative Workers Sales Workers Machinery Operators and Drivers
 Technicians and Trade Workers Professionals Manager
 Community and Personal Service Workers Laborers

8. PLEASE PROVIDE THE FOLLOWING DOCUMENTATION IF YOU BELIEVE YOU ARE ELIGIBLE TO ACCESS QUEENSLAND GOVERNMENT FUNDING. (MUST PROVIDE A COLOURED COPY)

Australian citizen/ Permanent Resident / New Zealand citizen or Temporary Resident	Queensland Residency	Concessional (if Applicable)
<ul style="list-style-type: none"> Green Medicare Card Australian Birth Certificate New Zealand passport New Zealand Certificate of Status Permanent Residency Visa Special Category visa Temporary Residence on a pathway to permanent residency – official letter 	<ul style="list-style-type: none"> Driver's license (Front and Back) Rates/Utility bills Queensland Vehicle Registration Certificate Official mail from a bank or ATO or Centre link 	<ul style="list-style-type: none"> Health Care Card Pensioner Card Official Form – Confirming a person is a dependent/partner of concession cardholder and is named on the card Aboriginal or Torres Strait Islander Has a disability; and Adult Prisoner (HLS) For Certificate 3 Training, additional concessional incentives apply for: <ul style="list-style-type: none"> a school student and is enrolled in a VETiS program – including youth in detent (for C3T) for <ul style="list-style-type: none"> Year 12 graduates undertaking high-priority qualifications; and Students who reside in Cape York, the Torres Strait and other remote locations in Queensland

9. CONCESSION

Do you have a valid Concession Card? Yes No - If yes, please indicate below:

- Healthcare Card Pensioner Concession Card Veteran's Gold Card
 Other proof as per the above Concessional list

10. COURSE FEE AND REFUND POLICY

10a. Statement of Fees

SIA makes sure that all stakeholders are informed about fees and charges for all courses on our scope. It identifies the processes in place to protect the fees paid by students in advance and also includes implementing the course fee outline. (Please refer to the table below). Details of fees and charges are also supplied in the course information for each course and on the Policies sub-option found on our website. (www.sherwood.edu.au). Please consult our course adviser too for further details.

Course Code	Course Name	Fee For Service Or Full Fee	Queensland Government Funding Under Vet Investment Plan 2014-16	
			Concession	Non-concession
CPP20212	Certificate II in Security Operations	\$ 1,200.00	-	-
*CPP30411	Certificate III in Security Operations	\$ 650.00	\$10.00 \$0.71 for each unit	\$15.00 \$1.07 for each unit
*FDF30111	Certificate III in Food Processing	\$ 5,000.00	\$10.00 \$0.59 for each unit	\$15.00 \$0.88 for each unit
**CPC40110	Certificate IV in Building and Construction (Building)	\$ 7,000.00	\$50.00 \$3.13 for each unit	\$50.00 \$3.13 for each unit
**SIT40416	Certificate IV in Hospitality	\$4,000.00	\$10.00 \$0.48 for each unit	\$15.00 \$0.71 for each unit
TAE40110	Certificate IV in Training and Assessment	\$ 1,499.00	-	-
BSB51915	Diploma of Leadership and Management	\$ 3,000.00	-	-
BSB61015	Advanced Diploma Of Leadership And Management	\$ 3,800.00	-	-
AUR20412	Certificate II in Automotive Electrical Technology	\$ 2,500.00	-	-
AUR20512	Certificate II in Automotive Servicing Technology	\$ 2,500.00	-	-
AUR21312	Certificate II in Automotive Braking System Technology	\$ 2,500.00	-	-
AUR21913	Certificate II in Automotive Tyre Servicing Technology	\$ 2,500.00	-	-
AUR30612	Certificate III in Light Vehicle Mechanical Technology	\$ 7,500.00	-	-
CPC30611	Certificate III in Painting and Decorating	\$ 7,500.00	-	-

CPC31311	Certificate III in Wall and Floor Tiling	\$ 7,000.00	-	-
CPC31411	Certificate III in Construction Waterproofing	\$ 7,000.00	-	-
CPC30211	Certificate III in Carpentry	\$ 8,000.00	-	-

This fee includes enrolment charges, tuition, services, material fees and other costs associated with delivering the training and assessment services and awarding the qualification to the participant.

*Under **CERTIFICATE 3 GUARANTEE PROGRAM**

Under **HIGHER LEVEL SKILLS PROGRAM

10b. Fee Payment Method

Cash Direct Deposit into Sherwood Institute of Australia's Bank Account

Bank Details as Follows:

Bank	ANZ Banking Group
BSB	014257
Account Number	381691094
Account Name	Sherwood Institute of Australia

(Please put your full name in description of direct deposit payment)

Credit Card Payment Authorisation

I give permission for \$ _____ to be charged to my Credit Card for the course _____

Credit Card Number	_____
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VISA MASTER CARD Card expiry date: _____

Card Identification Number (last 3 digits located on the back of the credit card) : _____

Amount to be charged: \$ _____ (AUD)

Cardholder's Name	_____
Cardholder's Signature	_____

10c. REFUND POLICY AND PROCEDURE

Policy

The policy of the organization is committed to work within the fair and transparent framework for charging of fees, the provision of protection for fees in advance and the refund of payments. We ensure that these policies will be equitable for the registered students of Sherwood Institute of Australia (here after known as 'SIA'). This policy and procedure supports Standard for Registered Training Organization 2015, Standard Five Clause 5.3.

Scope

Fees and Refunds Fees are levied on all courses, details of which are contained in the relevant course information sheet. SIA will be responsible for ensuring that fees paid in advance are accounted for in a separate financial control center, and are clearly identified within the Customer Relationship Management (CRM) Software. The policy and procedure of the organisation is at all times to be fair and equitable to registered students. Applications for refunds can be made to the PEO of the organisation.

Purpose

This policy and procedure will be equitable for the registered students of SIA. This is made for students to arrange for a refund request prior to their scheduled training.

Definition

'Provider Default' is where the registered provider fails to provide a course or ceases to provide a course to the student.

'Student Default' where a student does not start a course or withdraws from a course.

1. Provider Default

In the cases below a full refund will be provided to students within 2 weeks of the course default date:

- The course does not commence on the agreed start date, or
- The course ceases to be provided at any time after it starts but before it is completed, or
- The course is not provided in full to the student because a sanction has been imposed on the registered provider. SIA need to postpone a course for any reason every

effort will be made to reschedule the course within the following two months.

In the event that SIA is unable to deliver the course in full, the student will be offered a refund of all the course fees the student has paid to date. The refund will be paid to the student within 2 weeks of the default date. Alternatively, the student may be offered enrolment in an alternative course at SIA at no extra cost to the student than the total cost as advertised or given in the student's offer letter. The student has the right to choose whether to take a full refund of course fees or to accept a place in another course. If the student chooses placement in another course, SIA will ask the student to sign a document to indicate acceptance of the placement.

2. Student Default

In the circumstances below there will be no refund of any fees paid.

- Students are not permitted transfer course fees to another student, or
- The course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn), or
- The student failed to pay an amount he or she was liable to pay to the provider in order to undertake the course.

Procedure

1. For Full Paying Students

If the student is unable to commence, a refund of 90% of the full fees will be forwarded to the student if 7 or more days' notice is given. Less than 7 days' notice will attract a 50% cancellation fee.

2. Queensland Government Funded Programs Student Co-Contribution Fees

Refunds must be requested in writing 7 days prior to withdrawal. For Certificate 3 Guarantee co-contribution refunds, this must be requested by writing Student Fees Refund Form seven (7) days prior to withdrawal. This must be signed by the student and must have supporting documents witnessed and approved by relevant 3rd Party. Refunds will be based on the remaining units not completed. Refunds will be processed via Electronic Funds

Transfer (EFT) 7 days after a decision is made on the refund request.

If a student is disadvantaged and cannot complete his/her course as a result of a situation that is reasonable and instigated by the RTO then a full refund for the non-delivered portion of the course will be made and a Statement of Attainment will be issued for the units completed.

The student will be advised to write a formal letter stating the reasons behind the request for the cancellation of the studies and will have to fill up a Student Fees Refund Form and will have to wait for the management's decision after the instigation of the case.

However, Learners are strongly advised to consider their work and/or personal commitments before enrolling to avoid this situation occurring.

- For students who were fully paid and were not able to commence until the training was concluded they are not entitled to receive refund unless they gave us a notice 14 days prior to the commencement of the training. In this case, 50% of the course fee will be charged as the cancellation fee.
- If the student does not complete the course or withdrew on their own discretion or desire then the "no refund after commencement of course" will be applied.
- For Certificate 3 Guarantee co-contribution refunds, this must be requested by writing Student Fees Refund Form seven (7) days prior to withdrawal. This must be signed

by the student and must have supporting documents witnessed and approved by relevant 3rd Party. Refunds will be based on the remaining units not completed.

3. In order to access refunds under the circumstances mentioned above, students must:

- Refund request must be made on the Student Fees Refund Form. This must be signed by the student and where applicable, referring 3rd Party.
- Fill out and submit the Student Fees Refund Form by means of:
Emailing a signed form to info@sherwood.edu.au
Or
Posting directly it to our Head Office:
Room 124, Level 1, 20 Otter Street
Collingwood VIC 3066
Phone: (03) 90880287
- Assessment on the request will be conducted and SIA will recommend promptly of the Refund outcome.
- If refund is applicable, the student will get a payment receipt.
- If the refund is not granted, then the student will be notified with a letter on the reasons for the outcome.
- If student is not satisfied on the result, the student can access our Complaints and Appeals form via our website (www.sherwood.edu.au).

11. FILL THE FOLLOWING DETAILS ONLY IF YOUR CURRENT RESIDENTIAL ADDRESS IS IN VICTORIA

11a. Educational Background

Have you attended any Victorian school since 2009 or had any training with a Vocational Education and Training (VET) registered training organization provider or an Adult and Community Education provider in Victoria since 2011?

- Yes - I have attended a Victorian school since 2009
 No - I have not attended a Victorian school since 2009 or a TAFE or VET training provider since the beginning of 2011.

Are you still attending secondary school? Yes No

In which country did you attend secondary school? _____

What is your highest COMPLETED secondary school level?

- Did not attend school Year 8 Year 9 Year 10 Year 11 Year 12

What year did you complete your highest secondary school level? (e.g. 1980) _____

Have you completed a higher education qualification? Yes No

11b. Victorian Student Number**

Do you have a Victorian Student Number (VSN)?

- Yes (If yes, please provide your 9 digit VSN)

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 No

12. COMPLAINTS AND APPEALS POLICY AND PROCEDURE

Policy

Sherwood Institute of Australia (here after known as 'SIA') is committed to ensuring the highest quality support for our students. This policy and procedure supports Standard for Registered Training Organization Standard 6 Clause 6.1-6.6 in providing a process for complaints and appeals to be heard and actioned.

Purpose

The intent of this document is to communicate the complaints and appeals processes, and provide provision regarding corrective actions.

Scope

The policy and procedure applies to all staff, contractors, and other personnel employed with SIA. SIA will provide students with access to a clear and consistent Complaints and Appeals process. Our staff will communicate an individual's rights, the RTO responsibilities and provide acknowledgement of any concerns as they arise. All staff will also ensure that a student does not feel intimidated or victimised for the lodging of a complaint or appeal.

This policy and procedure relates to complaints and appeals related to:

- SIA
- SIA's staff

- Learners/Students
- Third parties

The policy and procedure is not implemented where complaints are anonymous.

Definitions

What is a complaint?

A complaint can be defined as a person's expression of dissatisfaction with any aspect of SIA's services and activities, including both academic and non-academic matters.

Examples of complaints would be where a member of the public or a student considers that there has been:

- Harassment, bias or unfair discrimination.
- Dissatisfaction about the enrolment, induction/orientation process.
- Dissatisfaction about the quality of education provided.
- Academic issues, including student progress, assessment, curriculum and awards in a VET course of study.
- Unauthorised handling of personal information and access to personal records.
- Failure to provide a service at the right time or to the standard expected of the service.

- Dissatisfaction in answering a query or responding to a request for a service.
- Failure to follow SIA's agreed policy, or procedures.
- Failure to take proper account of relevant matters in coming to a decision.
- Discourteous or dishonest behaviour by a member of staff.

If you are dissatisfied or have concerns about the standard of service, actions or lack of action by SIA or its staff, we have a formal complaints procedure.

What is an appeal?

An appeal is where a member of the public or student seeks a review of the decision made by the SIA. An appeal could relate to:

- Any decisions made in relation to a complaint outcome.
- Any decisions made in relation to a refund application.
- Any decisions made in relation to an academic decision, for example, about admission (or re-enrolment) to study, an assessment, a certificate, progression within a course of study or termination of study, etc.

Our service standard is to contact the complainant within 2 business days to acknowledge in writing receipt of their complaint/appeal.

Procedures

1. Complaints Handling

SIA is committed to developing and maintaining an effective, timely, fair and equitable complaint handling system which is easily accessible to all complainants. SIA will investigate any complaints or appeal lodged for any of our business operations.

In handling complaints, SIA will maintain strict confidentiality to protect all parties involved in the complaint. The complainant and all parties involved will be informed of the complaint resolution procedures and outcomes. Exceptional case: if it affects the safety and wellbeing of the third parties involved, SIA reserves the right not to issue the notification. A complainant has the right to withdraw the complaint at any stage.

If a defendant is involved in the complaint, he/she will be made aware of the allegations and will be given the opportunity to present his/her side of the matter. SIA will ensure that the defendant is kept informed of the process and outcomes during the complaints and/or appeals process, except where there is an "Exceptional Case" as explained above.

Formal complaints must be submitted in writing to info@sherwood.edu.au or the address below:

HEAD OFFICE:

Level 1, 20 Otter Street
Collingwood VIC 3066
PHONE: (03) 90880287

Formal complaints must be submitted by filling in the Complaints/Appeal Form available on our website.

The complaint handling process commences upon receipt of a formal complaint and SIA will address all complaints as a matter of urgency. SIA processes the complaint/ appeal within 10 working days of lodgment. SIA gives complainant every opportunity to present their case during this process and try to resolve the issue to the satisfaction of the complainant where possible.

If the complainant is dissatisfied with the outcome of a formal complaint they may escalate it further by making an appeal. If the appeal cannot be resolved using SIA's complaints and appeals process, then mediation by an external mediator (e.g. Training Ombudsman) is available. If there is a cost involved, the cost of the external mediator will be shared equally between SIA and the complainant. For financial complaints and appeals, information pertaining to financial matters will be provided. (See also Refund Policy and review Statement of Fees).

2. Complaint Process

- Initiate complaint process (as above)
- The complaint must be logged into our Complaint Register.
- Investigate complaint o Acknowledge the complaint and investigate the matter with all concerned parties. A written receipt will be sent to the complainant.

- o For complaints regarding assessment, organize, remarking or reassessment as necessary
- o For non-assessment complaints, ensure that the investigation is appropriate to the nature and seriousness of the complaint.
- o In all cases the investigation is to be conducted, fairly, openly, and impartially.
- Resolve complaint
 - o Notify all parties-complainant and defendant-of the complaint investigation decision
 - o Ensure that results of the investigation include any corrective actions necessary to prevent similar complaints, and ensure that the changes are implemented.
 - o Advise all parties of the complaints process and/or any external organisations that may assist, e.g. Police, Counselling Organisations, and Consumer Affairs etc. if the complaint is unresolved.
- Update records on the Complaints and Appeals Register. Update records on the Continuous Improvement Register in accordance to the Continuous Improvement procedures. Monitor the area of complaint to ensure that corrective action is taken and the problem resolved, any changes are implemented and that there is no recurrence of the problem.
 - The procedure makes sure we properly look into the complaint and give the complainant a fair, objective and considered response.

Appeal Process

- Initiate appeal process o The complainant lodges an appeal in writing to info@sherwood.edu.au or the address below within 28 days of being advised of the outcome of a decision, complaint or assessment.

HEAD OFFICE:

Level 1, 20 Otter Street
Collingwood VIC 3066
PHONE: (03) 90880287

- o Formal appeals can also submitted by filling in the Complaints/Appeal Form available on SIA website.
- Resolve appeal o Acknowledge the appeal and alert all concerned parties – written receipt must be sent to the complainant
 - o For appeals regarding assessment, organise remarking or reassessment acceptable to all parties to the appeal. Either the PEO or the appellant may seek reassessment, mediation or arbitration by a 3rd party/panel that is acceptable to all parties
 - o For non-assessment appeals, first meet all parties to seek conciliation. If unsuccessful, refer the matter to a 3rd party/panel acceptable to all parties.
 - o In all cases the appeal is to be conducted, fairly, openly, and impartially.
- The Appeals handling process commences upon receipt of a formal appeal and SIA will address all appeals as a matter of urgency. SIA processes the complaint/ appeal within 10 working days of lodgment. SIA gives the appealing party every opportunity to present their case during this process and try to resolve the issue to the satisfaction of the complainant where possible.
- Notify appeal decision o Notify all parties-complainant and defendant- of the appeal decision.
- Advise all parties of any external organisations that may assist, e.g. Police, Counselling Organisations, and Consumer Affairs etc. if the appeal is unresolved.
- Recommend the use of external mediator if the complainant choose to engage one.
- Update records on the Complaints and Appeals Register.

- Update records in accordance to the Continuous Improvement procedures. Monitor the area of the appeal to ensure that corrective action is taken and the problem resolved, any changes are implemented and that there is no recurrence of the problem.
- The procedure makes sure we properly look into the complaint's appeal and give the complainant a fair, objective and considered response.

13. STUDENT DECLARATION (FOR STUDENTS ACCESSING QUEENSLAND GOVERNMENT FUNDING)

Part A

For student's eligibility to participate in Certificate 3 Guarantee Program or Higher Level Skills Program under VET Investment plan 2015-16, please tick each relevant box to confirm your eligibility and sign the declaration below:

- 15 years of age or over, and are no longer at school (with the exception of VET in School (VETiS) Student)
- An Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- Permanently reside in QLD
- Do not hold, and neither enrolled in, a similar or higher-level qualification, not including qualifications completed at school and foundation skills training

Part B

- I confirm that by signing this declaration, I am accepting an offer of a place in the course as outlined within this enrolment form and I further acknowledge and confirm that:
- I understand that the information I have provided to Sherwood Institute of Australia at enrolment and during my course may be disclosed to the Department of Education, Training and Employment (DETE), the Commonwealth and State Agencies through its obligations to comply with the Training Reform Act 2006. The DETE may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the DETE may also disclose information to its consultants, advisers, other government agencies, professional bodies and or other organisations. I have been advised by SIA that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project for audit or review
- Prior to enrolment, I have read and understand the Sherwood Institute of Australia Student Handbook and agree to abide by Sherwood Institute of Australia policies and procedures and Code of Conduct
- I agree to the Refund Policy provided in the Student Handbook.
- I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- I have completed the language literacy and numeracy indicator tool, or been given the opportunity to.
- I have also been provided with course information, duration of my course and I understand how to access support services

and information I understand that access to academic records is provided free of charge.

- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- I have read and understood SIA's fee information and course cancellation terms.
- I acknowledge that all fees are payable in full on course commencement.
- I understand it is a requirement of the program that I complete and return a Training and Employment Survey within three months of finishing the training and assessment.
- All this information is available on the Sherwood Institute of Australia Website

Part C

- I declare the information provided in this enrolment application by me and/or in relation to me and that all documents I have provided to meet the requirements of the course as of the date of signing this form are true and correct.
- I confirm that I meet the eligibility requirements and I understand that I can only access the Certificate 3 Guarantee or Higher Level Skills Program subsidy once, and I wish to enroll in the above course. I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the student handbook. I release and hold harmless SIA, its CEO, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- I declare that the work and answers given in the Language, Literacy & Numeracy task was completed by me and is my own work.
- I understand that I am only entitled to concessional student Contribution Fees when a Commonwealth Government agency or Employment Service Provider is not funding my Co-contribution Fee.
- I understand that, I need to provide Signed Statutory Declaration if required by Sherwood Institute of Australia.
- I confirm that I have read Certificate 3 Guarantee Student fact sheet (*For Certificate III Level Courses*)
<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>
- I confirm that I have read Higher Level Skill Student fact sheet (*For Higher Level Skill Courses*)
<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

I declare truly and solemnly that the information provided on this enrolment form is true and correct.

Candidate's Full Name (block letters)	
Candidate's Signature	
Date:	

To be completed by a representative of Sherwood Institute of Australia

I confirm that the applicant has been informed of eligibility requirements for government subsidised training under the VET Investment Plan or other subsidised training under the Queensland Government and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.

SIA Staff Name	
Signature	Date

ENROLMENT DECLARATION (FOR EVERY PROSPECTIVE STUDENT TO SIGN)

Student Privacy Information

Sherwood Institute of Australia is required to provide both State and Commonwealth Government, with student and training activity data which may include information you provide in this enrolment application form. Information is required to be provided for statistical purposes and in accordance with Information and Privacy Policy. The Education and Training Reform Act 2006 requires Sherwood Institute of Australia to collect and disclose student personal information for a number of purposes including the allocating a Victorian Student Number and updating student personal information on the Victorian Student Register. For more information in relation to how student information may be used or disclosed, please refer to Sherwood Institute of Australia's Personal Information & Privacy Policy and Procedure. (www.sherwood.edu.au/sherwood-policies) or contact Sherwood Institute of Australia on 03 90880287.

Enrolment Declaration

- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment (including information provided to assess my eligibility for government subsidized training under the Victorian Training Guarantee).
- I confirm that I have conducted a pre-training review in which I have discussed all my training options including RPL and CT with Sherwood Institute of Australia and that the elected course/s is the appropriate training option for me.
- I confirm and accept Sherwood Institute of Australia's recommended learning pathway as my training program.
- I have read and understood Sherwood Institute of Australia's Personal Information & Privacy Policy Procedure.
- I have been provided with information about/and access to Sherwood Institute of Australia's Student Handbook, course training plan and schedule, assessment due dates and a current Statement of Fees.
- I have been informed of my rights and obligations as a student with Sherwood Institute of Australia, and agree to abide by all rules and regulations of Sherwood Institute of Australia. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Sherwood Institute of Australia can withhold my academic results until my debt is fully

paid and any property belonging to Sherwood Institute of Australia has been returned.

- I authorize Sherwood Institute of Australia, in the event of illness or accident during any organized activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- (Optional) I hereby declare that Sherwood Institute of Australia can use and share my contact details with the institute's affiliates for research, reporting and promotional purposes.
- (Optional) I hereby give my permission to Sherwood Institute of Australia to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Sherwood Institute of Australia. I understand that:
 - These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - The above permission will apply for three years from the date of signing this form.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, Sherwood Institute of Australia has no control over its subsequent use and disclosure.
- I agree to the Refund Policy and Procedure.
- I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- I have completed the language literacy and numeracy indicator tool, or been given the opportunity to.
- I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- I have read and understood SIA's Statement of Fees.
- I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

Applicant Name			
Applicant Signature		Date	

Where applicable

As the Parent/Guardian of the applicant identified above, I confirm that all information is to the best of my knowledge true, correct and accurate.

Parent/Guardian Name			
Parent/Guardian Signature		Date	