

Type of Enrolment

Please complete the sections relevant to your course.

- Smart and Skilled (Entitlement) – Complete sections 1-17
- Smart and Skilled (Apprentice / Trainee) – Complete all sections
- Smart and Skilled (Prevocational or Part Qualification) – Complete sections 1-17
- Fee for Service (Full Qualification) – Complete sections 1 – 15
- Fee for Service (UOC / Short Course) – Complete sections 1-15

Filling in this form

- Please use BLUE or BLACK pen
- Print in BLOCK LETTERS
- Mark boxes like this with a ✓ or ✗

Identification

Your personal details must be recorded EXACTLY as they appear on your identification in section 14.

1. Personal Details

Mr Mrs Miss Ms Other _____

Family name

First given name

Middle name(s)

Gender Male Female Other

Your date of birth

 / /

Your permanent address

 Postcode

Your postal address (if different to above)

 Postcode

Home phone number

Mobile phone number

Daytime phone number

Email

2. Course Details

Course / Qualification Name

Course / Qualification Code (if known)

How did you hear about this course?

JSA Returning Student Friend Work Internet

Delivery Mode:

- Correspondence Mixed
- Work-Based Classroom

3. Employment Status

Which of the following best describes your current employment status?

- Full-Time Employee
- Part-Time Employee
- Employer
- Self-Employed (Not Employing Others)
- Employed (Unpaid Worked in a Family Business)
- Not Employed (Not Seeking Employment)
- Unemployed –
 - Longer than 52 Consecutive Weeks
 - Seeking Full-Time Work
 - Seeking Part-Time Work

4. Residency and Cultural

In Which Country were you born?

- Australia
- Other (Please Specify Below)

How long have you resided in Australia?

Years Months

What is your Residency Status?

- Australian Citizen
- Temporary Resident
- Australian Permanent Resident
- New Zealand Citizen
- Humanitarian Visa Holder
- Other (please specify) _____

Are you aboriginal or Torres Strait Islander origin?

- No
- Yes, Torres Strait Islander
- Yes, Aboriginal

Do you speak a language other than English at home?

- No, English only
- Yes, other (please specify) _____

If other, how well do you speak English?

- Very Well Not well
- Well Not at all

5. Course Details

Do you need any language, literacy or numeracy assistance?

Yes No

If yes, what core skills do you require assistance with?

Learning Reading Writing Numeracy
 Oral Communication

If yes, what type of assistance do you need? (Detail below)

| |
|--|
| |
| |
| |

6. Disability

Do you consider yourself to have a disability, impairment or long-term condition?

(Smart & Skilled Students also complete – Section 12)

No
 Yes (please specify) – you may indicate more than one.
 Hearing/Deaf Physical
 Intellectual Learning
 Vision Mental Illness
 Medical Condition Acquired Brain Impairment
 Other (please specify) _____

If yes, do you require support? (Detail below)

| |
|--|
| |
| |
| |

7. Education

What is your highest completed school level?

Year 12 Year 11 Year 10 Year 9
 Year 8 or below Never attended school

In which year did you complete that school level?

Are you still attending secondary school? Yes No

Are you currently being home schooled? Yes No

Have you successfully completed any qualifications since turning 17 that were NOT a part of your secondary education?

Yes No

If YES, please tick any applicable qualifications

Bachelor Degree or Higher Degree
Advanced Diploma or Associate Degree
Diploma or Associate Diploma
Certificate IV or Advanced Certificate
Certificate III or Trade Certificate
Certificate II
Certificate I
Other (please specify) _____

What are the Name/s of completed Qualification/s?

| | |
|-----------------------|--|
| 1. | |
| Year Completed: _____ | Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/> |
| 2. | |
| Year Completed: _____ | Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/> |
| 3. | |
| Year Completed: _____ | Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/> |

Are you currently studying?

Yes No

If yes, what is the name of the qualification/s?

| |
|----------|
| 1. _____ |
| 2. _____ |

Have you undertaken/still studying any Smart and Skilled qualifications this calendar year?

No Yes (please specify) _____

8. Study Reason

What best describes your main reason for completing this course?

To get a job
 Requirement of my job
 To get a better job or promotion
 Extra job skills
 Personal Interest / Self development
 To try for a different career
 Path to another course
 To develop existing business
 To start my own business
 Other

9. Referral Pathway

Which of the following organisations/persons referred you to Austrain Academy?

Apprenticeship Network Provider (ANP)
 Skills Service Organisation (SSO)
 Jobactive Provider (JP)
 Training Services NSW (TSNSW)
 Disability Employment Services (DES)
 Industry Training Advisory Body (ITAB)
 Registered Training Organisation (RTO)
 Employer
 It was my Own Decision

Are you a client of a Jobactive or Disability Employment Services Provider?

Yes No

If yes, name of JP or DES _____

JSID _____

10. Recognition of Prior Learning (RPL)

Recognition of Prior Learning or RPL is an assessment process that assesses the participant's skills, knowledge and experience gained through work, formal learning and informal learning to determine the extent to which that participant has achieved the required learning outcomes or competency outcomes.

Credit transfer is a process that provides participants with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer is applicable for the equivalent Training Package Units only.

I hereby apply under the provisions of the VET Quality Framework for the knowledge and skills I have previously acquired to be assessed and the appropriate recognition to be granted to me. I agree that I have been supplied with the Austrain Academy [RPL Information Kit](#) and will provide applicable evidence required for this assessment process including, but not limited to curriculum vitae, references, USI Transcript, Statements of Attainment and/or Testamurs.

Yes No

11. Fee Information

All fees must be paid prior to the issuance of any certificates. Throughout the duration of the training additional fees may be payable for such things as (but limited to) reissuance of course materials, course extension, reissuance of qualifications / statements of attainment, statutory government fees for certificates / ID cards, tools, equipment and clothing required for training / assessment.

Full details of Austrain Academy [payment, concession / exemption and refund policies](#) are available on the Austrain Academy website (www.austrainacademy.com.au), in your handbook or by contacting Austrain Academy office on 1300 20 40 20.

Austrain Academy offers programs / services on a government subsidised or commercial basis.

The policy applies to:

- AQF Qualifications and Statements of Attainment
- Recognition of Prior Learning (RPL)
- Customised training developed for individuals, enterprises and client groups
- Commercial non-accredited courses
- Consultation Services
- Compliance Systems

There are two fee structures:

1. Government funded/subsidised training under Smart & Skilled

Austrain Academy conducts government subsidised training & assessment for the following types of Qualifications or Part Qualifications: Entitlement Full Qualifications; Entitlement Apprenticeships and Traineeships Qualifications; Targeted Priorities Full Qualifications and Targeted Priorities Prevocational and Part Qualifications. Eligibility criteria apply to these programs and these may be found at www.smartandskilled.nsw.gov.au

Austrain Academy must charge the relevant fee set by the NSW government. These fees are based on the qualification and the characteristics of the student. The fee is set for the whole course and is not an annual fee. The student will pay the fee for the qualification that applies in the year when they commence training and will not be affected by any subsequent changes to Smart and Skilled fees. These fees can be accessed at the above website and will be confirmed in writing to the prospective student prior to the completion of the enrolment process. We will provide you an Eligibility Enquiry Report detailing the student fees payable. If you wish to proceed with your enrolment, Austrain Academy will provide a Notification of Enrolment.

These fees may be adjusted by any Recognition of Prior Learning (RPL) or Credit Transfer (CT) granted and will reduce the total Student Fee. This is determined by using the Smart and Skilled Provider Calculator. You MUST provide any copies of Transcripts for UOC's you have previously attained - any delay may result in incorrect fees charged. You will be informed and your fees adjusted if any RPL or CT is reported after the Notification of Enrolment process.

Fees will be invoiced to either the Student or Employer (some Modern Awards include provision for Employer payment of fees on behalf of their apprentice or trainee and where this is the case the employer will pay the Student Fee – see www.fairwork.gov.au) as indicated on Austrain Academy's enrolment form. If

not indicated, fees will be invoiced to the student. Employers will be invoiced on the same basis as students, with provision for payment by instalments if required by the employer.

Fees will be invoiced at 50% of the total qualification student fee upon completion of the enrolment process. (These fees will not exceed \$1,000.00 prior to qualification/course commencement).

The balance of the student fee will be triggered by commencement of 50% of the units of competence for the qualification / course. (These fees will not exceed \$1,500.00 in advance).

(Commencement of the course / qualification is defined by Austrain Academy as the student receiving or being given access to learning / training materials for at least one Unit of Competence (UOC). The student must sign to acknowledge receipt of these materials.)

You may make an arrangement with Austrain Academy to pay off these fees. The minimum arrangement is \$25.00/week. You MUST contact Austrain Academy office to make this arrangement, prior to your invoice due date. (14 days from invoice issued date). You will be contacted by Austrain Academy Administration within 7 days of failure to meet the payment terms. Failure to meet the terms of the payment arrangement will result in the full invoice amount falling due. This may also result in training not commencing or suspension of training.

All outstanding fees MUST be paid by completion of your course/qualification. Failure to complete payment will result in non-issuance of your statement of attainment / record of results/testamur and your debt may be referred to an independent Debt Recovery Agency.

Withdrawal without Penalty

Austrain Academy will refund/credit any fees paid, without incurring an administration fee, if you wish to withdraw from the course/qualification within 10 working days from the date of your signing the Austrain Academy enrolment form.

You must provide your withdrawal notice including your reasons for withdrawal in writing to Austrain Academy, utilising the [Withdrawal / Refund Application Form](#) if you wish to withdraw at any time during the course.

Discontinuing / Transferring Out

Withdrawal after 10 working days will incur the following fees, based upon commencement of UOC's in your qualification/course.

Total student fee divided by number of UOC's in the qualification times by the number of UOC's commenced.

Example:

Certificate III in Hospitality – SIT30616

Total Student Fee First Qualification: \$1450.00

Total UOC in Qualification/course: 15

Commenced UOC's: 1

$1440 \div 15 \times 1 = \97.00 fee (rounded up to nearest \$1.00)/unit commenced.

In this example if you had commenced 4 UOC's the fee would be \$388.00.

If you have paid more than this amount a refund will be issued via your original payment method, and an invoice detailing all fees applied and any refunds due will be provided.

All discontinuing / transferring students will be provided –

- A statement of attainment within 21 days of the notice of discontinuance
- An up-to-date Training Plan
- A statement of fees issued by Austrain Academy including any refunds for fees paid for UOC's not completed.
- For apprentices or trainees – notification / cancellation form to the local Training Services NSW office within 14 days of the discontinuation of the training

Deferring Students

Enrolled students may defer their training for a maximum period of 12 months. Students must notify Austrain Academy in writing of their request to defer.

There will be no requirement to pay student fees during the deferral period. A new invoice will be issued with the balance of student fees owing once the deferral period is completed.

Enrolled students who do not recommence within a 12 month period will be subject to the withdrawal process outlined above.

Training Package Transition

Where a student is enrolled in a qualification that is superseded and is required to / chooses to transition to the new qualification, the student fee will remain the same.

Concession Fees

Concession Fees are discounted fees and are a flat fee of up to \$240.00 (depending on the qualification chosen) for all Certificate levels up to and including Certificate IV. A Fee Concession is available and may be applied for using the appropriate [form](#) if the student is a recipient of eligible Commonwealth benefits or allowances, or a dependent child, spouse or partner of a person receiving the eligible benefit. (See the Concession Form for the list of eligible benefits and required documentary proof, or contact Austrain Academy.)

Fee Exemptions

Student who qualify for a fee exemption are:

- Australian Aboriginal and Torres Strait Islander people
- Persons with a disability (that is people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability support Pension).
- School Based Apprentices and Trainees are exempt from fees.
- Recipients of Fee-Free Scholarships
- Holders of certain categories of Humanitarian Visa

A Fee Exemption may be applied for using the appropriate [form](#). (See the form for the list of eligible benefits and required documentary proof, or contact Austrain Academy.)

Part Qualification Fees

Students undertaking a part qualification will not be charged a fee as these programs are fully subsidised by the NSW Government. Completing a part qualification under the Targeted Priorities Prevocational and Part Qualifications Program does not affect the fee eligibility of a student undertaking a full qualification under Smart and Skilled.

Where a student, as a result of undertaking two or more part qualifications under the Targeted Priorities Prevocational and Part Qualifications Program is awarded a full qualification, and subsequently undertakes a full qualification under the entitlement or Targeted Priorities Full Qualifications program, and is eligible to pay a standard student fee, the student must pay the Standard Student – Subsequent Qualification Fee. The student must indicate at enrolment that they have previously achieved a full qualification.

2. Commercial or fee-for-service training/assessment, consultation and Compliance systems

There are no fee exemptions or concessions for these programs or courses.

A. Short Course (RSA, RCG etc.)

These programs may include training and assessment of single units of competence to fulfil an industry need or licensing outcome.

- Commercial fees will be advised and collected prior to enrolment.
- All short course (RSA, RCG etc.), consultation and or system fees to be paid in advance.
- Booking/s will be confirmed (by email/SMS) once payment received.
- Austrain Academy reserves the right to cancel a course if there are insufficient participants enrolled.
- Non-attendance without notice will result in the full course fee being charged.
- A substitute may be nominated to attend the course/program without penalty prior to the commencement of the course/program
- No refund/s will be given after the training has commenced

Transfers

- 7 days' notice must be given for any transfers without penalty.
- For transfers less than 7 days a re-booking fee of 25% of the set fee applies per person.
- Transfers made within 48 hours are subject to a re-booking fee of 50% of the set fee per person.

Cancellations

- Cancellations made seven days or more prior to a course will be given a full refund.
- Cancellations made within 7 days of a course shall incur an administration fee of 25% of the course fee.
- Cancellations made within 48 hours of a course shall incur an administration fee of 50% of the course fee.

B. Full Qualification Fees – existing worker, trainee, Fee for Service, Trade Recognition etc.

Fees for full qualification will be advised prior to enrolment, and initial invoicing will not exceed \$1,000.00 prior to commencement of training/assessment. Balance for full qualification fees will be invoiced as you progress through UOC's. A schedule of fees will be provided prior to your enrolment and included with your training plan.

Austrain Academy reserves the right to cancel a course if there are insufficient participants enrolled.

You may transfer courses, but will be subject to the difference between the course fees (if any)

Full qualifications will be refunded on the following basis -

You must provide your withdrawal notice including your reasons for withdrawal in writing to Austrain Academy, utilising the [Withdrawal / Refund Application Form](#) if you wish to withdraw at any time during the course. You will incur the following fees, based upon commencement of UOC's in your qualification/course:

- Total fee divided by number of UOC's in the qualification times by the number of UOC's commenced.

For Example:

Certificate IV Work Health and Safety – BSB41415

Total Qualification Fee: \$1700.00

Total UOC in Qualification/course: 10

Commenced UOC's: 1

$1700 \div 10 \times 1 = \170.00 fee (rounded up to nearest \$1.00)/unit commenced.

****NOTE:** if no UOC's have been commenced you will be charged an administration fee of \$50.00

In this example if you had commenced 4 UOC's the fee would be \$680.00.

C. Consultation/Compliance Systems

All compliance consultation and system fees will be detailed in the training proposal provided. Invoicing will occur upon receipt of your "Proposal Acceptance".

No refund/s will be given for consultation/compliance systems, after the consultation has commenced, or the system has commenced development.

Austrain Academy accepts only the following forms of payment:

- Credit Card American Express, Mastercard & Visa Card
- Paypal – payment proof if requested
- Internet Banking and Direct Deposits must be received 3 working days prior to a course
- Cheques – Only to approved clients
- Money Orders - Only to approved clients
- Cash (Austrain Academy office)
- 14 day Accounts and Purchase Orders are only available on request to approved clients

Refund Policy

Austrain Academy has in place a fair and equitable refund policy

Austrain Academy will refund on the following basis:

- Any overpaid monies
- Has cancelled the booking or course

All requests for refunds must be submitted using the Austrain Academy

[Withdrawal / Refund Application Form](#)

Participants in exceptional circumstances can make application for special consideration to Austrain Academy's Chief Executive Officer and or Compliance Administrator.

For all programs

- Before enrolling, please contact Austrain Academy on 1300 20 40 20 or info@austrainacademy.com.au to find out your eligibility for the different types of programs and to confirm the documentation required to support your application.
- All payments will be recorded in the MYOB accounting system and receipts issued.
- Only when your enrolment is complete and the applicable fees have been paid (or payment plan agreed), will you be entitled to attend classes/engage in training, participate in assessments and receive statements of attainment, testamurs and academic transcripts.
- Where fees are paid in advance, these payment records will ensure that the participant's payments are recorded separately within our MYOB accounting system in sufficient detail so that training progress can be monitored against fees paid.
- Requests for Refunds, withdrawals, concessions & exemptions must be submitted to Austrain Academy using the applicable form and

accompanied by required evidence.

- Requests will be responded to in writing by Austrain Academy CEO within 7 days of receiving the request with the reason for granting or denying the request. All requests and their outcomes will be recorded in Austrain Academy's Student Management System.

Other Fees & Costs - for all programs

Additional fees may be payable for:

- Reissuance of course materials
- Course extensions
- Reissuance of qualifications/statements of attainment
- Statutory government charges for certificates / competency cards
- Tools, equipment and clothing required for training/assessment
- Licence Fees
- UOC's repeat attempts for completion – more than 3 attempts will incur a UOC fee as per the qualification fee.
- Express Post
- Other – will be disclosed prior to enrolment

- I am paying the student fees
- I have been advised by Austrain Academy that there are no fees applicable to this course / program
- My employer will be paying the fees on my behalf – complete section 16

12. Exemptions / Concessions (Smart & Skilled Only)

If one or more of the following circumstances are applicable, you MAY be eligible for a [Fee Exemption / Concession](#) or [Fee Free Scholarship](#). Please indicate if any of the following are applicable and submit the appropriate [form](#) and evidence with your enrolment:

- Disability
- Receiving a Disability Support Pension or a Dependent child or spouse of a person in receipt of a Disability Support Pension
- Government Benefit Recipient – List _____
- Dependent child or spouse of a Welfare recipient – List _____
- Aboriginal &/or Torres Strait Islander Origin Humanitarian Visa Holder
- Living in or on the wait list for NSW Social Housing
- Living in Out-of-Home Care currently or previously
- Other Circumstances – contact Austrain Academy for more information.

13. Unique Student Identifier (USI) Information

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This applies whether you are doing a full qualification or a single Unit of Competence.

If you have a USI, you must provide it to Austrain Academy for verification with the Student Identifiers Registrar. Austrain Academy cannot issue a Statement of Attainment or Testamur and Record of Results without a verified USI.

We will use the number you provide as well as the name and date of birth and number from one of the forms of identification in Section 14. This identification information must be the same as when the USI was created. You may access your USI account and provide permission for Austrain Academy to view your training records/transcript to assist with an application for Recognition of Prior learning (RPL). You may also give Austrain Academy permission to view and update your account details. See www.usi.gov.au/students for more information.

If you do not already have a Unique Student Identifier (USI) and you want Austrain Academy to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Austrain Academy will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity through the Document Verification Service (DVS) managed by the Attorney-General's Department. This service is built into the USI online application process and verifies documents such as a Medicare card, birth certificate, driver's licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the [Student Identifiers Act 2014 \(SI Act\)](#), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the [Privacy Act 1988 Cth \(Privacy Act\)](#). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Austrain Academy to make an application for a student identifier on your behalf, Austrain Academy will have to declare that we have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/privacy-notice.aspx> You must also provide some additional information as noted in the Identification Section 14 so that we can apply for a USI on your behalf.

For information about how Austrain Academy collects, uses, discloses and stores your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Austrain Academy's [Privacy Policy and Student Record Policy](#) which can be found in our [Handbook](#) and at www.austrainacademy.com.au

Do you have a USI?

Yes My USI:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

- I will enable access for Austrain Academy to view my transcript for the purposes of RPL.
- I will authorise Austrain Academy to view/update my account
- I give permission for Austrain Academy to locate my USI and understand I will receive a notification regarding this usage

No - complete details and sign below:

- I will apply for a USI myself at <http://www.usi.gov.au/> and provide it to [Austrain Academy for verification.](#)
- I have lost my USI and authorise Austrain Academy to search for it on my behalf.
- I authorise Austrain Academy to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.
- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/privacy-notice.aspx>.

Name of Student

Student Signature of Acceptance

Date

City / Town of Birth (Australia or overseas)

14. Identification – must match student details
Complete this section if you DO NOT have a USI

Please complete all details for ONE (1) of the following:

- Drivers' Licence**

| | |
|----------------|--|
| State | |
| Licence Number | |
- Australian Passport**

| | |
|--------|--|
| Number | |
|--------|--|
- Medicare Card**

| | |
|-------------------------|--|
| Card | |
| Card No. | |
| Individual Ref No. | |
| Card Colour | |
| Expiry Date | |
| Name as appears on card | |
- Visa (with Non-Australian Passport)**

| | |
|------------------|--|
| Country of Issue | |
| Passport No. | |
- Birth Certificate**

| | |
|-------------------------|--|
| State Issued | |
| Registration No. & Date | |
| Date Printed / Issued | |
| Certificate No. | |
- Certificate of Registration by Descent**

| | |
|------------------|--|
| Acquisition Date | |
|------------------|--|
- Citizenship Certificate**

| | |
|------------------|--|
| Stock No. | |
| Acquisition Date | |
- ImmiCard**

| | |
|----------|--|
| Card No. | |
|----------|--|

RTO USE ONLY – (Administration/Trainer Signature Required)

- Original ID Sighted
- Certified Copy Attached

Signature _____

15. Declaration

- I declare that all information provided in this enrolment form is true and correct.
- I understand that the provision of incorrect information and/or withholding relevant information relating to my academic records, employment records or citizenship status may result in the cancelling of training at any stage of the course.
- I understand that some programs have eligibility criteria and I have been informed of these.
- I understand if I complete a [Smart & Skilled](#) full qualification and enrol in another Smart and Skilled qualification (except an apprenticeship or traineeship), I will be charged the Standard Student-Subsequent Qualification fee for the subsequent qualification.
- I understand that information supplied in this enrolment form will be used to determine eligibility for enrolment and any additional assistance required, for internal management processes and program evaluation; and for statistical purposes.
- I authorise Austrain Academy to disclose information supplied in this document and information regarding my progress throughout the training to relevant State and Federal Government agencies and bodies or their successors (including but not limited to the Department of Education, Department of Industry, Training Services NSW, Australian Skills Quality Authority, Apprenticeship Network Provider, Jobactive providers, Liquor and Gaming NSW, SafeWork NSW and NSW Food Authority) as required for reporting enrolment details and training milestones and outcomes.
- I authorise Austrain Academy to provide information to government, educational and other relevant bodies for the purpose of statistical analysis, audit, verification, program evaluation and internal management purposes.
- I authorise Austrain Academy to provide assessment results and information regarding my progress to my employer (if trainee or apprentice).
- I authorise Austrain Academy to provide attendance records, assessment results and information regarding my progress to my Jobactive provider (if a jobseeker).
- I have been provided the [student handbook](#) including the Student Information, and understand the terms and conditions of my enrolment (including program specific requirements) and have been provided access to Austrain Academy [fee payment policies](#) including concession/exemption and refund policies and the privacy policy.
- I understand that if I have enrolled in a full qualification and do not have access to a workplace for training purposes, I will be required to attend additional training sessions and a minimum of two (2) shifts (on average) per month work placement.
- I have been made aware of the fee chargeable for my training/assessment and any extra costs for the program.

I agree to the above and;

I consent to any photographs, videos, testimonials and/or feedback provided by me or taken in association with my training and assessment to be used on Austrain Academy's website, marketing and advertising material and training materials whilst I am a current or former student.

I consent to Austrain Academy sending me marketing materials regarding further opportunities for training and assessment.

Name of Student

Student Signature

Date

If under 18 years of age at the time of giving consent, then the consent of your guardian is required.

Name of Guardian

Guardian Signature

Date

16. Smart and Skilled

Consent to use and disclosure of personal information to the Department of Industry, Skills and Regional Development and other Government Agencies.

I,

(First, Middle and Last Name)

Of,

(Current Residential Address)

(Date of Birth)

Understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by Austrain Academy Pty Ltd may be disclosed to the Department of Industry, Skills and Regional Development (Department).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone or email or post during or after I have ceased subsidised training with Austrain Academy for the purposes of evaluating and assessing my subsidised training.

Name of Student (first, middle and last name)

Student Signature

Date

If under 18 years of age at the time of giving consent, then the consent of your guardian is required.

Name of Guardian (first, middle and last name)

Guardian Signature

Date

