

Course of Enrolment

Course Code

Course Title

Start Date ___ / ___ / _____

Where did you hear about this course? Website Word of Mouth Employer Google

Personal Details (Your name as shown on photo ID, which will need to be sighted to verify legal name)

Family Name

Given Name/s

Date of Birth ___ / ___ / _____ Gender Female Male Other

Town/City of birth

Street Address

Suburb

State Postcode

Phone Mobile Work

Email

USI

I give permission for Verico to access my Unique Student Identifier (USI) for the purpose of recording my results. If I do not have a USI in place, I am willing for Verico Training Services to set up my USI on my behalf. Note that Verico Training Services are unable to issue a certificate without a USI.

Emergency Contact Details

Full Name

Relationship

Contact phone

Dietary Requirements

Please advise if you have any dietary requirements.

Terms & Conditions of Enrolment

Enrolment & Selection (5.3)

1. A deposit must accompany enrolment to secure a placement within a course; this fee is also the Administration Fee.
2. It is the student's responsibility to note the date, time and location of the course as advertised.
3. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
4. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
5. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
6. Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. Verico Training Services' students are covered by public liability insurance whilst working within the RTO's premises.

Course Fees, Payments and Refunds (5.3)

1. Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
2. For course fees over \$1500 payment plans are available to students funding their own course fees. The course deposit will not exceed \$1500.
3. Refunds may be made in the following circumstances:
 - a) Participants enrolled in training that has been terminated by the RTO
 - b) Participant advises the RTO more than 7 days prior to course commencement that they are withdrawing from the course
 - c) If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO
 - d) In the event that the RTO fails to provide the agreed services
4. An administration fee is required to be paid prior to course commencement which is included within the deposit fee. If the student withdraws from the course prior to course commencement, they will forfeit this administration fee but may be entitled to a refund of the remaining deposit.
5. No refunds will be issued once the student has commenced the course
6. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$80 will be charged.
7. If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.

Fee Protection (7.3)

Verico Training Services requires a minimum deposit, which will not exceed \$1,500 per individual student funding their own training fees, prior to course commencement. Please refer to the course flyer for an outline of all course fees.

Changes to Agreed Services (5.4)

Where there are any changes to the agreed services that will affect the learner, including in the event of Verico Training Services closing down, the RTO will advise the learner as soon as practicable. This includes changes to any new third party arrangements or a change of ownership or any changes to existing third party arrangements.

Complaints and Appeals (6.1)

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the RTO Manager. If a student wishes to make a formal complaint they will be provided with a Complaints and Appeals Form. Please refer to the Student Handbook for more details on the complaints and appeals process.

Credit Transfer (3.5)

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

Language, Literacy and Numeracy (LLN) (1.7)

Students needing assistance with their learning will be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

Support Services (1.7)

Verico Training Services is committed to providing clients requiring additional support with advice or assistance while training. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or RTO staff.

Please see the Student Handbook on the types of support provided by the RTO.

Legislative and Regulatory Requirements (8.5)

The student acknowledges that they must observe Verico Training Services' policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

The Contract

1. Entire Agreement

The contract is comprised of:

- (a) Verico Training Services Pty Ltd proposal ("Proposal");
- (b) these Terms and Conditions; and
- (c) payment received by Verico Training Services Pty Ltd from the Client.

("Contract").

The Contract only forms and becomes legally binding upon the parties on Verico Training Services Pty Ltd ("Verico") receiving from the Client the payment contained in the Proposal. It is agreed by the parties that any purchase order received from the Client, and any other documents referred to in that purchase order, do not form part of the Contract.

The parties warrant that in entering into the Contract they have not relied upon any prior oral or written representation or warranty which is not expressly included in the Contract.

In the event of there being any ambiguity, discrepancy, or inconsistency of any nature between the documents comprising the Contract, the order of precedence to be applied to resolve the ambiguity, discrepancy, or inconsistency is the order in which the documents are listed above. In this Contract, "Client" means a learner, enterprise or organisation that uses or purchases the Services provided by Verico.

2. Provision of Services

Verico will provide to the Client the Services specified in the Proposal.

In this Contract, "Services" means Block 1, Block 2 and Ongoing Online Support as specified in the Proposal, but not including services such as student counselling, mediation or ICT support.

In this Contract, "Proposal" means the information provided by Verico to the Client regarding the Services, including but not limited to, information on the Verico website and course flyer.

"Commencement Date" means the date specified on the website www.vericotrainingservices.com.au for the start date of the Services.

3. Payment

In consideration of Verico providing the Services specified in the Proposal the Client will pay to Verico the Contract price specified in the Proposal ("Contract Price").

Verico will provide to the Client a tax invoice in relation to the Contract Price within the times specified in the Proposal. The Client will pay to Verico the amount claimed in accordance with the Proposal.

4. GST

Unless otherwise stated, all monetary amounts stated in this Contract are exclusive of the GST. Any GST amount which may be required to be paid is to be paid to Verico in addition to the relevant monetary amount otherwise stated in the Contract.

5. Access

Verico is to be provided with such site access or other access as it may reasonably require to supply the Services.

6. Intellectual Property

All Intellectual Property remains vested in Verico. "Intellectual Property" means all copyright and analogous rights (including moral rights), all rights in relation to inventions (including patent rights), registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets), know-how, circuit layouts and all other rights (regardless of whether tangible or intangible) throughout the world resulting from intellectual activity in the industrial, scientific or artistic fields.

7. Confidentiality

- (a) The Client must not, without the prior written approval of Verico, either during the provision of the Services or after the expiry or earlier termination of this Contract, disclose or give to any third party any Confidential Information, Verico material or contract material and the terms of this Contract, except:
 - as required by statutes and regulations, or the stock exchange listing rules applying to a party (or any of its Related Persons); or
 - as necessary to obtain professional or financial advice or assistance from a third party (provided such third party is under an obligation to keep the relevant information confidential and secure).

8. Insurance

Verico will for the duration of the Contract effect and maintain the following insurances:

- (a) public liability insurance in the amount of \$20,000,000 in respect of any one occurrence; and
- (b) professional indemnity insurance in the amount of \$10,000,000 in respect of any one claim and in the annual aggregate.

9. Limitation of Liability

- (a) Notwithstanding any other provision in the Contract, the total liability of Verico to the Client, whether in breach of contract, tort, negligence, breach of statutory duty or warranty, contribution or strict liability or under an indemnity or any other basis in law or equity, is (to the extent permitted by law) limited to the aggregate of course fees paid by the Client.
- (b) Notwithstanding any other provision in the Contract, and except to the extent that liability cannot be limited or excluded at law, Verico is not liable to the Client for any Consequential Loss which arises under or in connection with the Services, and whether in breach of contract, tort, negligence, breach of statutory duty or warranty, contribution or strict liability or under an indemnity or any other basis in law or equity.
- (c) "Consequential Loss" means any consequential, indirect, remote or unforeseeable loss, including without limitation loss of profits or revenue, economic or financial loss, loss of production or loss by reason of shutdown or non-operation, loss of business opportunity, loss of goodwill or business reputation, loss of anticipated savings or increased financing costs and/or exemplary or punitive damage, suffered or incurred by the Client or any third party.

This clause 9 survives the termination or expiry of this Contract.

<p>10. Disclaimer Verico has developed the material for informational and training purposes only. The material is not intended to be an exhaustive source of all current applicable laws, regulations, guidelines and industry standards. The material may contain opinions regarding current laws, regulations and industry standards, however the material does not in any way constitute legal advice. Reasonable efforts have been made to ensure the accuracy and completeness of the information provided in the material at the time of preparation. However, laws, regulations and standards are subject to continuous change and any person utilising the material should undertake their own enquiries and research to verify the accuracy of the information. To the extent permitted by law, Verico shall not be liable for any loss or damage incurred whether caused by its negligence or otherwise.</p> <p>11. Dispute Resolution</p> <p>(a) The parties agree that all disputes relating to or arising out of this Contract must be resolved in accordance with this clause 11.</p> <p>(b) If such a dispute arises then either party may give notice to the other party which notice must:</p> <p>i) Be in writing;</p> <p>ii) State that it is a notice under 11; and</p> <p>iii) Include or be accompanied by reasonable particulars of the dispute.</p> <p>(c) If a notice is given under clause 11, then a representative of each of the parties who has capacity to reach a binding agreement must meet within 3 days' of receipt of the notice under clause 11(b). The parties must use reasonable endeavours acting in good faith to:</p> <p>i) Resolve the dispute; or</p> <p>ii) Failing resolution of the dispute, agree a method of resolution</p> <p>(d) If the dispute is not resolved by the representatives within the period referred to in clause 11(c), or pursuant to the process in clause 11 then (except where the parties have expressly agreed that the process in clause 11 is final and binding), either party may commence proceedings for the resolution of the dispute.</p> <p>12. Variation of Terms The Contract may only be varied in writing signed by the parties or their relevant representatives.</p> <p>13. Waiver Any waiver of any right or obligation under the Contract can only be done in writing signed by the relevant party. No action, other than an action to waive in writing any right or obligation, or inaction by Verico will constitute any waiver of any right or obligation under the Contract.</p>	<p>14. Severability If any part of the Contract is held to be invalid, unlawful or unenforceable in any way and for any reason, the Contract will continue to apply to the fullest extent possible save and except for the part which is held to be invalid, unlawful, or unenforceable.</p> <p>15. Termination for Default Verico is entitled to immediately terminate the Contract by giving written notice in the following circumstances:</p> <p>(a) if any other party fails to comply with any of its obligations under the Contract and, in the event that the failure is capable of being rectified, fails to remedy the failure to comply within 14 days of receipt of written notification of the default; or</p> <p>(b) if any other party is insolvent, becomes bankrupt, or becomes subject to any official management, receivership, liquidation, voluntary administration, winding up, or external administration.</p> <p>16. Termination for Convenience by Client The Client is entitled to terminate the Contract at any time by giving written notice to Verico. If the Client terminates the Contract and:</p> <p>a) that termination occurs more than 7 days before commencement of the Services by Verico, the Client is not liable to pay the Contract Price (and is entitled to a refund of any part of the Contract Price already paid) to Verico except for any amount reasonably incurred by Verico in expectation of supplying the Services as outlined in the Proposal to the Client; or</p> <p>b) that termination occurs 7 days or less before commencement of the Services by Verico, the Client is liable to pay the Contract Price unless otherwise agreed in writing by Verico.</p> <p>17. Termination for Convenience by Verico At any time and for any reason Verico may, in its absolute and sole discretion, terminate this Contract. If Verico terminates the Contract pursuant to this clause, it will refund to the Client any part of the Contract Price paid by the Client to Verico. If Verico exercises its rights under this clause, the total liability of Verico to the Client will be limited to any part of the Contract Price paid by the Client. Verico will not be liable for any damages, losses, costs or expenses incurred by the Client or any third party arising directly or indirectly from the termination of the Services under this clause.</p> <p>18. Applicable Law The Contract is governed by the laws of New South Wales. The parties irrevocably elect to accept the jurisdiction of New South Wales Courts (including all Federal Courts), and to commence any proceedings in such Courts.</p>
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Privacy

Under the Data Provision Requirements 2012, Verico Training Services is required to collect personal information and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

The collection, use and disclosure of your USI are protected by the USI Act. You can find privacy information about USI data collection via the [USI website](#). The information is collected for the purposes of: Applying for, verifying and giving a USI; Resolving problems with a USI; and Creating authenticated vocational education and training (VET) transcripts;

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Verico Training Services for statistical, regulatory and research purposes. Verico Training Services may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER/ Organisations conducting student surveys
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Agreement

- I have received the Student Handbook, and read and understood the terms and conditions of my enrolment
- I acknowledge and agree with the terms and conditions of enrolment, which are also provided to me in the Student Handbook.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in this document.
- I have been given sufficient information on the delivery and assessment arrangements for this qualification.
- I understand that my current USI number, or that created on my behalf will be used to collect and report my VET related data.
- I grant permission for the RTO to utilise photos or videos of myself in marketing material including social media accounts, the RTO's website and printed publications including assessment items and training material.

Student's Signature: _____

Date: ___/___/___

PRE-COURSE QUESTIONS – To determine students suitability for entering into the course		
QUESTION	POSSIBLE ANSWERS	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the “Possible Answers”
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - Over 6 years' experience in the industry	
What is your expectation upon completion of training?	<input type="checkbox"/> To get a job <input type="checkbox"/> To get a pay rise <input type="checkbox"/> To be able to apply for a higher position <input type="checkbox"/> To get a better job <input type="checkbox"/> To learn new skills	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (i.e. language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties & would like to negotiate payment plan	
are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (e.g. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (e.g. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (e.g. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (e.g. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language, I will need assistance with language <input type="checkbox"/> I am currently working and would like to complete assessments within the workplace <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance	
We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?	<input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected <input type="checkbox"/> CT – Student currently holds an equivalent unit	
<i>Office Use Only</i>	<input type="checkbox"/> LLN testing required prior to course commencement <input type="checkbox"/> Reasonable adjustment. Please state specific needs <input type="checkbox"/> RPL/CT granted	