

School for Leadership Training Student Enrolment Form

1. Personal Details

Title _____ Surname (Family) _____
 Legal name (*to be printed on your certificate*) _____
 Name you prefer to be called (if different) _____ Date of birth / / 19
 Gender Female Male

2. Contact Details

Street address _____
 Suburb/Town _____ State _____ Postcode _____
 Postal address (if different to above) _____
 Home phone _____ Mobile _____ Work _____
 Email address _____

3. Course Details

Title _____ NTIS Code _____

4. Education and Employment Status

Still at school Yes No
 Highest level of school completed Year _____ Year completed (e.g. 1986) _____
 Please list any other qualifications (& completion date) you have gained since leaving school

Which of the following categories best describes your current employment status?

Full time <input type="checkbox"/>	Self employed (not employing others) <input type="checkbox"/>	Unemployed – seeking full time work <input type="checkbox"/>
Part time <input type="checkbox"/>	Employer <input type="checkbox"/>	Unemployed – seeking part time work <input type="checkbox"/>
Unemployed – not seeking work <input type="checkbox"/>		Unpaid worker in family business <input type="checkbox"/>

5. Country of Birth

Were you born in Australia? Yes No
 If no, in which country were you born? _____
 What is your citizenship status? Australian citizen
 Australian permanent resident Temporary residence
 New Zealand citizen Other (please specify) _____

6. Aboriginality

Are you Aboriginal? Yes No Are you a Torres Strait Islander? Yes No

Are you Aboriginal and a Torres Strait Islander? Yes No

7. Language

Which language do you mainly speak at home? English Other

If English is not your first language, how would you rate your level of English?

Very well Well Not well Not at all

Classes are taught in English only. Will you need assistance with...

Written English Spoken English

8. Disability or Special Requirements Related To Your Learning

If you have a permanent and significant disability that may affect your learning please provide any necessary details so we can best accommodate you.

What, if any, additional assistance do you require as a result of this disability?

9. Course Fee Refund Policy

Full refund will be made for students who withdraw from a course up to the stated date prior to course commencement minus an administration fee (where appropriate).

The student must apply in writing to the Director of the School for Leadership Training clearly stating the reason for withdrawal from the course, the total amount of fees paid (please attach receipts), and the refund expected. Booth College will make the refund available within two weeks of the application being received.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

10. Recognition of Prior Learning (RPL)

Please indicate below if you are applying for RPL or the whole or part of the course.

Whole course Part of the course Not applying

Do you require an RPL application form? Yes No

11. In Case of Emergency

In case of emergency during training I give staff permission to contact the following person:

Surname _____ First name _____

Best phone contact number _____

Relationship to you _____

Should I require medical attention I give permission for my Medicare number to be used

Medicare No. _____

Signed _____ Date / / 20

Please note:

The information requested in this form will be used for enrolment purposes as well as research statistical and internal management purposes only. It may also be required by Commonwealth and State agencies. In supplying this information the participant is deemed to have consented to the use of this information for these purposes.

Training documents that will be kept on file to meet our legal requirements are:

Enrolment form	Training and Learning Agreement
Assessment results	Records & copies of qualifications issued
Samples of completed assessment tasks	Relevant correspondence meeting minutes

We will ensure that any information collected from you is stored securely where access is limited to staff involved in the training. Details of any qualification you receive will only be sent to the relevant body (e.g. DET) if required to meet national reporting requirements.

OFFICERS AND EMPLOYEES = be sure to complete an extended course approval form and forward it to your manager/divisional commander/head of department