

Emergency Details

Contact Name: _____ Relationship _____

Address: _____

Suburb: _____ Postcode _____

Telephone: _____ Email: _____

Personal Details:Date of birth (dd/mm/yyyy): _____ Gender: (Tick one only) Male Female Other

Country of birth: _____ Country of Citizenship: _____

Are you a permanent Australian Resident? Yes No Are you in Australia on a Visa? Yes No

If so, what type of Visa _____

Unique Student Identifier (USI) Requirements (*students must have this to enrol*):

You may already have a USI if you have done any nationally recognised training, eg. at work, first aid, RSA (Responsible Service of Alcohol), getting a white card, or studying at TAFE; etc.

You should not use/have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/fags/i-have-forgotten-my-usi/>.

You can create your own USI on computer or mobile device, by accessing the USI website:

<https://www.usi.gov.au/students/create-your-usi> and following the instructions.

(NOTE: NK Institute is required to include your USI in the data we submit to NCVER. In addition, NK institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course, if you do not have a USI.)

Please enter your Unique Student Identifier (USI):

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What is your highest COMPLETED school level? (*tick one only*)
 Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9

 Completed year 8 or lower Never completed secondary school

In what year did you complete that school level: _____

Are you still enrolled in secondary school? Yes No

Have you successfully **completed** any of the following qualifications? Yes No (*If Yes, tick all that apply*)

 Bachelor's Degree or Higher

 Advanced Diploma or Associate Degree

 Certificate III (or trade certificate)

 Diploma or Associate Diploma

 Certificate II

 Certificate IV

 Certificate

Other Training course (specify course name & date) _____

Do you speak a language other than English at home? Yes No (If Yes, please specify) _____

How well do you speak English? Very well Well Not well Not at all

Do you think you will require assistance with your English during the course? Yes No

Are you of Aboriginal or Torres Strait Islander origin? Yes – Aboriginal Yes – Torres Strait Islander No

Please Note: You are under no obligation to answer the following medical questions.

Do you consider yourself to have a disability, impairment, or long-term condition? Yes No

If Yes – indicate the areas of disability, impairment, or long-term condition (*may indicate more than one*):

Hearing/Deaf Physical Intellectual Learning Mental Illness Vision

Acquired Brain Impairment Medical Condition Other: _____

Do you think you will require additional assistance during the course? Yes No

Of the following categories, which **best** describes your current employment status? (*Tick one only*)

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Self-employed – employing others |
| <input type="checkbox"/> Employed – unpaid family worker | <input type="checkbox"/> Unemployed – seeking full time work |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Not employed – not seeking employment |

Of the following categories, which **best** describes the main reason you are undertaking study: (*tick one only*)

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> Get a better job or promotion |
| <input type="checkbox"/> Develop existing business | <input type="checkbox"/> Requirement of my current job |
| <input type="checkbox"/> Start own business | <input type="checkbox"/> Extra skills for my job |
| <input type="checkbox"/> Try a different career | <input type="checkbox"/> Another course of study |
| <input type="checkbox"/> Community/Volunteer work | <input type="checkbox"/> Personal Interest/Self-development |
| <input type="checkbox"/> Other: (<i>please specify</i>) _____ | |

PRIOR TO ENROLMENT

NK Institute Pty Ltd, as an RTO is required to provide all students on the following information (prior to enrolment):

TRAINING

Information on Training Services provided by NK Institute Pty Ltd is available from the office via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with State and any National requirements utilising equipment that complies with all safety standards. Courses are delivered as a theory lesson with a practical component and all participants must ensure they can undertake both aspects of training. All costs, durations and outcomes are available from the office or on the website.

ASSESSMENT

Assessments of units will be conducted after the following requirements are met:

- Successfully complete all required training, and
- Paid any outstanding monies.

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment method or have any concerns please discuss these with a NK Institute Pty Ltd Staff Member.

SUPPORT SERVICES AND SPECIAL NEEDS

NK Institute Pty Ltd will take every possible action to ensure we support you throughout your training and assessment process. If at any point through-out your course you require any assistance or support, please discuss these needs with NK Institute Pty Ltd staff and we will do our best to help. If you have any special needs, including Language and Literacy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. **If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.**

YOUR RIGHTS

As part of your training and assessment, you have various rights. NK Institute Pty Ltd wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Principal/CEO immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by NK Institute Pty Ltd may be lodged to the Principal/CEO and must be done so in writing. For more information on your rights, please talk to the Principal/CEO.

PRIVACY POLICY

In compliance with the Privacy Act, the information requested on this enrolment form will only be used for the process of enrolment and maintaining the student records. All information will be kept confidential and access to this information is only available to you, the Principal/CEO, and the trainer. If you want to view your files at any time, lodge the request with your trainer.

MEDIA RELEASE

At times during the course, staff / contractors may take photos/video for use in promotional activity. By signing this form, you acknowledge your acceptance in participating in such activities.

RULES AND REGULATIONS

1. To complete your enrolled course students must be able to fulfil the following obligations:
 - Demonstrate to the Trainer and Assessor through attendance and assessment, both written and theory that academic and professional skills have been obtained to a satisfactory and competent level.
 - Satisfy all academic, administrative, and financial obligations to the organisation.
2. No food is to be taken into classrooms, and smoking is not permitted in any of the organisation's premises.
3. Students must promptly notify NK Institute Pty Ltd of any change of name, address and contact details.
4. NK Institute Pty Ltd may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class.
5. Students may be suspended or withdrawn from NK Institute Pty Ltd at the Principal/CEO's discretion for:
 - non or late payment of fees
 - failure to uphold or maintain any of NK Institute Pty Ltd Policies and Procedures
 - Serious misconduct or breach of legislation

REFUND POLICY

NK Institute Pty Ltd will safeguard any money paid by you in advance for a workshop. NK Institute Pty Ltd will refund any money paid by you in full in the event we cancel or discontinue a course (unless you have already received and opened the course material, in which case full fees will apply, and you can sit the course next time it is offered). If you withdraw from a workshop due to illness, (verified by a medical certificate) we will refund any fees paid less an administrative fee of 20% of your workshop cost. Should you withdraw for any other reason other than illness, with less than 7days notice you will forfeit 50% of your workshop cost. **If you fail to commence the course you will forfeit all monies paid.**

Do not sign below if you feel you have not received information on all the above points. Please ask NK Institute Pty Ltd Staff to explain or provide written information on the above before enrolling and signing below.

Student Declaration

I, _____ have read, understand, and agree to the following:

- a) 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
- b) I release and hold harmless NK Institute Pty Ltd, its Principal/CEO, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

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

Student's signature _____ Date: ____ / ____ / ____.