



Document Name	Application for Enrolment
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Disclaimer	It is the responsibility of the Workright contact to identify and/or control superseded documents

To apply for admission to a course of study with Workright® Australia, please complete this form and mail it to:

Training Department – Admissions
 Workright Australia Pty Ltd
 Post Office Box 20
 North Adelaide SA 5006

Personal details						
Surname (Mr/Mrs/Ms):		Date of Birth				
Given names		Home Phone				
Street		Work Phone				
Town/Suburb		Mobile				
State	P/code	Email				
Employer details						
Company		Switchboard				
Street		Work fax				
Town/suburb		URL:				
State	P/code					
Course/Module						
Further information (please tick/answer questions)			YES	NO		
Is English your main language?			<input type="checkbox"/>	<input type="checkbox"/>		
Do you think you need to undertake studies in English as a Second Language as part of your study program?			<input type="checkbox"/>	<input type="checkbox"/>		
Are you a permanent resident of Australia? If NO, specify country:			<input type="checkbox"/>	<input type="checkbox"/>		
Do you have any disabilities, which could affect your studies? If YES, please specify:			<input type="checkbox"/>	<input type="checkbox"/>		
Qualification level being applied for (please tick)						
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Diploma	<input type="checkbox"/> Adv Diploma	
Domain of Qualification (please tick)						
<input type="checkbox"/> Frontline Management	<input type="checkbox"/> Business	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Other	<input type="checkbox"/> RPL/RCC
Recognition of Prior Learning/ Recognition of Current Competence and Mutual Recognition						
If you would like more information on these please request an RPL Booklet. You will subsequently be required to produce evidence of your competence in the form of References, Appraisals, Statements of Attainment from other RTOs and/or References at the interview.						
Declaration: I accept that this application is an official purchase						
Name		Signature		Date		

Payment and Refund

In providing training and assessment services to clients, Workright® Australia requires Trainees on public courses to pay training fees prior to training delivery. Payment may either be made prior to the course, in which case a 5% discount may be available or in stages as training is delivered.

Cancellation

Workright® Australia realises that cancellation or deferment of a course registration is sometimes unavoidable and therefore have established the following guidelines –

- If you are unable to attend a course for which you have registered, you may send another person in your place without cost. Workright® Australia must be notified, preferably in writing, of the transfer prior to the commencement of the course. Transfers are not permitted once the course has commenced.
- If the course is cancelled by Workright® Australia, a full refund will be paid.
- If no written advice (letter, facsimile or email) is received prior to the commencement of the course the full course fee is payable.
- If written advice (letter, facsimile or email) is received ten (10) days prior to the commencement of the course a full refund will be paid.
- If written advice (letter, facsimile or email) is received less than ten days before the course, a booking cancellation fee to cover administrative and production costs will be charged. The balance will be refunded or may be transferred to credit of a later course.
- Cancellation costs will be dependent on the nature of the course and may include production of manuals and other materials or the purchase of software for IT related course.

Grievance Policy

Workright® Australia is committed to the ongoing improvements that will enhance the service that is provided to you, the client.

Should you have any grievance with the way in which Workright® Australia has conducted business with you, we will be pleased to listen to what you have to say. By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through Workright® Australia.

In the first instance any grievance should be discussed with the trainer. If the Facilitator/Trainer cannot resolve the problem to your satisfaction, it will then be referred to the Training Manager. If the Training Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the General Manager shall endeavour to resolve the matter.

If, in the unlikely event we have not resolved the matter, we will refer your complaint to the Training and Skills Commission for a ruling. A participant can, however, approach the Quality Branch (8226 3065) independently of Workright® Australia.

Workright® Australia hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.

Recognition of Prior Learning (RPL)

RPL is an informal learning pathway to formal qualifications under the Australian Qualifications Framework (AQF).

RPL is a process of assessment of your skills, knowledge and competencies that relate to a course you are taking in any education or training sector, for the purposes of:

- Gaining entry to a formal program of education and training leading to a national qualification under the AQF, or
- Having that knowledge or skills assessed so it counts towards completion of your course.

Knowledge and skills may have been acquired by actively participating in, voluntary work, Community organisations or through your own personal interests

You may apply for RPL by asking for the "RPL – Description & Application Process" document.

For full details, request an RPL booklet. Pricing is included in the RPL document of each qualification.