

Personal Details:

Title (Mr, Miss etc.): _____ First Name: _____ Middle Name/s: _____

Surname (Family Name): _____ Preferred Name: _____

Date of Birth: Gender (please select one): Male Female Unspecified

USI Number (compulsory): _____

Contact details:

Home Phone Number: () _____ Mobile: _____

Work Phone Number: () _____ Alternative Mobile: _____

Client Email: _____

Secondary Email (if available): _____

Address details:**Residential address**

Building/Property Name: _____ Unit/Flat Number: _____

Street Name: _____ Street Type (Road etc.): _____

Suburb: _____ State: _____ Postcode: _____

Please tick this box if your postal address is the same as your Residential Address above.

Postal address - if different to above

Building/Property Name: _____ Unit/Flat Number: _____

Street Name: _____ Street Type (Road etc.): _____

Suburb: _____ State: _____ Postcode: _____

COMPULSORY DETAILS

Employment Status – please select one

Full-time employee

Part-time employee

Self-employed (employing others)

Self-employed (not employing others)

Employed - unpaid worker in family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

Schooling:

Still at School: Yes No Highest School Level Completed (e.g. Grade 11): _____

Year Highest School Level Completed (e.g. 1988, 2010): _____

Country of Birth: _____

Post Secondary Education:

Have you completed a previous qualification? Yes No

If yes, please select relevant qualifications:

Bachelor Degree or Higher

Advanced Diploma or Associate Degree

Diploma or Associate Diploma

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Certificate other than above

Are these qualifications from Australia? Yes No

Language:

Language spoken at home: _____

If not English, how well do you speak English? Select one: Very well Well Not well Not at all

Disability:

Do you have special needs? Please select one: Person with physical disability Other special needs

If you have indicated yes to having special needs, please select what applies below:

Hearing/deaf

Physical

Intellectual

Learning

Mental Illness

Acquired brain impairment

Vision

Medical condition: _____

Other _____

Indigenous status:

Please select one: Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander

Reason For Studying This Course (please select one):

To get a job

It was a requirement of my job

To develop my existing business

I wanted extra skills for my job

To start my own business

To get into another course of study

To try for a different career

For personal interest or self development

To get a better job/promotion

Other reasons

Course Enrolling into (please select one):

Certificate III in Fitness

Certificate IV in Fitness

Package of Cert III and Cert IV in Fitness

Are you applying for recognition of prior learning? (Please select one): Yes No
(You will need to supply supporting evidence)

Payment Options (please select one):

Upfront (Course paid in full, discounted)

Payment Plan - 12 Months (Complete direct debit form)

Privacy Statement and Student Declaration:

I accept the conditions of enrolment as outlined on page 1-4 of this form. I give permission for Fit Education to use any marketing or advertising material that refers to me.

Tick here if you do not want to receive Fit Education newsletters and future product offerings.

Signature of applicant: _____ Date: _____

Signature of parent/guardian (if under 18) _____ Date: _____

Printed name of parent/guardian: _____

Code of Practice:

Fit Education agrees to operate within the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise training qualifications issued by other Registered Training Organisations.

Fit Education will meet all legislative requirements of State and Federal Government, in particular Workplace Health and Safety and Workplace Relations. Fit Education Trainers have the appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition of Prior Learning and Credit Transfer).

Code of Conduct:

All persons delivering programs for or on behalf of Fit Education will do so in strict accordance with the requirements of the Unit Descriptor for that training package (or part thereof).

Conduct:

- The client training needs are first priority.
- Any disengagement with the client shall be by the Director, Fit Education only
- The behaviour of the Trainer shall conform to normal accepted teacher/trainee practices
- Counselling regarding disciplinary matters will be provided by the Trainer if appropriate

Student Behaviour:

The Learner must maintain a high standard of behaviour while in any teaching situation, in or near the classroom, and must not indulge in any act which may result in damage to Fit Education property or unduly interfere with the comfort or convenience of any person lawfully entitled to be in the same area.

Learners are responsible for:

- Checking that holidays, business and other commitments do not clash with training
- Submitting assessment items by the prescribed date. Any extension of time will be granted by the Trainers at their discretion
- Punctuality – Learners are requested to be on time for all classes
- Notifying the Trainer's office of change of personal details if it is to reflect on any documentation relevant to the training being undertaken
- Notifying the Learner if withdrawing from study
- Maintaining their obligation to comply with institute rules in relation to Workplace Health and Safety Standards

Enrolment Duration:

The course must be completed within 12 months from the date of enrolment. Extensions past this date need to be put in a written request and have prior written approval from the Director of Fit Education and will be at a cost per month to extend.

Refund Policy:

All Learners enrolled with Fit Education who are unable to complete their learning units for which they have nominated, for whatever reason, will receive a refund for fees paid in advance towards the incomplete units on return of all learning materials in good condition by the Learner to Fit Education subject to the following conditions:

- More than 30 days prior to commencement of the course, a 50% refund of monies paid
- Within 7 days of commencement of the course, 25% of monies paid
- Refunds for cancellations after commencement of the course will be at the discretion of Fit Education.
- A \$300 administration fee will apply to all refunds

Any queries concerning this policy are to be directed to the Fit Education Director.

Online Courses - there is a no refund policy. The Director of Fit Education will take extenuating circumstances (such as extreme medical conditions or cases of hardship) into consideration on a case by case basis.

Complaints & Appeals Policy:

Learners have the right to appeal or register a complaint against any Fit Education assessment, procedure, administrative procedure, perceived discrimination or harassment, or the abrogation of any right stated in other Fit Education policies or procedures. The process also offers the opportunity for Learners to be accompanied to hearings by a person of their choice, and lead to resolution within a reasonable time.

Learners have the right, in respect to an appeal or complaint, to receive reasons for resulting decisions, to be advised of opportunity for further appeal and to experience no repercussions as a result of participation in the process.

Any queries concerning this policy or to receive a copy of the Fit Education Complaints & Appeals Procedure please contact the Fit Education Director on 1300 348 338

RPL Policy:

Learners wishing to be granted RPL should contact Fit Education for information relating to the RPL Process. Where RPL is conducted, and training is not required, verification of competency is still a requirement.

Special Learning Needs:

Fit Education has a policy regarding legal and ethical responsibilities to ensure that no person is treated unfairly. Fit Education as a minimum considers the following:

- Language, literacy and numeracy needs; should there be an identified need, Fit Education will endeavour to assist the Learner or provide referral to an appropriate service – however the Learner shall bear this cost
- Cultural, language and educational background
- Gender, age
- Physical ability
- Level of confidence, nervousness or anxiety
- Experience in training and assessment, previous experience with the topic
- Welfare/guidance support (external support i.e. Learning Literacy and Numeracy, dietary, medical)

Access & Equity:

Fit Education is committed to achieving the highest performance in the areas of access and equity with the aim of creating and maintaining equal opportunity and freedom from discrimination in all of its dealings with employees and Learners.

Consistent with this Fit Education will:

- Assert that all employees and Learners have the right to equal treatment and are able to expect equal treatment in all relevant matters
- Comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect the Company's commitment to equal opportunity and freedom from discrimination;
- Involve employees and Learners in the improvement of equal opportunity and freedom from discrimination performance
- Provide equal access to learning and development opportunities
- Hold individual employees accountable for their area of responsibility
- Ensure that Fit Education employees and contractors are informed of and understand their obligations in respect of this policy
- Communicate openly with employees, government and the community on equal opportunity and freedom from discrimination issues and contribute to the development of relevant access and equity policy

Health & Safety:

All Fit Education Trainers are responsible and accountable for the implementation of health and safety standards. For the benefit of all our employees, clients and the general public, Fit Education will comply with all applicable health and safety laws, regulations and statutory obligations.