

NORTHNET INCORPORATED APPLICATION FOR ENROLMENT

CONTACT DETAILS

FIRST NAME _____ MIDDLE NAME: _____
 LAST NAME _____
 ADDRESS _____
 SUBURB _____ STATE _____ POSTCODE _____
 GENDER (please circle) Female / Male Date of Birth ____ / ____ / ____
 PHONE Home _____ Mobile _____
 EMAIL _____

Participant Identification: ID Type:		ID Number:	
COURSE NAME		COURSE CODE	
TRAINING PATHWAY	<input type="checkbox"/> New Traineeship	<input type="checkbox"/> Existing Worker Traineeship	<input type="checkbox"/> Government Funding <input type="checkbox"/> Fee For Service
Where did you hear about this training program? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Radio			

EMERGENCY CONTACT DETAILS

Full Name _____ Relationship _____
 Telephone _____ Mobile _____

RECOGNITION OF PRIOR LEARNING

Do you wish to apply for RPL for any units of competency offered by Northnet?
 Name of Unit _____ Please attach evidence of competency.
 Unit Code _____ I am applying for RPL Yes No

STATISTICAL

SECONDARY EDUCATION	
School level completed	Final year of School _____
<input type="checkbox"/> Did not go to School	<input type="checkbox"/> Completed Year 10
<input type="checkbox"/> Completed Year 8	<input type="checkbox"/> Completed Year 11
<input type="checkbox"/> Completed Year 9	<input type="checkbox"/> Completed Year 12
Currently at School YES/NO	

LABOUR FORCE STATUS <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time/ Casual employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Employer <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	INDIGENOUS STATUS <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal and Torres Strait Islander	Which country were you born? _____ Main language spoken at home? _____ How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Not at all
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PRIOR EDUCATION <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate I <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate II <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificate III <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificate IV <input type="checkbox"/> Bachelor Degree or Higher Degree	EDUCATIONAL CHALLENGES Are there any possible challenges you wish to share with us? Please tick below if required <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition <input type="checkbox"/> Learning <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Mental Illness _____
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Fees Paid \$	Payment Type <input type="checkbox"/> Cash <input type="checkbox"/> EFTPOS / CC <input type="checkbox"/> Money order / Cheque
Receipt No	Payment Exemption: <input type="checkbox"/> Yes <input type="checkbox"/> No. Reason:..... <input type="checkbox"/> Purchase Order. Name of Provider

IMPORTANT INFORMATION (Please read our Participant Information Handbook at www.northnet.org.au.com.au)
 I have read and I understand the terms and conditions of my enrolment. I acknowledge and agree with the terms and conditions with specific reference to NN enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment, victimisation and bullying policies and procedures.

SIGNATURE: _____	COURSE COST: _____	DATE ____ / ____ / ____
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TRAINING APPLICATION INFORMATION

Northnet Incorporated Code of Practice

Northnet Incorporated agrees to abide by its Code of Practice by:

1. Delivering high quality services to its clients.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. Identifying problems and inadequacies of service delivery and to amend these issues quickly.

Complaints

Northnet Incorporated recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

You are invited to:

1. Tell us if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Tell us if you think you have been treated unfairly or unjustly.
3. We will discuss the matter with you and try to resolve the problem
4. Participants can lodge formal complaints by going to www.asqa.gov.au – student information link.

Literacy and Numeracy

To successfully complete your training a reasonable amount of literacy and numeracy skills may be needed. Northnet Incorporated can assist you with any LLN issues you may have by referring you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training.

Privacy

1. Northnet Incorporated collects and stores your personal details. During training we record your progress. We use this information to measure your and our performance and also to let you know about our future products and services. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes.
2. We **DO NOT** share, rent, or sell personal information you provide to us. The confidentiality of the information we collect from you is protected under the NSW *Privacy ACT*.
3. Should Northnet Incorporated market or promote your training participation we will obtain your prior written permission before using any advertising, which refers to you.

Fees and Refunds

Payment must accompany your application form to secure your placement in a Training Program. You can enclose a cheque or money order made payable to Northnet Incorporated or pay by Credit Card or by card over the phone. EFTPOS facilities are also available.

All short courses with a fee less than \$200.00 will require full payment upon acceptance of application. All other courses require a \$200 deposit **with full payment received prior to commencement** of training unless otherwise arranged with the Financial Officer. **Deposits are non refundable.** If payment is being made by a business/agency, a Purchase Order will be required together with a proxy enrolment form signed on behalf of the employee/participant at time of enrolment, duly noting these terms and conditions. Upon receipt of enrolment, an invoice will be forwarded requesting payment within fourteen (14) working days.

Training Program Concessions

There are no concessions for the Training Program fees charged. You may contact your Job Services Provider or Centrelink for assistance.

Training Program Cancellations

Training Programs with low enrolments may be cancelled at the discretion of Northnet Incorporated and fees will only be refunded under these circumstances. Participants will be contacted regarding cancellation at least 48 hours prior to the commencement date of the Training Program.

Training Materials

Some Training Programs require materials to be purchased by you. You will be advised of these materials at Induction. All participants are required to bring their own writing materials.

Insurance

Participants partaking in Training involving physical activity, field trips and practical demonstrations do so at their own risk.

Participants involved with Work Experience will be fully covered under the Northnet Incorporated's insurance policy.

Certificates

Certificates are provided at the completion of a Training Program at no additional fee. However, re-issuing a certificate will incur a cost of \$25.00 per certificate.

Application and Selection

1. You should advise Northnet Incorporated of any medical condition or education challenges that may interfere or limit your ability to meet the competencies of your training.
2. You should advise Northnet Incorporated immediately of any changes to your personal information.
3. You should advise Northnet Incorporated of any limitations in your literacy or numeracy skills that may affect your ability to meet the training competencies.
4. You should advise Northnet Incorporated immediately of any intended application of Recognition of Prior Learning.
5. You will be asked to complete any requests for feedbacks through surveys to assist Northnet Incorporated improve its services and products.

Legislative and Regulatory Requirements

You acknowledge that you must observe Northnet Incorporated OH&S policies and all workplace practices as instructed by your trainer including Equal Rights and Equal Opportunity and the Anti-Discrimination Acts. Lists of websites are given on induction into your training program.

Citizenship

You agree that you have NOT misled Northnet Incorporated on your status regarding your citizenship.

Use of telephone / Internet / fax and photocopying.

Telephone calls may be made at the cost of 20 cents.

Faxing and photocopying services are available at 20 cents per sheet. A free internet service is available to all participants and community members via our Community Technology and Learning Centre.

Participant Information Handbook.

Is available on – line at www.northnet.org.au

Northnet Incorporated trusts you enjoy your training and wish you luck in your future ventures.



NATIONALLY RECOGNISED
TRAINING