

**CLIENT ENROLMENT**

**Title** Mr Miss Mrs Ms Other \_\_\_\_\_

**Client Full Name** \_\_\_\_\_ **Client No.** \_\_\_\_\_

**Residential Address** \_\_\_\_\_ **Town** \_\_\_\_\_

**Post code** \_\_\_\_\_ **State** \_\_\_\_\_

**What is your postal address? (If different from above)**

**Postal Address** \_\_\_\_\_ **Town** \_\_\_\_\_

**Post code** \_\_\_\_\_ **State** \_\_\_\_\_

**Contact Ph No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Mobile Ph No.** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Drivers Licence Number** \_\_\_\_\_ **State Licence is held in** \_\_\_\_\_

**Medicare No.(including number reference no. on card)** \_\_\_\_\_

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**Language and Culture:**

**In which country were you born?** Australia  Other  Please specify \_\_\_\_\_

**Town/State of Birth** \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander descent?** YES  NO

**If yes please tick:** Aboriginal  Torres Strait Islander

**Do you speak a language other than English at home?**

No, English only  Yes, other. Please specify \_\_\_\_\_

**If so do you speak English**

Very well  Well  Not Well  Not at all

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**Employer: (if applicable)**

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Work Ph.** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Mobile.** \_\_\_\_\_ **Email** \_\_\_\_\_

**Employment Status**  Casual  Part time  Full time  Self Employed  Employer

**Emergency contact: (Person to be contacted in case of an emergency)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Work Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

**Study Reason:**

Which category **BEST** describes your reason for undertaking this course? **Select one (1) box.**

- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- For personal interest or self-development

**Education:**

Are you currently attending school?  YES  NO

What level did you attain? \_\_\_\_\_ (eg. Year 10)

Where did you complete? \_\_\_\_\_ (eg. Name of school, TAFE or Institution)

Last year at school? \_\_\_\_\_

Do you hold one of the following qualifications?  YES  NO

If yes then please tick the appropriate boxes

- Industry Training – No Formal Qualification
- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

**Disability:**

Do you have a disability, impairment or long-term condition? YES  NO

If yes then please tick the box/es that are applicable to you.

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Medical Condition
- Vision
- Acquired Brain Impairment
- Food Allergies (if so, what) \_\_\_\_\_
- Other. Please specify \_\_\_\_\_

**Enrolment:**

I am confirming that I wish to enrol in the Course/Unit described below.

**Course/Unit Name** \_\_\_\_\_ **Course/Unit code** \_\_\_\_\_

I am aware I must complete all Course/Unit requirements to receive this Qualification. I understand that I am entitled to receive a Statement of Attainment if I complete the requirements of an individual Unit of Competence contained within this course.

**Literacy, Language & Numeracy:**

All clients undertaking study **must** complete the LLN assessment prior to commencement.

Go to: [LLN.safework.com.au](http://LLN.safework.com.au)

Have you completed this course?  Yes  No

On completion, please email to: [training@fgt.com.au](mailto:training@fgt.com.au). If unable to complete the online tool please let FGTC know.

**Marketing:**

FGTC uses general information (of a non-confidential nature, e.g. your name), and photographs to promote achievements of our clients and courses. You must provide authorisation for us to be able to use your information in this manner. Please authorise by ticking the appropriate box below:

I Authorise  Do not Authorise

FGTC to make use of photographs and original materials in any medium, without limitation or reservation.

**Third Party Permission:**

Who can FGTC tell about your study results/attendance?

Parent/Guardian?  Your employer?  Your spouse?

**Demonstrated skills/abilities/qualifications/experiences that relate**

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**Declaration**

I confirm the accuracy of the information on this form.

I agree to abide by the policies, procedures and rules of FGTC generally and specifically the information contained within the Client Manual.

I declare that any assessment submitted under the requirements of this enrolment have been completed by me and that I have abided by copyright laws in completing the items. I have referenced all reproduced materials and information according to a recognised referencing system. No part of any assessment item has been produced by any other person other than me except where prior permission was sought from my assessor. I am aware that willingly misleading FGTC staff will result in disciplinary action and penalties could be imposed on me for breaching the copyright act.

**Client signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

**Farm Gate Training & Consulting P/L Representative**

**Date received application** \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_       **Approved**       **Not Approved**

**Name & Position**

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

**How did you hear about Farm Gate Training & Consulting?**

- TV     
  Radio     
  Word of mouth     
  Flyer     
  Email     
  Newspaper/Magazine  
 Other. Please specify: \_\_\_\_\_

## **Terms and Conditions of Course Enrolment**

### ***National Recognition***

FGTC recognises AQF qualifications and other nationally accredited documentation issued by any Registered Training Organisation in Australia.

### ***Recognition of Prior Learning***

RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes of learning, rather than where the learning occurred. Evidence of competency is collected by the client and submitted to the nominated assessor and an assessment is made based on the required industry standard within the relevant training package.

If you believe this may apply to you, then you should discuss this with a trainer during the enrolment process.

### ***Course Tuition Fee***

Fee for Service clients will pay no more than \$1000 as prior payment and no more than \$1500 at any subsequent time.

Equipment and materials required to complete the course will be at the individual's own cost.

### ***Payment Methods***

Course fees are payable by electronic funds transfer, direct deposit or cheque payable to Farm Gate Training and Consulting P/L sent to the following address: PO Box 69, Camden NSW 2570.

### ***Complaints and Appeals***

The complaints and appeals policy of FGTC provides an avenue for clients to address their complaints and appeals to FGTC management and have them dealt with in a constructive and timely manner. All outcomes of complaints and appeals will be responded to in writing. If resolution is not reached an independent adjudicator may be sought at little or no extra cost to the student.

### ***Information Sharing***

It is an obligation for the information collected about you and your enrolment by this Registered Training Organisation (RTO) to be submitted to the Australia Government to inform the Government and its agencies about this RTO's participation in the Vocational Education Sector. The information collected is done so in accordance with the provisions of the Privacy Act 1988. The information collected will be maintained accurately and securely. This information will not be passed onto a third party unless written authorisation is received from you. You may access this information freely on request.

### ***Work Placements***

Not mandatory, but may be organised personally/in house or recommended externally.

### ***RTO Changes***

All clients will be notified if any changes occur with Farm Gate Training and Consulting and their qualifications will be accessible via USI.