

# Course Enrolment Form

A separate form is to be completed for each participant.  
 You may print this form and complete the required details in full, using a blue or black pen.  
 Alternatively, you may complete the form electronically and then print a copy.

All information must be completed and will be treated as **CONFIDENTIAL**.

Course Details - (Confirmation of enrolment will be sent prior to commencement of the course)			
Course Name:			
Course Date/s:			
Company Details			
Company Name:			
ABN:			
Contact Person:			
Position:			
Contact Phone:			
Contact Email:			
Company Postal Address:			
Suburb:		State:	Post Code:
Country:	<input type="checkbox"/> Australia	Other:	
Participant Details			
Given Name:			
Surname:			
Unique Student Identifier:			
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: ____ / ____ / ____	
Contact Phone:			
Email:			
Usual Address:			
Suburb:		State:	Post Code:
Country:	<input type="checkbox"/> Australia	Other:	
Post Address: (if different to usual address)			
Emergency Contact:			
Contact Person:			
Relationship:			
Contact Phone:			

**Enrolment Form continued on next page**  
 Return completed Forms to Capability Resources [admin@capres.com.au](mailto:admin@capres.com.au)

**Standard Enrolment Questions**

The following questions are provided for Capability Resources to collect, analyse, and act on relevant data for continuous improvement of training and assessment activities and to comply with regulatory reporting requirements.

<p>Will you be applying for Recognition of Prior Learning (RPL), National Recognition or Credit Transfer?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please refer to Student Information Handout for process.</p> <p>Do you have this Qualification or Statement of Attainment?  <input type="checkbox"/> No  <input type="checkbox"/> Yes</p> <p>In which country were you born?  <input type="checkbox"/> Australia  <input type="checkbox"/> Other, please list: .....</p> <p>What is your citizenship status?  <input type="checkbox"/> Australia Citizen  <input type="checkbox"/> Overseas Resident  <input type="checkbox"/> Eligible Resident  <input type="checkbox"/> Other, please list: .....</p> <p>Do you speak a language other than English at home?  <input type="checkbox"/> No, English only  <input type="checkbox"/> Yes, other please list: .....</p> <p>How well do you speak English?  <input type="checkbox"/> Very well  <input type="checkbox"/> Well  <input type="checkbox"/> Not well  <input type="checkbox"/> Not at all</p> <p>Are you of Aboriginal or Torres Strait Islander origin?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, Aboriginal  <input type="checkbox"/> Yes, Torres Strait Islander</p> <p>Do you consider yourself to have a disability?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please list: .....</p> <p>Do you need any educational or support to complete this course?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please list.....</p> <p>Do you have any dietary requirements or food allergies?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please list: .....</p> <p>I need to complete a LLN Assessment to determine support needs required?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please contact Capability Resources</p>	<p>SCHOOLING: What is your highest COMPLETED school level? (Tick ONE box only)  <input type="checkbox"/> Year 12 or equivalent  <input type="checkbox"/> Year 11 or equivalent  <input type="checkbox"/> Year 10 or equivalent  <input type="checkbox"/> Year 9 or equivalent  <input type="checkbox"/> Year 8 or below  <input type="checkbox"/> Never attended school</p> <p>Are you still attending school?  <input type="checkbox"/> Yes  <input type="checkbox"/> No, which year did you complete school? .....</p> <p>QUALIFICATIONS: Have you SUCCESSFULLY completed any of the following qualifications?  <input type="checkbox"/> No  <input type="checkbox"/> Yes, please identify below:  <input type="checkbox"/> Bachelor Degree or Higher Degree  <input type="checkbox"/> Advanced Diploma or Associate Degree  <input type="checkbox"/> Diploma (or Associate Diploma)  <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)  <input type="checkbox"/> Certificate III (or Trade Certificate)  <input type="checkbox"/> Certificate II  <input type="checkbox"/> Certificate I  <input type="checkbox"/> Certificates other than the above</p> <p>EMPLOYMENT: Select one of the following categories, which BEST describes your current employment status?  <input type="checkbox"/> Full-time employee  <input type="checkbox"/> Part-time employee  <input type="checkbox"/> Self-employed - not employing others  <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</p> <p>STUDY REASON: Select one of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)  <input type="checkbox"/> To get a job  <input type="checkbox"/> To develop my existing business  <input type="checkbox"/> To start my own business  <input type="checkbox"/> To try for a different career  <input type="checkbox"/> To get a better job or promotion  <input type="checkbox"/> It was a requirement of my job  <input type="checkbox"/> I wanted extra skills for my job  <input type="checkbox"/> To get into another course of study  <input type="checkbox"/> For personal interest or self-development  <input type="checkbox"/> To get skills for community/volunteer work              Other reasons</p>
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**STUDENT DECLARATION** – By signing the course enrolment form you acknowledge that you have received sufficient information to determine this course is suitable for your needs and that you have read and understand the items listed below that are available in the Student Information Handout.

The information has been completed by me personally and the information I have given is true and correct.  
 I have read and agree to the conditions of the Fee Information (Course Fees, Cancellations & Refunds) available in the Student Information Handout.  
 I have read and understand the Complaints and Appeals available in the Student Information Handout.  
 I confirm the above enrolment for myself/my company for training to be conducted by Capability Resources.  
 I understand that certificates will only be issued on competent completion, receipt of payment and verification of my Unique Student Identifier.  
 I understand that on occasions filming or photos may be taken of training activities and I hereby consent to Capability Resources taking and using photographic material for media and publicity purposes.  
 I understand that on request from my employer or from a site or potential site that I am working, I consent to the release of a pdf copy of my certificate.  
 I have read and understand the *Privacy Notice - Data Provision Requirements 2012* provided in the Student Information Handout .

<b>STUDENT PHOTO IDENTIFICATION:</b>		<b>ID TYPE:</b>	<b>ID Number:</b>
<b>Student Name:</b>	<b>Date:</b>	<b>Signature:</b>	

Student Information Handout also available from the Capability Resources website [www.capres.com.au](http://www.capres.com.au)