



ENROLMENT FORM

Please write clearly and complete all sections Thank you.

T: 08 6323 8624 E: admin@ami.edu.au M: PO Box 260, Palmyra WA 6957

Course Name & Date:

Student's Details:

Student's Name:

First

Middle

Last

Date of Birth:

Day / Month / Year

 / /

Sex: M

F

O

Home Address:

Postal Address:

Phone:

Home:

Work:

Mobile:

Email:

Emergency Contact Details

Please provide the details of someone we can contact on your behalf in the case of an emergency

Name:

Phone:

Home:

Work:

Mobile:

Language and Cultural Diversity

Which Country where you born?

Australia

Other (please specify):

Do you speak a language other than English?

No: English only

Yes

(please specify)

Are you Aboriginal or Torres Strait Islander Origin?

No

(If NO: Go to Disability)

Yes: Aboriginal

Yes: Torres Strait Islander

Yes: Both

Disability

Do you consider yourself to have a disability, impairment or long-term condition?

Yes

No

If you indicated the presence of a disability, impairment or long term condition, please select the area(s) in the following list:
(You may indicate more than one area)

Hearing/Deaf

Physical

Intellectual

Learning

Vision

Mental Illness

Medical Condition

Acquired Brain Impairment

Other

(please specify, if personal please write 'personal')

Please be aware that if you have an existing medical condition that will prevent you from completing your training and you did not inform AMI staff at the time of enrolment then a refund will NOT be available.

If you answered YES to the above question, do you require any assistance to participate in this course?

No Yes (We'll arrange a meeting with you to discuss this with you).

Schooling

What is your highest COMPLETED school level?

Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9
Completed Year 8 Never Attended

Previous Qualification Achieved

Have you successfully completed any of the below qualifications? Yes (please tick below) No

Yes, If yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.)

A – Australian E – Australian Equivalent I – International

	A	E	I
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate IV of Advanced Certificate/Technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Details

Enter your current employment information (where applicable)

Employer (organisation name):	<input type="text"/>	Your position	<input type="text"/>
Supervisors name:	<input type="text"/>		
Employers address:	<input type="text"/>		
Suburb:	<input type="text"/>		
State/Territory:	<input type="checkbox"/> WA <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> TAS <input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> QLD <input type="checkbox"/> NT		
Telephone:	<input type="text"/>		

Employment Status

Of the following categories, which BEST describes your current employment status? (Tick one box only)

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed - unpaid worker in family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Self-employed (not employing others) | <input type="checkbox"/> Unemployed – seeking part-time work |

Employer

Unemployed – not seeking employment

Occupation

Which of the following classifications BEST describes your current or recent occupation? If unemployed go to the next question.

Managers

Sales Workers

Professionals

Machinery Operators and Drivers

Technicians and Trade Workers

Labourers

Community and Personal Services Workers

Other

Clerical and Administrative Workers

Industry

Agriculture, Forestry and Fishing

Financial and Insurance Services

Mining

Rental, Hiring and Real Estate Services

Manufacturing

Professional, Scientific and Technical Services

Electricity, Gas, Water and Waste Services

Administrative and Support Services

Construction

Public Administration and Safety

Wholesale Trade

Education and Training

Retail Trade

Health Care and Social Assistance

Accommodation and Food Services

Arts and Recreation Services

Transport, Postal and Warehousing

Information Media and Telecommunications

Study Reason

Of the following categories which best describes your main reason for undertaking this course (Tick one box only)

To get a Job

It was a requirement of my job

To develop my 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 or promotion

Other

Unique Student Identifier

From 1st January 2015, Australasian Maritime Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au> on your computer or mobile device. Please note that if you would like to select your gender as 'other', you will need to contact the Office for assistance. Enter your Unique Student Identifier (USI) if you already have one. (10 alpha and numeric characters)

--	--	--	--	--	--	--	--	--	--	--

In providing my USI, I confirm Australasian Maritime Institute is authorised to collect, use and disclose my student identifier for the purposes required under the Student Identifiers Act 2014.

I understand, and I will receive a notice regarding Australasian Maritimes Institutes use of this information to confirm my USI.

Privacy Notice and Applicant Declaration

Privacy Notice

Under the Data Provision Requirements 2012, Australasian Maritime Institute is required to collect personnel information about you and to disclose that personal information to the National Centre of Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolments form and your training activity data) may be used or disclosed by Australasian Maritime Institute for statistical, regulatory and research purposes. Australasian Maritime Institute may disclose your personal information for these purposes to third parties including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Organisations conducted student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information;
- And administering VET including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by a NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being conducted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth) the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Australasian Maritime Institute retains a record of personal information about all individuals with whom we undertaken any form of business activity.

Australasian Maritime Institute must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Australasian Maritime Institute is required to collect, hold, use and disclose a wide range of personal and sensitive information on student in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments.

Australasian Maritime Institute must require and confirm identification however in services delivery to individual for nationally recognised course programs.

We are authorised by Australian Law to deal only with individual who have appropriately identified themselves. That is, it is a Condition of Registration for all RTO's under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery, and collect and disclosed Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

For information about how Australasian Maritime Institute collects, uses and disclosed your personal information generally including how you can make a complaint about a breach of privacy, please refer to Australasian Maritime Institute's privacy policy which can be found within the Student Handbook.

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint. In providing your personal information as requested and signing this notice, you are confirming receipt of and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Applicant Declaration and Consent

I declare that the information that I have proved to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading information, including cancellation of my enrolment or withdrawal of any offer made by Australasian Maritime Institute. I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on MCVER's website www.ncver.edu.au

Marketing Use Consent

I give Australasian Maritime Institute permission to use photos in public materials and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by Australasian Maritime Institute for future marketing and business purposes.

I understand that I retain the right to withdraw my consent at any time.

I choose to opt out of this marketing and usage consent.

Australasian Maritime Institute hereby notifies all course participants that any course undertaken may involve physical activity and each course participant is responsible for his/her own safety and actions. Australasian Maritime Institute accepts no responsibility or liability for any accident, harm or injury sustained during any physical activity or through the actions or inactions caused by other course participants or any other person. Australasian Maritime Institute will refund in full any deposits received for any course that it cancelled. Australasian Maritime Institute reserves the right to cancel courses without notice. Australasian Maritime Institute will not be liable for any claims arising from course cancellation. Australasian Maritime Institute reserves the right to alter any price, service, condition or the availability of any service or item without further notice.

By signing this enrolment form you are stating that you have received, read and understood the Australasian Maritime Institute Student Handbook and agree to the policies and codes of conduct contained therein

Signed:

Date:

Signed by Student

Signed:

Date:

Signed by Guardian (if the student is under 18 years)

PAYMENT FORM



Full payment is required to secure your booking. If payment details are not received with the Enrolment Form, Australasian Maritime Institute has the right to refuse your booking. Please note that all courses are GST free unless otherwise stated. Please complete the section(s) relevant to you below and return to AMI via email, fax or mail.

T: 08 6323 8624 E: admin@ami.edu.au M: PO Box 260, Palmyra 6957

Student details

Student name:

Course name/date:

If your course is being funded by an Agency, Employer, Group or Organisation, the following details must be provided before your enrolment will be processed: **A PURCHASE ORDER MUST ACCOMPANY THIS FORM**

Employer/Organisation:

Address and contact:
details of booking
company

Booking Officer:

Cash or Card Customers

Cheque or M/Order: Make payment to **Australasian Maritime Institute, PO Box 260, Palmyra WA 6957**

Direct Transfer: Visit your bank or use internet banking to transfer funds from your account into ours using the transaction details below. Please use your **INVOICE NUMBER** as the payment reference. Please email through the confirmation receipt as funds can take up to 48 hours to transfer.

Account Name: Australasian Maritime Institute

BSB: 066190

Account Number: 10232576

Credit Card: Complete the credit card details below and return this form to us via fax, email or mail. Alternatively, you can call us with your credit card details.

Credit Card Type: Visa MasterCard

Name on Card:

Credit Card Number:

Credit Card Expiry Date: / Amount to pay: \$

Standard Terms and Conditions

You may cancel your booking at any given time, however please be aware of the conditions below;

- Course cancellations where the client presents 7 days or greater notice, a full refund of fees applies.
- Course cancellation where the client presents 4-6 days notice, a 70% refund of fees applies.
- Course cancellation of 3 days or less notice, no refund applies.