



HORTUS Australia

ABN 29 060 544 523

Post: PO Box 1, Roelands, WA 6226
Ph: 0413-640-886
Fax: (08) 9716-7306
E-mail: enquiries@hortus.edu.au

QUALIFICATIONS TRAINING, TRAINEESHIP & RPL/RCC ENROLMENT FORM

- Signed original to be submitted to HORTUS Australia or authorised HA marketing agent
- Photocopy to be kept by applicant

FULL NAME <i>do NOT use abbreviations</i>		<i>Family Name</i>	<i>First Name</i>	<i>Middle Name(s)</i>
GENDER		<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth
OCCUPATION				
RESIDENTIAL ADDRESS	<i>Street</i>			
	<i>Town</i>	<i>State</i>	<i>P/Code</i>	
POSTAL ADDRESS <i>(if different)</i>	<i>Address</i>			
	<i>Town</i>	<i>State</i>	<i>P/Code</i>	
PHONE - work	()	MOBILE		
PHONE - after hours	()	FAX	()	
EMAIL				
SPECIAL NEEDS <i>Please detail any medical or other condition that may require special needs.</i>				
EMERGENCY CONTACT	Name		Relationship	
	Day Phone		Mobile	

APPLICATION TYPE		Place a tick in the appropriate square
Unit Training	Selected units only; not a full qualification	
Qualification	Full certification or diploma training (may include RPL for up to 50% of units)	
RPL / RCC	Recognition of Prior Learning for selected units or full qualification or Recognition of Current Competencies based on skills/knowledge obtained in the workplace or from life experiences	
EWT	Existing Worker Traineeship for recognition and up-skilling of competencies gained in the workplace.	

QUALIFICATION AREA		Office Use
Leave blank if uncertain. An assessor will discuss with you the most relevant qualifications(s) based on your industry experience		
Qualification Name or Unit Title	Qualification/Unit Code	Eligibility
1.		
2.		
3.		
4.		
5.		

FIRST TIME ENROLMENT ONLY

Please complete the following Statistical Information (For reporting purposes only)

Are you of Aboriginal and/or Torres Strait Islander origin?

Yes No
 Aboriginal Torres Strait Islander

Were you born in Australia?

Yes No

If **No**, in which country were you born? _____

What is your highest completed school level?

Year 12 Year 11 Year 10
 Year 9 Year 8 or Lower

Of the following categories, which best describes your current employment status?

Full-time Part-time Employer
 Self-employed-not employing others
 Employed – Unpaid Family Worker
 Unemployed – Seeking full-time work
 Unemployed – seeking part-time work
 Not employed – not seeking employment

Is English your main home language?

Yes No

If **No**, please specify the language spoken _____

If **No**, please specify your level of English proficiency (*circle one*):

Not at all | Not Well | Very Well | Well | Not Stated

Do you consider yourself to have a permanent and significant disability?

Yes No Not Stated

Hearing/Deafness
 Vision Impairment
 Intellectual Impairment
 Physical Impairment
 Medical Condition
 Learning Difficulties
 Unspecified Condition

Other: _____

Since leaving school, have you completed any qualifications?

Certificate I II III IV
Circle highest certificate level attained

Diploma Level
 Bachelor Degree or Higher Degree Level
 Advanced Diploma or Associate Degree Level

Conditions:

- RPL/RCC applicants must submit evidence to show sufficient working experience in the qualification area. See the RPL Application Kit on the HORTUS web site. Evidence must be accompanied by a resume and letter of confirmation from an employer/supervisor.
- EWT applicants will be assessed for eligibility for traineeship under the Commonwealth Incentive Scheme. An ineligible applicant will be notified immediately and, where appropriate, alternative arrangements may be made, such as RPL/RCC, and/or alternative funding for course fees.

Refund Policy:

Candidate Cancellation/Refund Request

Applications for refund;	must be received <i>in writing</i> on the Application for Refund Form (available on web site) and accompanied by a copy of the original receipt.
Fees will be refunded	where 14 days or more notice prior to course commencement is received (less administration fee of 20% of full course fee)
No refund	will be considered where less than 7 days notice is received &/or for retrospective applications.

Training Organisation Cancellation

No training/assessment	Where a course is cancelled by HORTUS Australia and no training has been delivered and assessed, fees will be fully refunded or the candidate will be transferred to the next available course.
Partial Course Completion	Where unit training has been delivered and the candidate has been assessed, pro-rata fees will be charged with a 10% administration fee applied or the candidate will be transferred to the next available course.
Administration Fee	All refund applications incur a 20% (of full course fee) administration fee. Where less than 14 days but more than 7 days notice prior to course commencement applies, an additional 10% administration fee will apply.

Information provided herein is accurate and correct at the time of printing however, may be subject to late change.

Applicant agreement:

- I have read the conditions of this enrolment application and agree to abide by the conditions as stated. Where self-funded RPL/RCC or other self-funded training applies, I accept that I am responsible for payment of fees as stipulated and agree to pay said fees by the due date indicated on any invoices.
- For Existing Worker Traineeships where payment of fees rests with my employer, I accept responsibility to promptly inform my employer and the training organisation of any intention to withdraw from the course prior to completion. In such cases, it is the employer's responsibility to accept any pro-rata fee for delivery of training/assessment up to the date of early termination.
- I acknowledge that HORTUS Australia or its partner training organisation has the right to;
 - vary the delivery of course requirements at anytime
 - refuse enrolment based on medical, health & safety information
 - refuse entry or continuation for a candidate where personal behaviour is deemed unacceptable, unsafe or inappropriate
 - cancel or postpone courses/workshops where minimum enrolments are not received. Candidates will be notified & offered the choice of fee refund or transfer.

Applicant's Signature

Date