



# Enrolment Form

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E. [info@miningandconstructiontraining.com.au](mailto:info@miningandconstructiontraining.com.au)

Course Details		ALL fields of this enrolment form are mandatory		
<b>Course Name</b>				
<b>Start Date &amp; Location</b> (for Face to Face only)				
<b>Other Delivery Modes</b>	<b>Blended</b>		<b>eLearning</b>	
Personal Details		Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.		
<b>Family Name</b>				
<b>Given Name/s</b>				
<b>Date of Birth</b>		<b>Male</b>	<b>Female</b>	<b>Other</b>
<b>Unique Student Identifier:</b>	To register for your Unique student ID number; please visit: <a href="http://usi.gov.au">http://usi.gov.au</a> By signing this document, you consent to Trainwest searching to locate an existing USI.			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Details				
<b>Residential Address</b> <i>Please provide the physical address (street number and name <b>does not post</b> office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</i>	<i>Building/property name</i>			
	<i>Flat/unit details</i>			
	<i>Street number</i>			
	<i>Street name</i>			
	<i>Suburb, locality or town</i>			
	<i>State identifier</i>			
	<i>Postcode</i>			
<b>Postal Address</b> <i>(If different from above)</i>	<i>Building/property name</i>			
	<i>Flat/unit details</i>			
	<i>Street number</i>			
	<i>Street name</i>			
	<i>Postal Delivery Box</i>			
	<i>Suburb, locality or town</i>			
	<i>State identifier</i>			
<i>Postcode</i>				
<b>Telephone No.</b>				
<b>E-mail:</b>				

## Employment

Occupation:

Employer:

## Protection of Fees and Refund Policy on Face to Face Courses

Prepaid fees mean fees collected before the relevant services are provided. Student course deposit amounts are limited to \$1500 per student in prepaid fees. Mining and Construction Training requires a deposit of 50% of the total FACE TO FACE course fees and will not collect more than \$1500 prior to course commencement.

- » Prepaid Fees are only for FACE TO FACE courses, Blended Courses and eLearning Courses fee must be paid in full before the student can commence the chosen course
- » All students are issued with a tax invoice at time of enrolment, and upon payment a tax receipt is issued.
- » A deposit of 50% is to be received prior to FACE TO FACE course commencement.
- » The remaining amount must be paid in person on the day of the FACE TO FACE course to your Trainer.
- » If you wish to transfer to another course, five days' notice must be given.
- » Non-attendance will incur full course cost (student can transfer into another course within 6 months).
- » If you wish to cancel, five (3) days' notice must be given, however a \$100 administration fee is payable.
- » If the course commenced but not completed, the full cost is payable (student can transfer within 6 months)
- » Qualifications and Statements of Attainment will not be issued until full course costs have been paid.

## Payment Options

### Credit Card

Name on Card \_\_\_\_\_

Card No:

Expiry:  /  Verification Code:

### Direct Debit

*Payment details will be supplied on the bottom of your invoice.*

### Company Invoice

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

**Accounts Department Contact**

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

*Please attach Purchase Order*

### Payment Plan

Mining and Construction Training can assist with the application process with Humm interest-free payment platform. Mining and Construction Training does not guarantee a successful outcome and is strictly between the student and Humm. Payment terms and amounts are agreed upon only between the Student and Humm.

Humm provides a seamless interest-free payment platform with repayment options from **10 weeks to 60 months**, which makes the little things in life affordable.



**In what county were you born?**

Australia  
Other – \_\_\_\_\_

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

If more than one language, indicate the one that is spoken most often

No, English only  
Yes, please specify: \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander origin?  
(tick one box only):**

*For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes*

No  
Yes, Aboriginal  
Yes, Torres Strait Islander

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

Yes  
No

**If YES, please indicate the areas of disability  
impairment or long-term condition.**

Hearing/Deaf  
Physical  
Intellectual  
Learning  
Mental Illness  
Acquired brain impairment  
Vision  
Medical condition  
Other: \_\_\_\_\_

**What is your highest COMPLETED school year?**

Completed Year 12  
Completed Year 11  
Completed Year 10  
Completed Year 9  
Completed Year 8 or lower  
Never attended school

**Are you still enrolled in secondary or senior secondary  
education?**

Yes  
No

**Have you successfully completed any of the following  
qualifications? Please tick all appropriate.**

Bachelor's degree or Higher  
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

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

Full-Time employee  
Part-Time employee  
Self-employed – not employing others  
Self-employed – employing others  
Employed – unpaid worker in a family business  
Unemployed – seeking full time work  
Unemployed – seeking part time work  
Unemployed – not seeking employment

**Of the following categories, which BEST describes your  
main reason for undertaking this training program?  
(tick one box only)**

To get a job  
To develop my existing business  
To start my own business  
To try for a different career  
To get a better job or promotion  
It was a requirement for my job  
I wanted extra skills for my job  
To get into another course of study  
For personal interest or self-development  
Other reasons: \_\_\_\_\_

## Additional Information

**Do you have any other nationally recognised Qualifications or Statements of Attainment?**

If YES, please provide copies

Yes

No

**Are you currently on a student visa?**

If YES, please indicate which visa;

Yes

No

Comments:

## Privacy Statement & Student Declaration

Under the *Data Provision Requirements 2012*, Mining and Construction Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Mining and Construction Training for statistical, regulatory and research purposes. Mining and Construction Training 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 conducting student surveys; and
- » Researchers

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

- » issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

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](http://www.ncver.edu.au)).

## Student Declaration and Consent

I declare that the information I have provided 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.

<b>Signature</b>		<b>Date</b>	
<b>Parent/Guardian Signature</b> <i>*Parental/guardian consent is required for all students under the age of 18</i>		<b>Date</b>	