

Ingham State High School

Student Form

Enrolment Agreement – late enrolment

Student Details	
Full name	
Year level	
Date	

Please indicate each qualification that you are enrolling to undertake

Qualification	Enrolled
AHC21216 Certificate II in Rural Operations	<input type="checkbox"/>
AUR20720 Certificate II in Automotive Vocational Preparation	<input type="checkbox"/>
MEM20422 Certificate II in Engineering Pathways	<input type="checkbox"/>
SIT20222 Certificate II in Hospitality	<input type="checkbox"/>

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Handbook (or similar document) or in the VET subject course outline.

Acknowledgement of receipt of information

I also acknowledge that prior to commencement in my VET course at this RTO I have been provided with a *VET Student Handbook* and have been inducted in the information on the topics listed below.

- Qualification or VET accredited course code and title and its currency
- Units of competency (code and title)
- Estimated duration
- Expected locations at which training and assessment will occur
- Modes of delivery
- Name and contact details of any third party that will provide training and/or assessment and explanation of the arrangements
- Any work placement arrangements
- The RTO's obligation to provide quality training and assessment
- Issuance (and re-issuance) of qualifications
- Learner's rights and responsibilities including:
 - Complaints and appeals policy and procedure
 - Processes for the event of the RTO or a third party ceasing operations
 - VET FEE-HELP scheme obligations
 - Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc
 - Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc
- Fees, charges & refund information

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- includes all fees such as training fees, administration fees, consumables, levies, etc.
- payment terms
- refund policy
- Cooling off period
- Explanation of competency based training and assessment
- Work placement (number of hours/days and other relevant information)
- Licensing requirements & relevant legislation
- Off-campus arrangements
- Pathways including options if the qualification is not completed
- Student support services including LLN, welfare and guidance services, access and equity
- Recognition of prior learning (RPL)
- Recognition of qualifications and Statements of Attainment issued by other RTOs

I am aware that the RTO will ensure that I am provided with the opportunity to complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the RTO must arrange for training and assessment to be completed by another suitable training organisation (I am aware that this may incur costs for me as a learner). Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I am aware that I have entered the course after the start date and have been provided with a negotiated program of units which may lead to a statement of attainment/s only.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

I declare that I understand and approve that my data and personal information (USI & results) is to be disclosed to National Centre for Vocational Education Research (NCVER) via Queensland Curriculum Assessment Authority as prescribed in Schedule 1 of the National VET Policy.

Signature of Student

Date

Signature of Parent/Guardian

Date