

2019 VET Course Enrolment Form | Ranges TEC RTO 22559



22338VIC Cert II in Building & Construction

22209VIC Cert II Engineering Studies

MSF20516 Cert II Furniture Making Pathways

AHC20416 Cert II Horticulture

SIT20416 Cert II Kitchen Operations

Student Information

Surname:		Given Name/s:		Preferred Name:	
Student VSN:			Student USI:		
Home phone:		Student mobile:		Date of Birth:	
Home school		Year level in 2017		Gender: <i>M/F</i>	
Residential Address					
Postal Address					

Parent/Guardian 1

Surname:		First Name:		Relationship to student: Mother / Father / Guardian	
Home phone:	Work phone	Mobile phone:	Email		
Residential Address			Postal Address		

Parent/Guardian 2

Surname:		First Name:		Relationship to student: Mother / Father / Guardian	
Home phone:	Work phone	Mobile phone:	Email		
Residential Address			Postal Address		

If your family situation includes shared custody arrangements or non-custodial parent relationships please attach relevant details/advice regarding communication etc.

Student's Medical information

Name of Doctor:	Phone No:	Medicare No:	Date of last Tetanus immunization (if known):
Does the student have any medical conditions (ie. Asthma, Allergies)? If so, please give details: Condition:.....Severity <input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high <i>If the student's condition is rated as moderate or high, please provide an Action Plan for the management of this condition. Please note that this information will be made available to the teachers and will be displayed in all staff areas.</i>			
Does the student take any ongoing medication? If yes, please specify details, including dosage:			
Is there any other medical information that Ranges TEC should be aware of?			

Emergency contact details

Surname:		First Name:		Relationship to student:	
Home phone:		Work phone:		Mobile phone:	

AVETMISS Related Details

(these fields are collected at the request of the Australian Government, and help us to analyse our course delivery and improve the training we offer):

Are you still a secondary school student? No Yes

Have you successfully completed a VET Qualification or Units of Competency at another RTO?

- No
 Yes (please attach Statement of Attainment)

Are you of Aboriginal or Torres Strait origin?

- No
 Aboriginal
 Torres Strait Islander

Were you born in Australia?

- No – Country:
 Yes

Do you speak a language other than English at home?

- No
 Yes, Language:

How well do you speak English?

- Very well Well
 Not well Not at all

What is your highest completed school level?

Year completed?

Have you been assessed as having a learning challenge or condition that may affect your ability to complete course requirements?

- No
 Yes Please specify and attach details
 Hearing/Deaf
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired Brain Injury
 Visual
 Medical
 Other:.....

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

- Full-time employee
- Part-time employee
- Self employed (not employing others)
- Employer
- Employed – unpaid worker in family business
- Unemployed – seeking full time work
- Unemployed – seeking part time work
- Not employed – not seeking employment

Of the following categories, which best describes your main reason for undertaking this course?

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

Student Contract

In signing this contract I agree to the following terms and conditions:

- I have read the course brochure for the course I am enrolling in.
- I will attend the scheduled orientation session.
- I am committed to attending this course on the designated day from start until finish on each day the course is delivered.
- I will notify my home school and Ranges TEC of any absenteeism on the day.
- I understand and accept that it is my responsibility to catch up on any work missed in scheduled classes due to my absence.
- I agree that travel arrangements between schools and between school and home are my responsibility.
- I agree to be bound by Ranges TEC's Student Code of Conduct whilst I am an enrolled student at Ranges TEC.
- I agree to participate in work placement that may be required as part of the course. Work placement may occur during school holidays.
- I agree to the release of my personal details and assessments between educational institutes related to the course am enrolled in

Student signature:	Student name:	Course code (see first page):	Date:
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Parent Declaration and Agreement

- In an emergency, I authorise Ranges TEC to arrange for medical, ambulance or hospital services as deemed necessary. I accept responsibility for any/all costs involved.
- I authorise the administration of first aid, including panadol or betadine (iodine), as deemed necessary by a qualified first aider
- I give permission for the student to attend off campus excursions & events as organised by Ranges TEC.
- I give permission for Ranges TEC to use photos (& first name only) of the student in marketing and promotional material.
- I give permission for the student to be allowed off-campus (unsupervised) during lunch breaks and at other times as required by Ranges TEC staff.
- I agree to pay any additional fees and charges associated with enrolment in the VET program.
- I am aware and accept that it is the student's responsibility to arrange travel between schools.
- I authorise Ranges TEC to release information concerning my student record to Government departments. I understand that, other than in order to verify information provided in this by the applicant, no other disclosure to third parties of any and all information shall be made by Ranges TEC without prior written authorisation from the applicant.
- I understand that the student's enrolment in the course may be terminated should they not meet the course assessment requirements within 12 months from the date of enrolment. I also understand that should their enrolment be terminated a Statement of Attainment shall be issued for unit(s) successfully completed and that I will be required to pay additional course fees should the student wish to re-enrol at a later date.
- I understand that the student's enrolment may be terminated and all fees forfeited should any course work submitted be found to be plagiarised, copied without acknowledgement or their own work, where it is clear that they have presented and submitted it as their own work.
- I acknowledge that Policies and Procedures for Fees & Refunds, Recognition of Prior Learning, Complaints and Appeals, and Privacy may all be downloaded from the Ranges TEC website.
- I understand that it is Ranges TEC policy not to require or permit students to attend scheduled classes for more than eight hours in any one day. Or require students to attend scheduled classes outside of 0800 hrs to 2200 hrs on any day.
- I acknowledge the Ranges TEC Course Fee and Refund Policy (No. 9.0) whereby course fees are only refundable prior to commencement of the course and that no refunds shall be made once the applicant has commenced the course. The student shall be deemed to have commenced the course upon attendance of the first class.
- I declare that all the information provided on this enrolment form is to the best of my knowledge true, complete and correct at the time of enrolment. I acknowledge that any false information and/or failing to disclose any relevant information in this application may result in the withdrawal of any offer

Parent signature:	Parent name:	Date:
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