

Enrolment Form

Qualification: CPC50210 Diploma of Building and Construction (Building)

Start Date: _____

Personal details

1. Enter your full name *

Family name (surname) _____

Given names _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

2. Enter your birth date

Day/month/year | | | |

3. Gender (Tick ONE box only)

Male

Female

Other

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. What is the address of your usual residence?

*Please provide the physical address (street number and name **not** post 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.*

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

6. What is your postal address (if different from above)?

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Language and cultural diversity

7. In which country were you born?

Australia	<input type="checkbox"/> 1101
Other – please specify	

8. 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	<input type="checkbox"/> 1201
Yes, other – please specify	

9. Are you of Aboriginal or Torres Strait Islander origin?

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

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

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

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N No – Go to question 12

11. 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) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16

Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/> 12	Never completed any primary or secondary education – go to question 14
Year 11 or equivalent	<input type="checkbox"/> 11	
Year 10 or equivalent	<input type="checkbox"/> 10	
Year 9 or equivalent	<input type="checkbox"/> 09	
Year 8 or below	<input type="checkbox"/> 08	
Never attended school	<input type="checkbox"/> 02	

13. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N No – go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

Employment

16. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Study reason

17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
Other reasons	<input type="checkbox"/> 11

Unique Student Identifier (USI)

From 1 January 2015, we Master Builders Association of WA (RTO Code 5101) 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

18. Enter your Unique Student Identifier (USI) (if you already have one)

Unique Student Identifier (USI)

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Working in the Building and Construction Industry

How many years have you been working in the building and construction industry?

_____ Years

Did this include and apprenticeship? Yes No

Trade of Apprenticeship _____

Current Employer _____

Privacy Notice and Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, the Master Builders Association of WA (RTO Code 5101) 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 the Master Builders Association of WA for statistical, regulatory and research purposes. The Master Builders Association of WA 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).

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.

I have read and accept the Refund and Cancellation Policy of this course (detailed on the last page).

STUDENT SIGNATURE: **DATE:**

[or electronic acknowledgement]

Payment Information

Please indicate if you wish to enrol for the full Classroom based course or Recognition of Prior Learning:

Full Diploma RPL

Payment Schedule			
Full Diploma		RPL	
On Registration	\$1500.00	Due Before Assessing	\$1000.00
15 th or 30 th of each subsequent month after commencement.	\$1200.00	Per RPL Unit Granted	\$200.00
		Per Gap Training Unit	\$400.00
Total	\$7500.00	Not Exceeding	\$7500.00

Please indicate who is responsible for covering payment of course costs

Self Other (Please complete payment contact section below)

Payment Options

- Cash – in accordance with details on Master Builders WA invoice
- EFT – in accordance with details on Master Builders WA invoice
- Direct Debit – in accordance with details on Master Builders WA invoice and Payment Request form
- Credit Card – in accordance with details on Master Builders WA invoice and Payment Request form

Visa Master Card AMEX (incurs 1.75% surcharge)

Card Number

/ Expiry Date CCV Number

Name on Card

Signature

Person or organisation responsible for course payment if not participant

Name

Organisation

Position

Contact Number

E-Mail

Signature

Refund and Cancellation Policy

Students who may be eligible for a refund, are refunded in accordance with the following policy.

- a) Payment of all refunds is made within two weeks (14 days) of successful approval of the application for refund.
- b) Written notification of withdrawal from a course must be provided by a student to apply for a refund.
- c) There is no refund applicable where a client has commenced their course/unit.
- d) There is no refund to participants who do not obtain their qualification after assessment.
- e) There is no refund for recognition of prior learning assessments after enrolment, where recognition resources and services have been supplied to the client.
- f) Master Builders Association of WA does not accept liability for loss or damage suffered in the event of withdrawal from a course by a student.
- g) Master Builders Association of WA provides a full refund to all students, should there be a need for the Master Builders Association of WA to cancel a course.
- h) If Master Builders Association of WA cancels a course, students do not have to apply for a refund, the Master Builders Association of WA will process the refunds automatically.
- i) Any additional costs incurred by Master Builders Association of WA involved in collection of any outstanding amounts being more than 90 days overdue is payable by the student.

Diploma Qualification Refund and Cancellation calculated as follows:

Reason for Refund	Notification Requirements	Refund Applicable
1. Student withdraws from course. Deposit paid and the balance of the full fee is paid off over the duration of the study.	Cancellation received in writing at least five (5) business days prior to commencement.	100% of the deposit paid by the student.
	Cancellation received less than five (5) business days before course commencement.	Nil refund of deposit.
	Cancellation received at any stage after course commencement.	Still liable for payment of the full course fee and no refund applicable.
2. Student suspended from the course by Master Builders Association of WA.	After course commencement, due to inappropriate behaviour or any other reason.	Still liable for payment of the full course fee and no refund applicable.
3. Course cancelled by Master Builders Association of WA.	Master Builders Association of WA will notify students within two (2) business days of the cancellation.	100% of the course fees paid by the student.