

**Terms & Conditions of Enrolment****Please read the following terms and conditions of enrolment carefully:**

- a) The information I have provided on the enrolment form is true, accurate, complete, and not misleading.
- b) I have disclosed to the RTO any relevant information or circumstances (be it physical, medical, mental, or intellectual) that may impede or deter my participation in training and assessment.
- c) I have been informed by the RTO that the enrolment may impact my future entitlement to government subsidised Training.
- d) I agree to complete the Language, Literacy and Numeracy (LLN), learning, and other support need assessment prior to enrolment.
- e) I understand that if I am deemed not yet ready for the AQF Level or unsuitable, that I may be referred to relevant provider to undertake relevant services, e.g., bridging units, or lower-level qualification.
- f) I have made an informed decision to participate in and undertake the training and assessment of this nationally recognised qualification and/or unit of competency.
- g) I have access to the Student Handbook and will refer to the handbook as necessary.
- h) I have been informed by ARC Training of their process for refunds, complaints, appeals, withdrawal, deferral, and cancellation as detailed in the Student Handbook.
- i) I have been given details regarding the training schedule, delivery location, delivery mode, inherent requirements and if applicable arrangements for work placement and security clearances (police check).
- j) I agree to attend each scheduled training session and will advise ARC Training in advance if I am not able to attend any scheduled training session.
- k) I agree to read, sign, and return my Training Plan for the Approved Qualification I am receiving Subsidised Training for.
- l) I agree to fill out and return the relevant survey during, at withdrawal/cancellation or completion of my qualification.
- m) I consent to ARC Training retaining a copy of my enrolment documents, e.g. identification documents as a requirements of relevant state funding body and relevant statutory and regulatory bodies.
- n) I agree that ARC Training can contact me regarding any employment opportunity, short courses, re-fresher training, new qualifications or other information that may be of interest to me

**Community Service Qualifications ONLY**

- a) I understand that if my police check, WWCC, or NDISWSC and equivalent return with a disclosable outcome, I may have to seek my own work placement as part of the requirements for completing the qualification.
- b) I understand that ARC Training will be notified by the identity service provider (ISP)-Pharmacy ID if there is an adverse disclosable outcome in my application or if the ISP has updated ARC Training that my police check records may include a disclosable outcome. As such, any updates that may affect my compliance/legal/statutory obligations may also affect my eligibility to enrol in any CHC qualification that requires work placement. Or if ARC Training is notified of any updates before or during my work placement, ARC Training will have to notify the work placement providers as soon as possible, and this may mean the cessation of my work placement.
- c) I consent to the collection and sharing of copies of my vaccination certificate, e.g., COVID-19 and Flu Vaccine certificate if applicable with the work placement providers.

**Additional Privacy**

- ☐ a) I consent to ARC Training taking photos of me (either on my own or as part of a group activity) during my training and understand, the photos may be used for marketing material on the website and social media.
- b) If I have been referred to this course by my Employer or Employment Service Provider, I consent to the collection, use and disclosure of my personal information and training activity to my Employer or Employment Service Provider. The personal information and training activity which may be disclosed are details of my enrolment and language, literacy and numeracy assessment outcomes, class attendance, participation, behaviour and conduct, and a copy of my issued Qualification or Statement of Attainment.
- c) management system, online learning management system, IT related system and digital credentialing service provider.

**To make payment for this course**

- a) I have read and understand the information about the student fee set by ARC Training
- b) I have been informed of and understand the payment methods and availability of payment plans.
- c) I have been informed of the non-refundable \$95 administration fee to be paid as part of my student fee.
- d) I have been informed of any additional personal costs I may incur in undertaking this qualification.

**I have read and understood the terms and conditions of enrolment. By signing this enrolment form, I agree to all terms and conditions.**

<b>Student Full Name:</b>			
<b>Student Signature:</b>		<b>Date:</b>	
<b>Note: If under 18 years of age at the time of enrolment, then the consent of your parent/guardian is required.</b>			
<b>Parent/Guardian Full Name:</b>			
<b>Parent/Guardian Signature:</b>		<b>Date:</b>	