

Enrolment Application Form

CHC553215 Diploma of Alcohol and Other Drugs

Please fill in all sections of this enrolment form and return completed and signed to Marr Mooditj Training. If you do not fill in all sections including which concessional rate applies to you then your application will not be processed.

Student Details

Title Mr Mrs Miss Ms

Surname _____ Given name(s) _____

Address _____ Suburb _____

Postcode _____ DOB _____ Place of birth _____

Home phone _____ Mobile phone _____

Email address _____

Unique Student Identifier (USI)

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If you do not have a USI please create one at the following website. <http://www.usi.gov.au/create-your-USI>

Course Fee Information

To be eligible for concession rate, YOU MUST provide the following with the application form: Youth Allowance, Pension or Current Health care Card.

Concession Type

Concession

Non Concession

Course Fees

\$6513.75

The concession rate does not apply for Diploma courses.

VET Student Loans may be available for students in Diploma or higher level courses.

Please note: If no evidence is provided with this application, a non-concession will apply to your enrolment into this course.

Enrolment Requirements

Below are listed the requirements for enrolment at Marr Mooditj Training. Please tick the boxes that apply.

- I have been provided the fees and charges
- I am of Aboriginal and/or Torres Strait Islander descent and older than 17 years
- I agree to adhere to Marr Mooditj Training's policies and procedures and student code of practice
- I have attached evidence that I am eligible for concessional rate
- I am currently living in Western Australia
- I have attached a certified copy of my Police Clearance or a Criminal History Check and Working with Children Check or application receipts
- I am an Abstudy approved student and have provided certified evidence of my away from base address and Abstudy statement (**students who require away from base funding**)

To access travel and accommodation you must be an Abstudy approved student. You must provide the Abstudy statement to Marr Mooditj Training before any travel and accommodation can be arranged.

What Are Your Reasons for Doing this Course

Please tick your reasons for doing this course in the boxes below (tick all that apply)

To get a job	<input type="checkbox"/>	It is part of my job requirements	<input type="checkbox"/>
To develop my own business	<input type="checkbox"/>	I want extra skills	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	For personal interest/Self development	<input type="checkbox"/>
To get a promotion	<input type="checkbox"/>	Other reasons (write reasons below)	<input type="checkbox"/>

Previous Enrolments

Is this the first time you have enrolled in a course at Marr Mooditj? Yes No

If NO, please list the courses in which you have previously enrolled, and approximate date(s)

Course	Date
_____	_____
_____	_____
_____	_____
_____	_____

Language, Literacy and Numeracy

Please tick the boxes that apply for your level of English language, literacy and numeracy (LLN). We need this information to identify whether you need LLN support.

	Very Well	Well	Not very well	Not at all
I can speak/understand English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can read English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can write in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can do maths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational Background

Please tick the boxes below to show your secondary (school) and post secondary (university/vocational) education.

Secondary (tick highest attended)	Post-Secondary (tick all that apply)
Year 12 or equivalent <input type="checkbox"/>	Doctorate <input type="checkbox"/>
Year 11 or equivalent <input type="checkbox"/>	Master's Degree <input type="checkbox"/>
Year 10 or equivalent <input type="checkbox"/>	Bachelor's Degree <input type="checkbox"/>
Year 9 or equivalent <input type="checkbox"/>	Advanced Diploma <input type="checkbox"/>
Year 8 or equivalent <input type="checkbox"/>	Diploma or Associate Diploma <input type="checkbox"/>
Never attended school <input type="checkbox"/>	Certificate IV <input type="checkbox"/>
	Certificate III or Trade <input type="checkbox"/>
Year completed (eg 1981) _____	Certificate II <input type="checkbox"/>

Support Needs

Do you have any disability, impairment or health condition that might affect your studies or require special support? Yes No

If YES, please provide details of the disability/condition(s) and support needed

Disability/Condition	Support required
_____	_____
_____	_____
_____	_____
_____	_____

Privacy Notice & Declaration

Under the Data Provision Requirements 2012 Marr Mooditj Training is required to collect personal information about you and to disclose that personal information to the national Centre of Vocational Education Research Ltd (NCVER (National centre for Vocational Education Research)).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Marr Mooditj Training for statistical, regulatory and research purposes. Marr Mooditj Training may disclose your personal information for these purposes to third parties, including:

- School-if you are a secondary student undertaking VET (Vocational Education and Training) 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 a VET Statement of Attainment or VET 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 program 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.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Parent Guardian signature for all applicants under the age of 18

How Did You Hear About Us?

Newsletter Radio Word of Mouth Family/Friend Facebook Website Other _____



Employment History

Please tick the box that best describes your current employment status

Full time	<input type="checkbox"/>
Part time	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Unemployed, seeking full time employment	<input type="checkbox"/>
Unemployed seeking part time employment	<input type="checkbox"/>

Please provide your employer's contact details

Employer Name _____

Address _____

Suburb _____ Postcode _____

Position held _____

Employer phone _____

Supervisor's email _____

Confirm if employer is paying for the non-concessional fees for your course Yes No

Submit Your Application to:

MARR MOODITJ TRAINING INC

PO BOX 1030, BENTLEY DELIVERY CENTRE, WA 6983

Phone: (08) 9351 9344 Fax: (08) 9350 6830

Email: reception1@marrmooditj.com.au

Application Process

1. A letter of acknowledgement will be sent by mail to you within 2 working days of receipt of your application. If you have not received an acknowledgement please telephone Marr Mooditj Training.
2. Marr Mooditj Training's Enrolments/Course Advisor will process your application within 5 working days, and upon successful application, will send you a confirmation of your enrolment.
3. Applicants may be encouraged to complete Language, Literacy and Numeracy training prior to enrolment in the course of their choice.
4. If you have not provided the required evidence, this may interrupt your processing and take longer to confirm your enrolment.



OFFICE USE ONLY

Name and signature of person receiving application.

_____	_____	_____
Name	Signature	Date

Name and signature of person sending acknowledgement letter.

_____	_____	_____
Name	Signature	Date

Name and signature of person approving application.

_____	_____	_____
Name	Signature	Date

If application is not approved, please provide reasons.

Is student eligible for Travel and Accommodation?	<input type="checkbox"/> Yes	If YES, has Travel and Accommodation Officer been informed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

Name and signature of person sending confirmation of enrolment letter.

_____	_____	_____
Name	Signature	Date