

ENROLMENT FORM

**Office Use Only:**

PowerPro RTO ID:

Entered Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Entered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENROLMENT FORM

Learners are to complete the following ‘Enrolment Form’ and return it to Scientific Research Development Institute of Technology Australia (Pvt) Ltd (SRDITA) with any supporting documents required and full payment of the course fee indicated.

Note: No enrolment will be processed unless this form is completed fully, and full upfront payment of the course fee is received by SRDITA. The learner must sign the declaration at the end of the document to indicate their understanding and agreement with the enrolment conditions.

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| --- | --- |
| **Personal Details**  (Please Print) | |
| Title | Mr/Miss/Mrs/Ms/Other |
| Name  (Full name) |  |
| Gender | 🞎 Male  🞎 Female |
| Date of Birth | \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ (dd/mm/yyyy) |
| Current Age |  |
| Phone and Mobile | (\_\_\_\_) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ |
| Email Address |  |
| Address  (including postcode) |  |
| Postal Address | 🞎 As Above |
| Passport Number |  |
| Emergency Contact Person: | Name:  Relationship to the learner:  Phone number:  Address:  E-mail Address: |
| Workplace name (if applicable) |  |
| Workplace Address: |  |
| Workplace Phone: |  |
| Workplace Supervisor: |  |

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| **Course Enrolment**  Please indicate which course you are enrolling in below (tick the appropriate box): | |
| **🞎**  **CPP41721**– Certificate IV in Surveying and Spatial Information Services Rs. 800 000.00 + Vat% | |
| **General Information**  Please answer the following questions | |
| Are you of Aboriginal or Torres Strait Islander origin?  *(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes.)* | 🞎 No  🞎 Yes, Aboriginal  🞎 Yes, Torres Strait Islander |
| In which country were you born? | 🞎 Australia  🞎 Other- please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you still attending secondary school? | 🞎 Yes  🞎 No |
| What is your highest completed school level? | 🞎 Year 12 or equivalent  🞎 Year 11 or equivalent  🞎 Year 10 or equivalent  🞎 Year 9 or equivalent  🞎 Year 8 or below  🞎 Never attended school |
| In which year did you complete that school level? | List year:\_\_\_\_\_\_\_\_\_ |
| Of the following categories which BEST describes your current employment status? | 🞎Full-time / Part-time employee  🞎 Self-employed - not employing others  🞎 Employer  🞎 Employed - unpaid worker in a family business  🞎 Unemployed - seeking full-time work  🞎 Unemployed - seeking part-time work  🞎 Not employed - not seeking employment |
| 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  🞎 Yes, other - Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How well do you speak English? | 🞎 Very well  🞎 Well  🞎 Not well  🞎 Not at all |
| Do you consider yourself to have a disability, impairment or long-term condition?  ❒ No  ❒ Yes (tick appropriate boxes) | 🞎 Hearing/Deaf  🞎 Intellectual  🞎 Physical  🞎 Vision  🞎 Medical Condition  🞎 Mental Illness  🞎 Acquired Brain impairment  🞎 Learning impairment  🞎 Other, please indicate: \_\_\_\_\_\_\_\_\_\_\_ |
| Have you successfully completed any qualifications or certificates?  ❒ No  ❒ Yes (tick appropriate boxes) | 🞎Bachelor's Degree or Higher Degree  🞎 Advanced Diploma or Associate Degree  🞎 Diploma (or Associate Diploma)  🞎 Certificate IV (or Advanced  Certificate/Technician)  🞎 Certificate III (or Trade Certificate)  🞎 Certificate II  🞎 Certificate I  🞎 Certificates other than the above  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Of the following categories, which BEST describes your main reason for undertaking this course | 🞎 To get a job  🞎 To develop my existing business  🞎 To start my own 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 |
| **English Proficiency** | |
| 🞎 I have taken a recognised English language test in the past two years (e.g.: IELTS, TOEFL, PTE)  Name of the test:  Score:  Date of test:  🞎 I will take an IELTS /TOEFL/PTE English test on:  Date:  🞎 English was the medium of instruction in my senior school studies, and I gained a satisfactory pass in English.  *Please attach documentation if you selected any of the above options.* | |
|  | |
| **Education** | |
| 1. Educational Summary   Please list details of your previous education and training (high school tertiary) which will be used to assess your eligibility for your course of study. Please attach certified copies of full academic transcripts  Highest Qualification/Level of Study   |  |  |  |  | | --- | --- | --- | --- | | **Qualification (e.g. A-Level, Year 12, Diploma, Degree, etc.** | **Institute name** | **Country** | **Year finished** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Course:  Date started (DD/MM/YYYY): End Date (DD/MM/YYYY): | |
| **Recognition of Prior Learning (RPL)** | |
| RPL is the acknowledgment of your skills and knowledge obtained through formal training, work experience and/or life experience (relating to a Unit/s of Competency).  If you wish to apply for RPL you must fill in the table below and request an RPL Application on Enrolment. It is the learner’s responsibility to gather the necessary documentation to support the RPL Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of the evidence, skills testing, written assessment and verbal reviews.  Once RPL is agreed to, the learner will have a maximum of 3 months to complete the RPL Application; otherwise, they will be required to undertake training and assessment in the Unit/s of Competency originally nominated for RPL.  Do you wish to apply for RPL? 🞎 No 🞎 Yes  If ‘Yes’, please request an RPL Application from the  *Senior Acadamic Advisor-Sri Lanka* located in the Vocational Centre: Palitha Udayakantha 0772642365*.* | |
| **Credit Transfer (CT)** | |
| A learner may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The learner will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. The Organisation will validate the Certificate\Statement of Attainment and keep a copy of the document as evidence. Credit Transfer will be granted on a direct Unit for Unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.  Do you wish to apply for CT? No 🞏 Yes 🞏  If ‘Yes’, please contact the Senior Acadamic Advisor-Sri Lanka located in the Head Office. You will be required to supply your original Certificate and/or Statement of Attainment to the Head Office for copying and certifying. | |
| **Refunds** | |
| Applications for refunds are to be processed by the Senior Academic Advisor within 14 days from the date of application.  Where a learner is unable to complete their course, they may be eligible for a refund of tuition fees. Where a learner withdraws from the course without extenuating circumstances only a partial refund is payable.  A refund of tuition fees is only payable in certain circumstances and these circumstances and amounts are provided to learners prior to confirming enrolment.  SRDITA refund arrangements are as follows:   |  |  | | --- | --- | | **Outline of Refund Arrangements** | | | Withdrawal more than two weeks prior to the agreed start date | Full refund | | Withdrawal less than 7 days prior to the agreed start date | Full refund minus a Rs2000.00 administration fee |   \* Learners may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the learner’s circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. The decision of assessing the extenuating circumstances rests with the School Coordinator and shall be assessed on a case by case situation.  NOTE: Please refer to the Refund Policy and Procedure available in your enrolment pack. If you would like another copy of this policy please visit the Head Office. | |
| **Enrolment Conditions** | |
| In completing this enrolment form the learner is agreeing to a contract with SRDITA that stipulates the following:   * Once the learner commences the nominated course, SRDITA will deliver the Training Program using competency-based training principles and practices in accordance with the Standards for ASQA Registered Training Organisations. * The Organisation and the learner agree to work together to produce a unified approach in the learner achieving the relevant qualification. * The course fees payable to SRDITA are for the provision of the following services: * Training and Assessment * Ongoing Administration Processes * Learning Resources when appropriate * Certification/Statement of Attainment * Where a learner has undertaken an assessment and it has been marked as ‘Not Yet Competent’ (NYC), they will be allowed to re-sit the test/or have a re-assessment. If they are deemed ‘NYC’ for a second time they are to re-enroll into that unit/ subject. This will include re-training and therefore a re-enrolment fee for the unit will apply. * For re-issuance of Certificates and Statements of Attainments the learner will be charged $5000.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the Organisation. The Organisation will access course fees in accordance with the procedures established by the relevant government agency * The Organisation reserves the right to accept or reject any application for enrolment at its discretion. * The Organisation reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the learner (see refund policy). * Refunds are made when a learner's application supports one of the above reasons for refund. Any refundable amounts found to be due to the learner will be made within 14 days. | |
| **Privacy Statement** | |
| * I acknowledge that SRDITA is required to provide The Tertiary and Vocational Education Commission (TVEC) with learner training activity data, which may include information I provide on my enrolment form. TVEC may use the information for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. * I understand that if requested and where applicable, SRDITA may disclose information about my study loads and progress to other government agencies, professional bodies and/or other organisations for these and other lawful purposes. * I understand that I have the right to access my personal information held by SRDITA at any point in time during and for the period of 30 years after the completion of my course. * I understand that I can obtain further information about SRDITA Privacy Policy in the Learner Information Handbook.   *For more information in relation to how learner information may be used or disclosed please contact SRDITA by emailing the Senior Acadamic Advisor-Sri Lanka at admin@srdita.edu.lk, or by phoning us on (077) 264 2365.*  **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_** | |
| **Learner Declaration** | |
| **In signing and submitting this ‘Enrolment Form’ the learner acknowledges**:   * That the information provided in the Enrolment Form is complete and correct. * Agrees to be bound by SRDITA rules and regulations and any amendments made to the rules and regulations. * Agrees to undertake Language, Literacy and Numeracy testing requirements prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process. * Where a learner’s contact details change while studying with the Organisation, the learner must advise the Organisation of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details. * The Learner Information Handbook has been read and understood. * Agrees to the Enrolment Conditions (listed above in this document) * Payment is attached for enrolment into this course as outlined in this enrolment form/has been made for the course   **Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_** | |
| ***Note: All the supporting documents should be in English Language*** | |