

**COURSE ENROLMENT FORM**

**Course Details** (Please print)

Course Title & Code: \_\_\_\_\_  
 Course Date: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_

**Personal Details**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are you under 18?  (yes)

**Work Details**

Position: \_\_\_\_\_  
 Employer Contact: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Employer Email: \_\_\_\_\_  
 The Industry you are in: \_\_\_\_\_  
 Where did you hear about Unity Training Services ? \_\_\_\_\_

**Employment**

Commonwealth  Local Government   
 Private  State Government   
 Union Member?  If yes please state which Union: \_\_\_\_\_

**Note:** The WA Occupational Safety & Health Act Laws state that it is the right of the elected Safety and Health Representative to choose which initial training course they wish to attend.

**Payment Method**

It is a Unity Training Services requirement that all applicants pay their course fees in advance, if possible at least ten working days prior to the course commencement date. We have a range of payment options for your convenience and a receipt will be provided.

**Please read our payment and enrolment policy information on the reverse of this form.**

**Payment**

**1. Electronic Funds Transfer**  
 Funds to be transferred to:  
 Kooyara Pty Ltd ITF Kooyara Services Trust  
 BSB: 066 005  
 Account No: 10072476

*Please include surname and invoice number in field*

Purchase Order Number \_\_\_\_\_

**2. Cheque**  
 Make cheque out to:  
 Kooyara Pty Ltd  
 ITF Kooyara Services Trust

*Please include surname and invoice number on the back of the cheque*

**3. Credit Card**  
 Name as printed on card \_\_\_\_\_  
 Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Expiry Date: (mm/yy) \_\_ / \_\_  
 Amount: \$ \_\_\_\_\_ (inc gst)

Signature: \_\_\_\_\_

**UNITY TRAINING ENROLMENT POLICY  
Terms & Conditions**

Enrolment of Individual Participants

Enrolment into training programmes will be conducted in an ethical and responsible manner at all times, ensuring fairness and compliance with the Equal Opportunity Act 1984, Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984 legislation. Participant enrolments are subject to availability of places on the training program, based on the maximum number of participants that can be accommodated under the particular circumstances (eg safety, capacity of training venue, type of course, learning structures within program). If a training program is fully booked, they will either be placed on a "reserve" list or offered a place on another date. Participants on the "reserve" list of a fully booked training program are given priority should a place become available. Enrolments will be considered tentative until payment has been received. Should students numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment, Unity Training will contact the tentative booking to confirm payment prior to allocation.

RPL and Assessment

Unity Training is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF). As such, Unity Training is required to offer all learners at enrolment the option of Recognition for prior learning (RPL). Unity Training is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

For the complete information on RPL and assessment please request our information pack.

Code of Conduct

Dress code is neat casual. Learners attending Unity Training courses who demonstrate behaviour of a disruptive, objectionable or anti-social behaviour will be asked to leave the course and all fees will be forfeited by the learner.

Code of Practice - Grievance Procedure

Unity Training Services is committed to resolving grievances with fairness, equity and efficiency. The grievance process provides for grievances to be raised with the Training Officer coordinating the course, and/or the Assistant Secretary and/or the Secretary of Unions WA. Where a matter is unable to be resolved within Unity Training Services, the participant can be referred to the Training Accreditation Council or WorkSafe as the arbiter depending on the matter.

Special Needs

If you have any physical or other impairments (eg English language difficulties, dyslexia) which may effect your ability to successfully undertake the training please advise us on enrolment. We can, with your participation assess your potential to successfully complete the training. This may also enable us to implement flexible delivery options, to optimise the ease and benefit of the your learning.

Length of The Course

Learners are expected to attend the full length of each course. If you require flexibility in attendance please contact us to discuss options as the learner may need to return to complete the course.

Refunds and Cancellation

Full refunds are offered in the event that Unity Training is unable to provide a course.

10 % of the full fee is charged where cancellations occur between 6 (six) -10 (ten) working days before commencement of an enrolled course or assessment.

50 % of the full fee is charged where cancellations occur within 1 (one) - 5 (five) working days before commencement of an enrolled course or assessment.

No refund is provided once a participant/client has commenced their training or assessment.

There is no refund for skills recognition assessments after enrolment.

Rescheduling must be done prior to each course commencement. Once a course has started the full cost of the course will be charged.

Unity Training Policies relevant to cancellations and refunds can be accessed on our website: [www.unitytraining.com.au](http://www.unitytraining.com.au) or by contacting Unity Training at [admin@unitytraining.com.au](mailto:admin@unitytraining.com.au) or on 92277809.

I acknowledge I have read the terms and conditions above .....  
Participant Name and signature Date: / /

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Employer Name and signature Date: / /

Additional Information or Requests: **Please advise us of any dietary needs here.**

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