



## Domestic Student Application Form

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

### A - PERSONAL DETAILS

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Gender:  Male  Female

Country of Birth: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

First Language: \_\_\_\_\_ Languages spoken at home: \_\_\_\_\_

\*Student must be at least 18 years of age at the time of arrival in Australia.

#### Residential Address:

Street Address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Mailing Address (if different)

Street Address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have a Unique Student Identifier Number?  YES  NO

If Yes; Please specify: \_\_\_\_\_

If NO:  I will create myself  I authorise IIA to create on my behalf.

Citizenship Status:  Australian Citizen  Permanent Resident  Visa type \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

### PART B - NEXT OF KIN/EMERGENCY CONTACT

These are people that IIA may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to IIA.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



## B - IDENTIFICATION DETAILS

ID Type / Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

ID Type / Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

ID Type / Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## C - COURSE OF STUDY

Please tick the course/s you are applying for, to study at IIA.

- SIT30821 - Certificate III in Commercial Cookery
- SIT40521 - Certificate IV in Kitchen Management
- SIT50422 - Diploma of Hospitality Management

Please tick the intake month:  January  April  July  October

Do you wish to apply for Credit Transfer?  YES  NO

If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Transfer Application Form.

Do you wish to apply for Recognition of Prior Learning?  YES  NO

If you indicate YES, you will be contacted to discuss this further.

## D - PERSONAL DETAILS AND EDUCATION

### Language and cultural diversity

1. In which country were you born?

Australia 1101  Other - please specify \_\_\_\_\_

2. 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 1201  Yes, other - please specify \_\_\_\_\_

3. How well do you speak English?

- Very well 1
- Well 2
- Not well 3
- Not at all 4

4. 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

5. Disability

Do you have any disabilities or medical condition?  YES  NO

If Yes; Please specify: \_\_\_\_\_

Will it impact your ability to study?  YES  NO

If Yes; Please specify: \_\_\_\_\_

6. 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)

- Hearing/deaf 11
- Physical 12
- Intellectual 13
- Learning 14



- Mental illness 15
- Acquired brain impairment 16
- Vision 17
- Medical condition 18
- Other 19

### Schooling

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

- Year 12 or equivalent 12
- Year 11 or equivalent 11
- Year 10 or equivalent 10
- Year 9 or equivalent 09
- Year 8 or below 08
- Never attended school 02

8. In which YEAR did you complete that school level?

9. Are you still attending secondary school?  Yes  No

10. Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

If YES, then tick ANY applicable boxes.

- |  |     |   |     |
|--|-----|---|-----|
| <input type="checkbox"/> Bachelor's degree or higher degree                  | 008 | <input type="checkbox"/> Certificate III (or trade certificate) | 514 |
| <input type="checkbox"/> Advanced diploma or associate degree                | 410 | <input type="checkbox"/> Certificate II                         | 521 |
| <input type="checkbox"/> Diploma (or associate diploma)                      | 420 | <input type="checkbox"/> Certificate I                          | 524 |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | 511 | <input type="checkbox"/> Certificates other than the above      | 990 |

### Employment

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

(Tick ONE box only)

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

### E - REASON FOR CHOOSING THIS COURSE/S TO STUDY

- to get a job
- to develop my existing skills
- to start my own business
- to try a different career
- to get a better job promotion
- it is a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest
- Other reason: \_\_\_\_\_

Where did you hear about us?  Website  Agents  Advertisements  Friends

Other: \_\_\_\_\_ If Agent please specify name: \_\_\_\_\_

### F - ENGLISH LANGUAGE PROFICIENCY

Please tick (☐) which of the following applies to you. Attach relevant evidence / documentation to support your selections.

- English is my first language
- English was the language of instruction in my secondary / tertiary studies.
- I have completed a recognised English language test.

Name of the test (e.g., IELTS / TOEFL / PTE): \_\_\_\_\_ Score: \_\_\_\_\_

- I intend to complete an ELICOS course in Australia.
- Other: \_\_\_\_\_



Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus.

### G - EDUCATION HISTORY

Please provide details and documentation of your past education including the highest qualification reached or completed.

Year Completed	Name of Institution	State / Country	Name of Qualification	Course Duration

### H - EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed	Name of Employer	State / Country	Position	Duties

### I - REQUESTS AND REFERENCES

Please indicate your preference timetable choices for classes.  Weekdays  Weekends  
(Note: Timetable choice is not guaranteed. IIA will do best to meet this request)

### J - MEDIA CONSENT

From time to time, IIA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at IIA campus or at places where the student is involved in an activity. These creations may be used in a classroom or on-the-job work activities or could be published by IIA in print, digital or broadcast media such as documents, student magazine, website, TV, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request students provide any of the above of the students' own creation for the same purposes.

- I do give consent to IIA using any of the above materials involving me for the purposes outlined above.
- I do not give consent to IIA using any of the above materials involving me for the purposes outlined above.

### K - STUDENT DECLARATION

**Student Declaration:**

I understand that it is my responsibility to be familiar with the contents of the IIA Student Handbook, and to ask questions on any matters I do not understand.

I understand that this declaration will be recorded in my student file.

I confirm that the following has been discussed with me during my enrolment process:

- My enrolment and the Qualification details
- My training plan (If applicable)
- My assessment process
- Evidence requirements
- Who to contact for support and advice
- How Recognition of Prior Learning (RPL) can be integrated into my training plan
- Resources required for my enrolment
- Any special needs I have which need to be taken into consideration
- IIA appeals and complaints procedure
- Fees, charges, and method of payment available
- Confidentiality of records and access to my records
- Information contained in the Student Handbook.

IIA has permission to use of my image and or testimonial in the Marketing and Advertising materials of IIA.



Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IIA Officer Name: \_\_\_\_\_

IIA Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART L - PRIVACY NOTICE

IIA follows the Privacy Act 1988 that guides the collection, storage, use and disclosure of information.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at IIA are required by law to protect the information provided on this Enrolment Form.

### EMERGENCY CONTACTS

These are people that IIA may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to IIA.

### PERSONAL INFORMATION

Under the Data Provision Requirements 2012, IIA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

### COLLECTION OF YOUR DATA

IIA is required to provide the Department with student and training activity data. This includes personal information collected in the IIA enrolment form and unique identifiers such as Commonwealth's Unique Student Identifier (USI).

### USE OF YOUR DATA

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring, and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by IIA; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

### DISCLOSURE OF YOUR DATA

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

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

- 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](http://www.ncver.edu.au)).

#### LEGAL AND REGULATORY

The Department's collection and handling of enrolment data is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

#### SURVEY PARTICIPATION

You may be contacted to participate in a survey conducted by NCVER, IIA's registering body, Australian Skills Quality Authority (ASQA) or a department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. This provides valuable feedback on the delivery of VET programs in SA.

Please note you may opt out of the NCVER survey at the time of being contacted.

#### CONSEQUENCES OF NOT PROVIDING YOUR INFORMATION

Failure to provide your personal information may mean that it is not possible for you to enrol in VET qualification in IIA.

#### ACCESS, CORRECTION AND COMPLAINTS

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

#### FURTHER INFORMATION

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

#### UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if your phone number, residential, postal or email address change during your enrolment with IIA.

Standard 2.1 - Learners are provided with clear and accurate information about their rights and responsibilities and are informed of data collection, Compliance Requirements - Secure handling and reporting of learner data, Privacy Act 1988 (Cth) - National standards for managing personal information, Legal obligations to protect personal information. National VET Data Policy - Obligations for collecting, using and storing AVETMISS data, National VET Data Policy - Transparency and accountability in data handling. Outcome Standard 1 - Learners are protected under regulatory and legislative frameworks and all applicable laws.

## PART M - STUDENT ENROLMENT AGREEMENT

*Please read the terms and conditions and complete the below student declaration and PTR when provided*

#### Enrolment and Selection:

- a) Learners are encouraged to disclose any medical conditions, disabilities, or learning needs at enrolment to allow IIA to provide appropriate support and reasonable adjustments in line with equity and access principles. **Standard 2.4 (Equity and support needs), Outcome Standard 2**
- b) To confirm enrolment, learners must pay a deposit, which includes a non-refundable administration fee. This secures a place in the course as per published enrolment procedures. **Compliance Requirements - Learner Fee Protection and Transparency**
- c) It is the learner's responsibility to note the advertised course schedule, including start date, location, and delivery format. **Standard 4.3 (Accurate pre-enrolment information)**
- d) If a course is cancelled due to insufficient enrolments, IIA will contact affected learners using their most recent contact details. Learners are responsible for ensuring their contact information is current. **Outcome Standard 1.1 (Managing changes to services)**
- e) Learner requests to defer, transfer, or credit their enrolment due to personal circumstances will be considered. Where possible, alternative arrangements will be offered. **Standard 2.1(iv) (Flexible delivery and support for progression)**
- f) If a learner withdraws due to personal circumstances, IIA will make every effort to facilitate enrolment in a future equivalent course. **Standard 2.3 (Learner support and continuity of training)**
- g) Late enrolments may be accepted provided all entry requirements are met. Full course fees still apply. **Standard 2.1(iv), Outcome Standard 2**
- h) IIA reserves the right to refuse enrolment, withdraw a learner from training, or reallocate training staff where required. Learners will be notified as soon as practicable. **Outcome Standard 1.1, Standard 1.8 (Trainer/assessor suitability)**
- i) Some training activities involve physical risk (e.g. practical demonstrations, fieldwork). Participation is at the learner's own risk. IIA maintains public liability insurance for activities conducted on premises. **Legislative and regulatory obligations (WHS), Standard 2.4**

#### Course Fee Payment and Refunds:



- a) Details of all fees—such as tuition, enrolment deposits, administration, materials, and other applicable charges—are outlined in the Course Flyer or relevant pre-enrolment materials. **Standard 4.3 (Pre-enrolment information must be accurate and accessible), Compliance Requirements Policy - Transparent fee disclosure**
- b) In accordance with fee protection requirements, IIA will not collect more than \$1,500 from an individual learner prior to course commencement. **Compliance Requirements Policy - Learner Fee Protection**
- c) AQF certification documentation (Certificates or Statements of Attainment) will be issued to learners who are assessed as competent. These costs are included in the overall course fee. **Credential Policy - Issuance of certification, Standard 1.8 (Assessment leads to valid outcomes)**
- d) Refunds may be granted under the following circumstances:  
Overpayment of fees
  - Training cancelled by IIA
  - Withdrawal prior to commencement (notification must be provided in writing)
  - Withdrawal prior to commencement due to illness or hardship (with supporting evidence)
  - Failure of IIA to deliver agreed training services**Compliance Requirements Policy - Refund policy, Outcome Standard 1**
- e) A deposit of no more than \$1,500 is required to secure enrolment. Refer to the Course Flyer for the specific deposit amount.  
**Compliance Requirements Policy - Fee collection threshold**
- f) An administration fee of \$250 is required with the deposit. If a learner withdraws prior to course commencement, the administration portion is non-refundable. The balance of the deposit may be refunded based on the Refund Policy. If total course fees are less than \$1,500, full payment may be required upfront. **Compliance Requirements - Refund policy, pre-enrolment fee collection**
- g) No refunds are available once a learner has commenced training. **Refer to Fee and refund policy.**
- h) Learners are responsible for securely storing their certification. A reissue of certification will incur a reissue fee of \$. **Credential Policy - Reissue of certification**
- i) If a learner is assessed as not yet competent, they will be offered one reassessment opportunity. A second reassessment may also be offered. **Standard 1.8 (Reasonable adjustments and reassessment opportunities)**
- j) Guidance and feedback will be provided by the trainer before any reassessment. **Outcome Standard 2 (Trainer support for progression)**
- k) Generally, reassessment is provided at no additional cost. If applicable, any reassessment fees will be disclosed in the Course Flyer.  
**Compliance Requirements - Full disclosure of costs prior to enrolment**
- l) If a learner is competent in some, but not all, units, a Statement of Attainment will be issued. Learners will have up to six months to complete outstanding assessments. **Credential Policy - Partial completion certification, Outcome Standard 1**
- m) IIA is responsible for the issuance of all AQF certification documentation in a timely manner. **Credential Policy, Standard 1.1**
- n) Learners are required to provide specific resources for course participation. These are listed in Section 11. **Standard 2.4 (Learner access to necessary resources)**

#### Cooling Off Period:

Learners are entitled to a statutory cooling-off period following enrolment, in accordance with relevant consumer protection laws. During this period, learners may cancel their enrolment by submitting written notice (via letter or email) to the RTO Manager within 10 business days, provided training has not yet commenced. For details regarding eligibility for a refund during this period, please refer to IIA's Refund Policy available in the Student Handbook and on our website.

**Outcome Standard 1 - Learners are protected and informed before and after enrolment, Compliance Requirements - Consumer rights, refund clarity, Standards 4.1 & 4.3 - Clear, accessible, and accurate information prior to enrolment, Australian Consumer Law - Cooling-off period obligations for training providers.**

#### Changes to Agreed Services:

In the event of any change to agreed training or assessment services, IIA will notify learners as soon as practicable. This includes, but is not limited to:

- Course rescheduling or cancellation
- Changes in ownership or RTO registration status
- The introduction, cessation, or amendment of third-party arrangements
- Significant changes to course delivery mode, trainers, or training venues

Where IIA is unable to continue delivering training or assessment (e.g. due to closure), arrangements will be made to transfer learners to an equivalent training provider, or a refund will be issued in accordance with the Refund Policy.

**Outcome Standard 1 - Learners are protected and informed, Standard 4.3 - Learners receive prompt and accurate notification of any changes to services, Compliance Requirements - Teach-out, transition, and continuity planning, Standard 1.1 - Obligations to ensure learners receive agreed services, National VET Regulator Act - Change of ownership and teach-out provision.**

#### Fee Protection:

To protect learner fees, IIA will not collect more than \$1,500 from any individual learner prior to the commencement of training, in accordance with the Compliance Requirements.

If the total course fee is less than \$1,500, the full amount may be required before training begins. Following commencement, learners may either:

- Pay the balance in full, or



- Enter a payment plan for any remaining fees exceeding \$1,500.

All fees, charges, and payment conditions are clearly outlined in the Course Flyer and discussed prior to enrolment.

**Compliance Requirements - Learner fee protection and upfront payment limits, Outcome Standard 1 - Learners are protected through transparent and fair fee arrangements, Standard 2 - Pre-enrolment information must clearly outline all fees, Standards 4.3 (SRTOs 2025) - Financial risk management and learner protection**

#### **Consumer Guarantee:**

IIA guarantees that all training and assessment services will be delivered:

- With due care and skill
- In accordance with the agreed course structure and content
- In a manner fit for purpose and responsive to learner needs
- Within a reasonable timeframe (where specific timelines are not provided)

These guarantees align with Australian Consumer Law and the Compliance Requirements Policy, ensuring that learners receive the quality and continuity of training they were promised.

Learners who believe these guarantees have not been met may be entitled to remedies such as rescheduling, replacement training, or a refund as outlined in our Refund and Complaints Policies.

**Outcome Standard 1 - Learners receive quality services as agreed, Compliance Requirements - Delivery obligations and consumer protection, Standard 4.3 - Clarity of services and terms prior to enrolment, Australian Consumer Law - Statutory guarantees for services**

#### **Complaints and Appeals:**

IIA is committed to ensuring that all complaints and appeals are handled fairly, promptly, and without prejudice. Learners are encouraged to raise any concerns or issues with a staff member or the IIA's management team in the first instance.

Where informal resolution is not possible, learners may submit a formal complaint or appeal using the Complaints and Appeals Form, available in the Student Handbook and from the campus. All submissions are acknowledged in writing and processed in line with our documented Complaints and Appeals Procedure.

Learners will:

- Be kept informed throughout the process
- Have access to independent review, if required
- Not be disadvantaged for lodging a complaint or appeal

Records of complaints and appeals are retained securely, and outcomes are used to support continuous improvement.

**Outcome Standard 2 - Learners are treated fairly and have access to a clear complaints process, Standard 2.4 - Learners are supported and their individual needs considered, Compliance Requirements - Documented complaints and appeals process, Standard 2.7 and Standard 4.4 (SRTOs 2025)**

#### **Credit Transfers:**

IIA recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) under the principles of National Recognition.

Learners may apply for Credit Transfer for any equivalent units of competency they have previously completed. To support an application, learners must provide authentic evidence such as an original certificate or an official academic transcript.

Credit Transfer applications:

- Must be submitted during or prior to enrolment
- Will be assessed in line with training package rules
- Will result in an adjustment to the training plan, where applicable

Details of the Credit Transfer process are outlined in the Student Handbook and can also be discussed with our administrative team.

**Outcome Standard 1.7 - Learners are recognised for previous achievements, Credential Policy - Recognition of formal learning via Credit Transfer, Standard 1.1 - Training delivery aligned with the training package requirements**

#### **Language, Literacy and Numeracy + Digital Support (LLN+D):**

IIA is committed to identifying and supporting the LLND (Language, Literacy, Numeracy, and Digital) needs of learners to enable full participation in training and assessment.

At enrolment, learners undertaking Certificate III qualifications or below are required to complete an LLND assessment. The results help identify any support needs and inform adjustments to learning strategies or resources.

Support may include:

- Additional learning assistance
- Referrals to specialist support services
- Adjustments to learning and assessment methods
- Guidance from trainers throughout the course

LLND skills are embedded in training package requirements and are essential for the successful completion of vocational competencies. Learners must demonstrate core skills such as:

- Reading and interpreting written materials
- Writing to communicate
- Calculating and measuring accurately
- Using digital technologies to access and submit tasks

Learners are encouraged to discuss any concerns about LLND skills with their trainer or support staff at any stage of their training.

**Standard 2.2 - LLND needs are identified early and acted upon, Standard 2.3 - Support is provided to help learners progress, Standard 2.4 - Equity and accessibility are considered in delivery and assessment, Outcome Standard 2 - Learners are supported to succeed through appropriate strategies**

#### **Support Services:**



IIA is committed to providing accessible and appropriate support services to enable learners to successfully complete their training and assessment.

Learners are encouraged to discuss their support needs at enrolment, during induction, or at any stage of their learning journey. Trainers and support staff are available to assist with:

- Academic or learning challenges
- LLND support
- Personal or wellbeing concerns
- Study planning and vocational guidance

Where required, learners may be referred to external support services to ensure they are supported holistically. Support services are tailored to the needs of individual learners and are designed to promote progression and course completion. Learners can request an appointment with their trainer, or escalate support needs to IIA's management where additional assistance is needed. Further details are available in the Student Handbook.

**Standard 2.3 - Learners are supported to meet the requirements of the training product, Standard 2.4 - RTOs provide equitable access and reasonable adjustments, Outcome Standard 2 - Learners are supported through appropriate, accessible service**

#### Resources to be provided by the VET Student:

To support effective participation in training and assessment, learners are required to supply the following resources, as relevant to the course they are undertaking:

- Personal Protective Equipment (PPE) [if applicable as per the qualification enrolling in]
- A laptop or suitable device for digital learning
- Reliable internet access for online components or self-paced study
- Access to any specified digital apps, software, or learning platforms
- Transport to and from practical placements or off-site activities

IIA outlines these requirements clearly in the Course Flyer and at enrolment. Learners are responsible for ensuring they have access to these resources. If learners are unable to obtain the required materials, they are encouraged to speak with their trainer or support staff to explore available alternatives or support options.

**Standard 2.4 - Learners are provided with or informed about the required resources and support, Outcome Standard 2 - Learners are supported to prepare for and participate in their training, Standard 4.3 - Accurate and transparent information is provided prior to enrolment**

#### Legislative and Regulatory Requirements:

During induction, learners will be made aware of their rights and responsibilities under relevant Commonwealth, State, and Territory legislation, as it applies to participation in vocational education and training.

This includes, but is not limited to:

- Work Health and Safety (WHS)
- Anti-discrimination and equal opportunity laws
- Privacy and data protection laws
- Australian Consumer Law
- The National Vocational Education and Training Regulator Act 2011
- Child safety and protection policies (if applicable)

Learners must comply with IIA's policies and procedures at all times. These obligations are detailed in the Student Handbook and apply throughout the duration of enrolment. By enrolling, learners acknowledge their responsibility to uphold the principles of safe, inclusive, and respectful participation in the learning environment.

**Standard 2.1 - The RTO ensures learners receive accurate information on their rights and responsibilities, Compliance Requirements - Obligation to comply with relevant legislation, Outcome Standard 2 - Learners are informed and protected under applicable laws**

#### STUDENT DECLARATION AND CONSENT

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.
- I acknowledge and agree with the terms and conditions of enrolment with specific reference to the IIA's enrolment and selection.
- I consent to IIA providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.
- I understand that I will be required to pay a deposit with this Enrolment Agreement Form and that the deposit is non-refundable.
- By signing this document, I give permission for IIA to access my Unique Student Identifier for the purpose of my training.
- I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLND Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OFFICE USE ONLY (FOR STAFF ONLY)**

Student File No: \_\_\_\_\_ Offer Number: \_\_\_\_\_

Application Assessed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_