



Enrolment Form

**A and M Global Pty Ltd T/A
Elite Skills Global Pty Ltd**

Terms & Conditions of Enrolment

Enrolment, Course Fees, Payments and Refunds

VET accredited courses are open to persons 15 years and over in accordance with the NSW Government Smart and Skilled subsidised training. The Short Course Program is open to persons 18 years and over. Prospective students aged between 15 and 18 may enrol if approved by management.

It is the student's responsibility to note the date, time and location of the course as advertised.

Courses with low enrolments may be postponed or cancelled. Every effort will be made to contact students. Please ensure your contact details are correct.

Requests from students to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.

If you are unable to complete your course due to changed personal circumstances, MCC will make every effort to ensure you are placed into an alternative pre-scheduled course.

A and M Global PTY LTD t/a Elite Skills Global Pty Ltd reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.

Students who participate in courses involving physical activity, field trips, excursions or practical demonstrations do so at their own risk. Students will be required to sign appropriate release form(s) to participate in the relevant activities. The College reserves the right to refuse student participation in the activity if the student has not signed a release form.

Please refer to the Elite Skills Global Training website-

[Elite Skills Global | Nationally Accredited Online & In-Person Courses](#) for information on course fees including any required deposit, administration fees, materials fees and any other charges (if applicable).

Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$150 will be charged.

Refunds may be made in the following circumstances:

- Student has overpaid any administration charges
- Student enrolled in training that has been cancelled by A & M Global PTY LTD
- Student advises A & M Global PTY LTD at least 5 days prior to course commencement they are withdrawing from the course
- If the student withdraws from a course or program due to illness or extreme hardship as determined by A & M Global PTY LTD

- In line with a statutory cooling off period and the “withdrawal without penalty cut off date” (as defined by the Smart and Skilled operating guidelines) students enrolled in a NSW Government subsidised course may withdraw without penalty, providing written notification is received > 5 days prior to commencement of the course.

Language, Literacy and Numeracy (LLN)

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment. Trainers and staff within MCC can provide students with LLN support to assist the student throughout the learning process.

Credit Transfer and Recognition of Prior Learning

Credit Transfer and Recognition of Prior Learning are available to all participants in accredited training. Please refer to the Student Handbook or contact the office for the procedure on how to apply.

Complaints and Appeals

If a student, trainer or staff member is experiencing any difficulties, they are encouraged to discuss their concerns with Management. A & M Global PTY LTD staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form. Once the form has been completed it should be submitted to MCC for action.

Support Services

The student should notify A & M Global PTY LTD if they have a medical condition or disability or require assistance in their training.

A & M Global PTY LTD caters to diverse client learning needs and aims to identify and respond to the learning needs of all students. Students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage. A & M Global PTY LTD will analyse who the target candidates are (whether an individual, a specific group or a broad target group) and will determine the key characteristics and needs of candidates.

A & M Global PTY LTD is committed to providing clients additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, A & M Global PTY LTD provides client vocational support to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance. If required the student can then schedule an appointment with A & M Global PTY LTD for further support or referral.

A & M Global PTY LTD

A & M Global PTY LTD is required to collect and retain, and report data about our students. All student records, such as personal details and records of participation and progress, are kept within a secure area (both electronic and hard files). An electronic record of each Student’s enrolment and participation is kept on the Student Management System for a period of 30 years, this record is password protected and is only accessible by employees of A & M Global PTY LTD.

A & M Global PTY LTD is a Registered Training Organisation (RTO 41375) and complies with the standards for RTOs.

Eligibility Form

Eligibility Questions		Evidence <small>(Office Use Only)</small>
Are you 15 years of age or older?	Yes No	Declaration ()
Have you left school?	Yes No	Declaration ()
Do you live and work in NSW?	Yes No	Sighted Photo ID ()
Are you an Australian Citizen, New Zealand Citizen, Humanitarian Visa Holder or a partner visa holder whose sponsor is a current or past humanitarian visa holder?	Yes No	Supporting Document Sighted ()
Information to Determine Fees		Evidence <small>(Office Use Only)</small>
Are you an Aboriginal or Torres Strait Islander	Yes No	Declaration ()
Do you have a post school Qualification at a Certificate II level or higher	Yes No	Declaration ()
Do you have a disability or long-term impairment	Yes No	Letter or Statement of support Provided ()
Are you a refugee or Asylum Seeker?	Yes No	Sighted (visa/VEVO Type & Number Recorded) ()
<p>Do you receive any of the following Commonwealth Government Benefits</p> <ul style="list-style-type: none"> ● Age Pension ● Carer Payment ● Farm Household Allowance ● Jobseeker Allowance ● Special Benefit ● Veteran's Children Education Scheme ● Widow B Pension ● Wife Pension ● Austudy ● Disability Support Pension ● Family Tax Benefit ● Youth Allowance ● Sickness Allowance ● Veteran's Affairs Pension 	Yes No	<p>Sighted (Centrelink card or Statement) ()</p> <p>Benefit Type & Expiry:</p>
Are you a dependent child, spouse or partner of a	Yes No	Sighted (Centrelink

Commonwealth Government Recipient?		card or Statement) ()
Are you currently registered with a job active? If Yes, please provide your client ID: _____	Yes No	Declaration ()
Do you live in social housing?	Yes No	Declaration ()
Do you live in out-of-home-care?	Yes No	Sighted (Document or letter from relevant agency) ()
Are you or have you experienced domestic and Family violence?	Yes No	Sighted (Letter from relevant agency) ()
Are you currently registered as home schooled?	Yes No	Sighted (Certificate of registration) ()
Are you experiencing hardship? This could include financial, personal, educational, employment related or other forms of hardship	Yes No	Sighted (Letter from relevant agency) ()
Do you consider yourself to have low language, literacy and numeracy skills?	Yes No	LLN Assessment
Do you consider yourself to have limited employability skills?	Yes No	Sighted (Letter from relevant agency) ()
Unique Student Identifier (USI)		Evidence (Office Use Only)
Do you have a USI?	Yes No	Declaration ()
Please provide your USI: _____		
If you do not have a USI or cannot remember it, would you give permission to A and M Global PTY LTD to obtain or retrieve a USI on your behalf?	Yes No	Medicare Card (Copy) ()

Declaration

I, the undersigned student/guardian declare that the information provided above is true and correct and I have provided evidence sighted or collected.

Student/Guardian Signature		Date	
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Note: If under 18 years of age at the time of giving consent, then the consent of guardian is required.

Family Name	
Given Names	

Office Use Only

Student ID	
RTO Representative Signature	Date:

Consent to Disclose Form

Consent to use and Disclosure of Personal Information

I, _____
(First, Middle, Last Name)

Of _____
(Current Residential Address)

Date of Birth: _____

understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, A and M Global Pty Ltd is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by A and M Global Pty Ltd for statistical, regulatory and research purposes. A and M Global Pty Ltd may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (Department);
- 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

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my 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).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales. The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with A and M Global Pty Ltd for the purposes of evaluating and assessing my subsidised training.

Consent to Disclose Form

I declare that the information that I have provided is to the best of my knowledge and is true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

Family Name	
Given Names	
Student Signature	Date:

Note: If under 18 years of age at the time of giving consent, then consent of their guardian is required.

Family Name	
Given Names	
Guardian's Signature	Date:

Office Use Only

Student ID	
Given Names	
Family Name	
Course Code & Name	

