



RTO Provider No. 22274

Marine / Security Training ~ First Aid ~ R.S.A ~ Training Assessment – Risk Management

HEAD OFFICE: Suite 15, 11 - 17 Pearcedale Parade Broadmeadows Vic 3047

MARINE LICENCE TRAINING Student Enrolment Form

Please use CAPITAL LETTERS

1. PERSONAL DETAILS

Title Mr/Mrs/Miss/Ms/Dr etc.

Full Name (Given Names + Surname or Family Name)

Sex (F or M)

Date of Birth (dd/mm/yyyy)

Postal Address (Number/Street/PO Box etc.)

Suburb/City

Postcode (Format: XXXX)

Telephone Home (Format 03-0000-0000)

Mobile (Format: 0400-000-000)

Email Address

2. COURSE FEES

Tick *only* one Marine Training outcome for which you wish to enrol.

	Marine Training Outcome	Outcome Fee
<input checked="" type="checkbox"/>	Boat ONLY	\$100
<input type="checkbox"/>	Boat and Personal Watercraft (PWC)	\$130

Payment Confirmation – RECORD YOUR BOOKING PAYMENT ID NUMBER BELOW:

RETURN COMPLETED FORM TO:
Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: info@advancetraining.com.au

TEL: (03) 9309 0059 FAX: (03) 9309 7490

3. **EVIDENCE OF RESIDENCE**

You must provide evidence of residence. You are required to select either a **PHOTO LICENCE** OR **MULTIPLE EVIDENCE OF IDENTITY** from the list below:

PHOTO LICENCE

Drivers Licence
OR
Learners Permit

MULTIPLE Evidence of Identity (EOI) – Must provide ONE PRIMARY ID and ONE SECONDARY ID

ONE PRIMARY ID

Australian Passport
Overseas Passport (if expired more than 2 years, must have valid visa)
Australian Birth Certificate (Birth extracts not accepted)
Australian Citizenship Certificate
Victorian Firearms licence Card
Victorian Security Guard / Crowd Control Card
Green Medicare Card
Student Identification Card
Health Care Concession Card (if they have one)
Pension Concession Card (if they have one)
NSW Photo Card (issued by NSW RMS after 14 Dec 2008)
Birth Card (issued by NSW RMS after 14 Dec 2008)

ONE SECONDARY ID

Green Medicare Card
Student Identification Card
Working with Children Check Card
Australian Proof of Age Card
Australian Keypass Card
Health Care Concession Card (if they have one)
Pension Concession Card (if they have one)

IF ADDRESS IS NOT LISTED IN EITHER OF THE MULTIPLE Evidence of Identity document's then A REFEREE STATEMENT MUST BE COMPLETED. Visit our website to download Referee Statement.

On the day of your training, YOU MUST bring with you the selected identification(s) above for verification.

4. **SECTION 4 TO BE COMPLETE BY PARENT / GUARDIAN IF STUDENT IS UNDER 18 YRS OF AGE**

BELOW TO BE SIGNED BY *PARENT/GUARDIAN IF STUDENT IS UNDER THE AGE OF 18 YEARS OLD

STUDENT DECLARATION AND CONSENT - *Parental/guardian consent is required for all students under the age of 18 years old.

I give permission for the applicant to undertake the Marine Training with TAT. I declare that the information I have provided to the best of my knowledge is true and correct. I also 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 Contact Number:**

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5. EMERGENCY CONTACT DETAILS

Title Mr/Mrs/Miss/Ms/Dr etc.

Full Name

Mobile

Relationship to Student

Does this nominated person speak a language other than English?

Yes

No

If yes, what is the main language spoken at home?

6. STUDENT PRIVACY AND CONSENT NOTICE

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

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

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Victoria Police and or Safety Director
- facilitating statistics and research relating to education, including survey's;

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).

7. STUDENT ACCEPTANCE AGREEMENT

I declare that the information supplied in this declaration and all documentation supporting it are true and correct to the best of my knowledge. I understand and agree to the following:

1. It is my responsibility to become familiar with TAT's policies and procedures. I am aware that TAT they are outlined in the student handbook and website.
2. I will advise TAT administration of any change to my address or contact details within 7 days.
3. I have read and understood the student selection and administration policy procedure and the refund policy located on the TAT website and enrolment form and accept them in their entirety.
4. I agree that part of my course requirements I will participate in class activities and or role plays as per class schedules.
5. I release and hold harmless the training centre, its CEO, staff and agencies in respect to any property loss or personal injury that I may sustain whilst participating in or resulting from attending the training centre or any activities related to my studies however caused.
6. I agree for TAT or its agents to take/utilise photographs/videos for public relations activities.
7. I request authority to provide contact number and or email address to MSV for purpose of obtaining feedback about training and assessment activities.

8. STUDENT IN CLASS AGREEMENT

The conditions for which I will agree upon are listed below and I understand that if I breach any condition whilst in training with TAT, I understand that I could be terminated from the course/program and required to leave the academy until further notice. I agree to the following, tick ✓ beside each term which states you understand that term.

- ✓ I will not smoke in the building (anywhere)
- ✓ I will not smoke in front of the building
- ✓ I will not gather around the entry of the building
- ✓ I will treat the toilets with respect so other tenants won't complain
- ✓ I will only use the toilet assigned to TAT
- ✓ I will not use bad language in the building or whilst on the course/program
- ✓ I will not engage in the taking of drugs/alcohol whilst in attendance at class
- ✓ I will not engage in the viewing of pornographic material on student computers
- ✓ I will not behave in a manner that would make another person complain
- ✓ I will treat all TAT staff, students and other tenants in the building with utmost respect
- ✓ I will complete my own work and not copy, cheat or anything else that would be deemed unfair for me to receive an accreditation from TAT
- ✓ I will not mistreat TAT or disrespect the company, I will always remain honest whilst enrolled with TAT
- ✓ I understand that if I am 15 minutes or later I will be sent home.
- ✓ Mobile Phones are to be switched off during class time.

I agree to this document in the total understanding that non-compliance could see me removed from the Marine Training course and I further understand that in some cases a report may be lodged with the Marine Safety Victoria – Licensing, Training and Accreditation team for further investigation.

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9.

REFUND POLICY

ALL REFUNDS FOR MARINE TRAINING WILL INCUR AN \$80.00 administration fee. All Refunds made to Technical Advanced Training will incur an administration fee of \$80 with any refunds to be sent in the form of a Company cheque or an EFT. I have read, understood and comply with TAT's refund policy located at <https://www.tatmarine.com.au/documents/CourseRefundPolicyandProcedure.pdf>

NOTE: If TAT cancels a course, a full refund will be provided or you can transfer to another scheduled course date.

10.

LANGUAGE, LITERACY & NUMERACY WAIVER / PUBLIC LIABILITY WAIVER

The instructor advised me I may find it difficult at times during the course. I have also been advised that I will be supported throughout the course if I wish to continue.

I understand that I am enrolled in a Marine Licence Training course with Technical Advanced Training (T.A.T).

I understand that I must not do any act or assist another person in doing any act that may put myself or any other person's health or welfare at risk of harm or danger.

I understand that by signing the below of this form T.A.T or staff or trainers or contractors or any venue owner, can not be held liable for any injury that I may sustain due to myself or another participants or any other persons accident, mistakes or negligence, which may result in an injury to myself or another person. This includes any form of pain and/or suffering.

By signing this form I agree not to hold Technical Advanced Training (TAT) or staff or trainers or contractors or any venue owner liable for any injury that I may sustain whilst I am in class.

STUDENT SIGNATURE:

DATE

PLEASE CHECK EVERYTHING BEFORE SUBMITTING

Office Use Only – ENROLMENT CHECKLIST

A certified copy of at least one **PHOTO LICENCE** or **MULTIPLE Evidence of Identity (EOI)** has been provided:

PHOTO LICENCE

- Drivers Licence
- Learners Permit

MULTIPLE Evidence of Identity (EOI) – Provided ONE PRIMARY ID and ONE SECONDARY ID

ONE PRIMARY ID	ONE SECONDARY ID
<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Green Medicare Card
<input type="checkbox"/> Overseas Passport (if expired more than 2 years, must have valid visa)	<input type="checkbox"/> Student Identification Card
<input type="checkbox"/> Australian Birth Certificate (Birth extracts not accepted)	<input type="checkbox"/> Working with Children Check Card
<input type="checkbox"/> Australian Citizenship Certificate	<input type="checkbox"/> Australian Proof of Age Card
<input type="checkbox"/> Victorian Firearms licence Card	<input type="checkbox"/> Australian Keypass Card
<input type="checkbox"/> Victorian Security Guard / Crowd Control Card	<input type="checkbox"/> Health Care Concession Card (if they have one)
<input type="checkbox"/> Green Medicare Card	<input type="checkbox"/> Pension Concession Card (if they have one)
<input type="checkbox"/> Student Identification Card	
<input type="checkbox"/> Health Care Concession Card (if they have one)	
<input type="checkbox"/> Pension Concession Card (if they have one)	
<input type="checkbox"/> NSW Photo Card (issued by NSW RMS after 14 Dec 2008)	
<input type="checkbox"/> Birth Card (issued by NSW RMS after 14 Dec 2008)	

OFFICE USE ONLY - PROCESSED BY (Staff Name)

SIGN _____ DATE ____/____/____

The Marine Training will be delivered face to face at TAT's approved training locations.

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