



COURSE INFORMATION

Course name	
Course location	
Course dates	

HOW DID YOU HEAR ABOUT US

Please indicate how you heard about Coex Training

<input type="checkbox"/> Google Search	<input type="checkbox"/> Employer
<input type="checkbox"/> College of Electrical Training	<input type="checkbox"/> Recommended/Word of Mouth
<input type="checkbox"/> Facebook	<input type="checkbox"/> I have used Coex Training previously
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Other (please specify)

PERSONAL DETAILS

Please provide the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. See section on the USI at the end of this form for a detailed explanation.

Title	Given names	Family name (Surname)
<input type="checkbox"/> Single Name Only	Tick this box if you have one name only that cannot be written in the above format. Write your single name in the "Family" name section.	
Date of Birth (Day/month/year)	Gender (Tick ONE box only)	
/ /	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Other
Home phone (including area code)	Mobile	
Email address		
USI number*		
Emergency contact name	Relationship to you	Emergency contact number
What is the address of your usual residence?		
Building/Property name		
Street, unit or lot number (e.g. 205, Unit 1 or Lot 118)		
Street name		
Suburb, locality or town		
State/territory	Postcode	
What is your postal address (if different from above)?		
Building/Property name		
Street, unit or lot number (e.g. 205, Unit 1 or Lot 118)		
Street name		
Suburb, locality or town		
State/territory	Postcode	

DISABILITY

 Do you consider yourself to have a disability, impairment or long-term condition? Yes No (Go to the next section)

 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)

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Learning | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Other: |

If you answered YES to the above question do you require any assistance to participate in this course?

-
- No
-
- Yes (We'll arrange a meeting to discuss this with you)

PAYMENT DETAILS (if your company/employer is paying)

Company Name		ABN	
Contact Person			
Contact Number			
Contact Email			

PAYMENT DETAILS (if you are paying, please indicate your preferred payment method)
 DIRECT DEBIT – Please transfer agreed funds to our nominated account (details below).

 If paying by direct deposit, please forward evidence of payment to info@coextraining.com

Account Name	Australian Group Training PTY LTD		
BSB Number	064 192	Account Number	1006 4558

 PURCHASE ORDER – Please attach a copy of the purchase order to the enrolment form.

Purchase Order Number	
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 CREDIT CARD – To make payment via credit card please contact our team on 1300 020 626 or payment can be made via our office.

STUDENT DECLARATION AND CONSENT

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

 I have read and understand the information, terms and conditions as outlined on this form and in the [Student Handbook](#).

I will follow the information, terms and conditions as outlined on this form and in the Student Handbook, as well as all policies and procedures of Coex Training.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice below.

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Coex Training.

I will follow the instructions of my Trainers and/or Assessors as well as other staff and contractors engaged by Coex Training.

I release and hold harmless Coex Training, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I approve of Coex Training releasing copies of my course outcomes to another party, such as a prospective employer, for the purposes of verification of my competency.

Student Name (please print)			
Student Signature		Date	

MARKETING USE CONTENT

I give Coex Training permission to use photos and/or videos in public material and social media (including any photos and/or videos where I may be recognised) as may be useful. I authorise images of my participation in training to be used by Coex Training for future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time.

 I choose to opt-out of this marketing and usage consent.

TERMS & CONDITIONS

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Under the Data Provision Requirements 2012, Coex 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).

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding of the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct information, in the first instance, please contact your RTO using the contact details below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use, and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency.

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

Contact information

At any time, you may contact Coex Training to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

TRAINING SERVICES

Information on training services provided by Coex Training is available from our [website](#), via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements, you should not submit this form until you have done so.

RULES AND REGULATIONS

To successfully complete your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer/assessor through attendance and assessment (both formal training, theory and practical assessment), that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.
- Promptly notify Coex Training of any change of name, address or contact details, or of anything that may stop you from completing the course.

You may be suspended or have your enrolment cancelled from Coex Training at the RTO Manager's discretion for:

- Failure to uphold or maintain any of Coex Training's Policies and Procedures
- Serious misconduct or breach of legislation

ASSESSMENT

To complete this course, you are required to successfully complete all required assessments. Assessments will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by Coex Training. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with Coex Training. Recognition of Prior Learning (RPL) may be offered by Coex Training. If you believe you are eligible for RPL speak with a Coex Training representative or your trainer and they will be able to provide you with more detailed information.

SUPPORT SERVICES AND SPECIAL NEEDS

Coex Training will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course, you require assistance or support please discuss these needs with Coex Training or your Trainer/Assessor and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

TERMS & CONDITIONS (Cont.)**YOUR RIGHTS**

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. Coex Training wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify a member of The Coex Training team immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Please refer to the Coex Training Complaints and Appeals Policy for further information on this process. Appeals on any decision made by Coex Training may be lodged with the RTO Manager and must be done so in writing. If required, you can gain access to your records by contacting the RTO Manager.

REFUND & WITHDRAWAL POLICY

If you withdraw from a course at least seven (7) days **prior** to the commencement date, any fees will be refunded in full.

If you withdraw from a course within seven (7) days of commencement, all attempts will be made to reschedule the training at a later time. If this is not acceptable and we are unable to fill the position any fees may not be refunded and will be at the discretion of Coex Training

In the unlikely event of any changes to the agreed service, Coex Training will advise you as soon as practicable via email and/or phone. Should Coex Training, for any reason, cancel a course on which you are enrolled you will be entitled to a full refund for the amount that has already been paid or transfer your enrolment to another (identical) course offered by Coex Training.

Coex has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course.

***UNIQUE STUDENT IDENTIFIER (USI)**

As of January 1st 2015, you are required to provide Coex Training with your USI. Coex Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVET. If you do not have a USI, you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device. If required Coex Training can apply for the USI for you. We will provide you a copy with the relevant documentation. For more information visit www.usi.gov.au