

Enrolment Form

TAA to TAE for non Trainwest students

If you were issued the TAA40104 by another RTO, you can apply to upgrade to the current TAE40110. Please complete the sections below and return to Trainwest. Should we require additional information we will contact you within 10 working days of receiving your enrolment.

Personal Details			
Family Name		Given Names	
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Postal Address			
Suburb		Postcode	
Telephone No.			
E-mail:			
USI:			
Employment			
Current Occupation:			
Name of Employer:			
Applicant to supply			
Copy of TAA Certificate and Statement of Attainment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Current Resume or job description to demonstrate current competency	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

In what county were you born?

- Australia
- Other: _____

**Are you of Aboriginal or Torres Strait Islander origin?
(tick one box only):**

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Both Aboriginal and Torres Strait Islander

Do you mainly speak English at home? Yes No

Do you speak a language other than English at home?

- Yes Please specify: _____
- No

How well do you speak English?

- Very Well
- Well
- Not well
- Not at all

Do you consider yourself to have a disability, impairment or long term condition?

- Yes No

If YES, please indicate the areas of disability impairment or long term condition.

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired brain impairment
- Vision
- Medical condition
- Other: _____

What is your highest completed school year?

- Completed Year 12
- Completed Year 11
- Completed Year 10
- Completed Year 9
- Completed Year 8 or lower
- Did not go to school

At what year did you complete that school level?:

Have you successfully completed any of the following qualifications?:

- Bachelor Degree or Higher
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

Of the following categories, which best describes your current employment status?:

- Full-Time Employee
- Part-Time employee

Of the following categories, which best describes your main reason for undertaking this training program?

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement for my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other: _____

Payment Details:

Total amount due: \$ 250.00

Credit Card

Name on Card _____

Visa Mastercard

Card No:

Expiry: / Security Code:

Direct Debit

Account Name: Trainwest
Bank: ANZ Booragoon
BSB: 016267
Account No: 494973282
Reference: Invoice Number or Student Name

Invoice To

Company Name: _____

Company Address: _____

Please attach Purchase Order

Refund Policy:

- Payment is to be received in full prior to commencement of course
- If you wish to transfer to another course, five days notice must be given.
- Non-attendance will incur full course cost (student can transfer into another course within 6 months).
- If you wish to cancel, five (5) days notice must be given, however a \$100 administration fee is payable.
- If a course is commenced but not completed, the full cost is payable (student can transfer within 6 months)

I have read and understood all Trainwest policies, procedures and conditions as stated in the client information form (received with enrolment form or accessible from our website)

Signature: _____

Date: _____

Additional Comments:
