



13.	Written entry	Assesment (LLN) completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Of the following categories, which BEST describes your current employment status? Tick ONE box only			
	<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed – unpaid worker in family business		
	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time work		
	<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking part time work		
		<input type="checkbox"/> Not employed – not seeking employment		
15.	Of the following categories, which BEST describes your main reason for undertaking this course? Tick ONE box only			
	<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job		
	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job		
	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study		
	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest		
	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> For self development		
	<input type="checkbox"/> Other			
Emergency Contact Person		Name: _____	Relationship to Student:	
		Home Phone: _____	Mobile: _____	
I agree to provide SMP aged care training of a change of address while enrolled in this course				
I am aware that the information in this Enrolment Form may be provided to the State Register Authority and the National Centre for Vocational Education Research for statistical purposes. I verify the information provided by me to be in this application to be true and correct.				
Student Signature: _____				
Date: _____				
Where did you hear about us? <input type="checkbox"/> Advertising <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Others <input type="checkbox"/> Employment Agency				
Office Use Only – The following documents must be copied and kept in student file				
Student ID: _____				
Student File raised by: _____		Medicare Care No: _____	<input type="checkbox"/>	
Entered into Database by: _____		Pension Care No: _____	<input type="checkbox"/>	
Date: _____		Immigration Visa No: _____	<input type="checkbox"/>	
		Drivers Licence No: _____	<input type="checkbox"/>	
		Job Seeker ID No. _____	<input type="checkbox"/>	
Organisation Transferred From: _____				
CEO / Training Manager				
- check all documents have been copied and in student file				

Student accepted to course yes  No  If no state reason \_\_\_\_\_

Have you returned from overseas in last 14 days? Yes No

Have you been in contact with someone who has returned from overseas in last 14 days? Yes No

Have you been in contact with a confirmed case of COVID-19 in last 14 days? Yes No

**STUDENT ELIGIBILITY  
ASSESSMENT**

The course you are studying requires a level of Language, Literacy and Numeracy in order to successfully complete your studies. The field of employment accompanying this qualification requires a level of communication to fulfill the work role safely, effectively and in a professional manner. You will also be required to follow instruction and direction from others.

**Entry Requirements / Selection Criteria**

To successfully gain placement in the course you will need to provide evidence of one of the following – The enrolling officer will assess if the evidence provided meets the entry requirements for your chosen course of study.

Qualifications must be completed in English

**School Certificate (year 11 or higher)**

Name and level of Certificate \_\_\_\_\_  
(Original sited and copied and placed in student file)

**Higher Studies (Certificate III or above in vocational studies)**

Name and level of qualification \_\_\_\_\_  
(Original sited and copied and placed in student file))

If English is a second language you must provide evidence of one of the following:

**IELTS** (5.5 or above) \_\_\_\_\_ **ISLPR** (3 or above) \_\_\_\_\_

**Certificate III in English Proficiency (10855NAT)**

Name and level of certificate \_\_\_\_\_  
(Original sited and copied and placed in student file)

Applicants who cannot provide the above evidence to meet the entry requirements for the chosen course will need to complete the Written Entry Assessment

Written Entry Assessment	Yes	No	Score
Passport / study visa verification	Yes	No	
Are you on a study visa	Yes	No	

Students MUST advise of any changes to their visa classification, as soon as they are notified by the relevant department.

I have read the Brochure and Pre-Enrolment Information Pack, either hard copy supplied by SMP or on the SMP website, and understand the course requirements I am enrolling in.

Student signature.....

## Enrolling Officer

Please complete the following and make a recommendation for entry into chosen course. Please ensure all documented evidence is copied and accompany this form.

School Certificate meets entry level requirements	Yes / No
Higher education qualification meets entry level requirements	Yes / No
English as a second language meets entry level requirements	Yes / No
Written Entry assessment meets entry level requirements	Yes / No
Passport / Study Visa sited and meets study requirements at SMP Network Pty Ltd	Yes / No
Credit Transfer verified via USI	Yes / No

If application unsuccessful – Why?

\_\_\_\_\_

Advice provided to applicant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enrolling Officer Name \_\_\_\_\_ Signature \_\_\_\_\_

I verify that I am not violating my visa conditions and the information provided by me in this application is true and correct

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

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

Witness Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>SCHEDULE OF FEES PAYABLE</b> Certificate III in Individual Support Ageing and Disability CHC33015	
Certificate III in Individual Support – CHC33015 Support (Ageing)	<input type="checkbox"/> \$1850.00
Certificate III in Individual Support – CHC33015 Support (Disability)	<input type="checkbox"/> \$1850.00
Specific units for second qualification (if enrolling within 12 months of completing first qualification)	<input type="checkbox"/> \$400.00
Provide First Aid – HLTAID011 Manual Handling (Included in course)	
Course Fee includes all the following: Total Amount Due \$1850.00 Disability units X 4 = \$400 (If you want to add Disability units to Aged and Home Community)	All Course Material Provide First Aid Manual Handling  (badge for placement)
If units in course are NYC (not yet competent) to redo units a second time at no further cost, but if need to redo units a <b>third time then a cost of \$150.00 per unit applies</b>	
RPL Administration Fee if Applicable	<input type="checkbox"/> \$150.00
Fee per unit @ \$150	
Polo shirt \$30.00	<input type="checkbox"/> Polo shirt \$30.00 (for placement)
<b>PAYMENT OPTIONS</b>	
Deposit	\$500.00
Payment 1 by Week 2	\$450.00
Payment 3 by Week 4	\$450.00
Payment 5 by week 6	\$450.00
Payment – specific units second qualification – to be paid before commencing field placement	\$400
Job Network contact name and address:	
Government funded	<input type="checkbox"/> Payment N/A

This is a binding agreement between SMP Network P/L and the named student as below.

I \_\_\_\_\_ agree to pay

(Please print name clearly in block letters)

Student's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Student Enrolment Agreement Form

Please read the following agreement between the student and SMP aged care training that ensures the student rights are protected. This agreement between the student and SMP aged care training relates to the training, assessment and services that are provided by SMP aged care training and defines the commitment by this organisation. Please read this document carefully and ask the enrolling officer for any clarification. You need to sign this document in the space provided to acknowledging your understanding of the commitment by SMP aged care training and your obligations toward the completion of your study program.

### COURSE INFORMATION

The course is part internal (face to face) and part external (Self-paced study). And is detailed below depending on the stream of choice:

<b>INTERNAL (FACE TO FACE)</b>	
<b>AGED CARE</b>	<b>DISABILITY</b>
10 weeks (total 50 hours – 5hrs per week once a week)	14 weeks (total 70 hours – 5hrs per week once a week)
Field placement 120 hours in the aged care sector (3 weeks full time MON-FRI).	Field placement 160 hours which is comprised of 3 weeks in the aged care sector and one week in the disability sector (Full time MON-FRI).

The external part of the course is a self-paced program which has been developed to allow students to gain the knowledge required to successfully qualify. This includes an array of learning objectives, activities, case studies, scenarios and final assessments which have to be completed for successful completion of the qualification. This has been calculated as approximately 33 hours per month as self-paced study for up to 1 year (12 months).

The course duration is 1 year from the enrolment date and to successfully complete the course students need to commit to a minimum of 1200 hours study comprising of both internal and external components as mentioned above.

A program will be given to you at enrolment time outlining the units to be covered in the course and when you need to attend classes.

If you are unable to complete your studies in this timeframe due to unforeseen circumstances, you need to apply in writing, stating reasons for an extension of your training, to the trainer. You will be notified in writing if your application is successful and a new training plan will be developed.

The trainer will explain the field experience to you after completion of your holistic assessment.

All training offered by SMP aged care training supports the principles of adult learning. As an adult you have a range of life and work experiences and your training will build on this knowledge to make learning meaningful. We will offer support with your studies but encourage independent learning. The certificate needs to be completed within one year from enrolment.

### NATIONAL POLICE CLEARANCE

All students must obtain a **National Police Clearance** prior to commencement of field experience. This clearance must be within the last 3 months or a new one is required. The cost of this is the responsibility of the student. *Applications can be made at any police station and SMP can provide a form.* The national police clearance demonstrates you are suitable to undertake placement with no convictions of abuse, theft or larceny to successfully complete the course. Placement with other convictions is at the discretion of the aged care facility to allow placement.

Note: For disability you are also required to obtain a ‘working with children’ (WWCC) check and a NDIS worker check at your own cost. The link to apply for these checks is found here:  
<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

## **FIELD PLACEMENT**

If due to extenuating circumstances the student is unable to attend any of the days of placement notify the facility and SMP aged care training the placement coordinator will assist the student to catch up on any missed days and assessment. The placement facilitator will visit you within the third week of commencing placement to support you during the field placement / work experience.

If a student fails the placement the student is to be reassessed and offered counselling and re assess and offered another placement. If a student fails the second placement counselling will be offered and student will have to redo all practical classes at a cost of \$165.

***If placement is cancelled due to student misconduct or illegal activity- for example forging signatures on placement booklet, an additional placement fee will apply, and if any further issues arise the student may be withdrawn from the course.***

## **SCHEMA OF TRAINING**

I have read and understand the Schema of Training, at SMP aged care training and I agree to the requirements to undertake the study programme. I understand as a student I am required to notify administration if I am not going to attend any of the required training. I understand I must submit all assessments, attend Personal Care, Manual Handling, Provide First Aid, pay all fees and obtained a current police clearance (within last three months) before commencement of field placement. I will make an appointment at Reception to see the trainer if I need support with my learning.

## **PREGNANCY**

Placements cannot be completed while pregnant, unless a doctor’s medical certificate is issued giving clearance to commence placement this must be presented to administration to be copied, and understand that placement is at student’s own risk. The facility supervisor has the right to refuse any student who is pregnant regardless of a medical certificate.

## **PRIVACY AND CONFIDENTIALITY**

SMP aged care training policies and procedures abide by the Australian Privacy Principles 2014 pertaining to the collection and use of personal information. All information that is collected is securely stored. No information will be given to a third party. SMP aged care training Privacy Policies and Procedures can be viewed on the website [www.smptraining.com.au](http://www.smptraining.com.au)

## **RECOGNITION OF PRIOR LEARNING (RPL)**

You may apply for RPL if you believe you have the knowledge and skills required for the unit. To apply for RPL you need to provide evidence that is authentic, valid, reliable, current and sufficient to demonstrate to the assessor you have the required competencies for the unit. This evidence can be formally assessed and recognised regardless of how, when or where it was achieved. You can discuss this option further with the enrolling officer and an information package will be given to you. You may then discuss it further with the lecturer.

The enrolling officer will discuss Recognition of Prior Learning with you and provide the RPL information package if you wish to apply for RPL for any of the units.

RPL fees - \$150 per unit applied for. This is non refundable if unsuccessful.

## **CREDIT TRANSFER**

Credit Transfer is the formal recognition of equivalent studies from other Registered Training Organisations e.g. Provide First Aid. There is no cost associated with credit transfer but you must submit your original certificate. SMP aged care training will check your certificate with the training provider.

## **ACCESS AND EQUITY**

All trainers and assessors are aware of the access; equity and cultural diversity issues related to areas of work within the aged care industry and address these within the training. As part of the course you will be given the skill to adapt your approach to clients to promote access and provide equity to all.

## **STUDENT SUPPORT SERVICES**

All learning material and activities have been developed to cater for the language and literacy levels of students. Trainer support is provided to assist students with their studies.

A student counsellor service is available to assist with individual personal needs – information can be obtained from the trainer or from administration.

Learning support and counselling is offered to cater for the needs of students with language, literacy and study needs. Please see your trainer for assistance. Students who require further support in language, literacy and numeracy will need to contact TAFE English Language Services at 120 Currie Street Adelaide SA - Ph: 82078805 – this cost is the responsibility of the student.

The Internal / External Student Support Policy and Procedure aims to ensure all students are supported and study needs met during their course of study. This includes meeting needs relating to barriers to learning, preparation and submission of assignments, study skills support on a 1-1 basis from the trainer. The placement facilitator will visit you at least once during your placement to support you during the field placement / work experience.

## **ISSUING OF CERTIFICATES AND STATEMENT OF ATTAINMENT**

On successful completion of all training, work placement and assessments SMP will issue you with a Certificate of completion. You will be notified when your Certificate is ready for collection. You must produce photo identification at time of collection and sign acknowledgment of receipt. If you withdraw before the completion of the course administration will issue you with a Statement of Attainment for the units successfully completed. Please ask at administration at time of withdrawing from the course. Trainers are available for extra support as needed via email which is provided during class, plus 2 extra weeks (2 days per week – 5hrs per day) have been implemented into the course for extra student support such as missed classes, catch-up activities and support for assessments.

## **WITHDRAWAL AND TERMINATION OF STUDIES**

You may withdraw at any time without prejudice and receive a Statement of Attainment for successfully completing all the assessments and requirements of units. Please note some units require final assessment to be completed in the workplace.

All applications to withdraw must be in writing. Failure to comply with SMP aged care training Code of Conduct may result in disciplinary action that could lead to the termination of your studies.

## **SMP OBLIGATION**

SMP Network Pty Ltd has policies, procedures and practices developed from the standards as set out by the Training Registering Body. All staff are committed to following these and ensuring students achieve their study goals without barriers or hindrance. SMP aged care training ensures all training material and educational services used within their course is of high quality, up-to-date and comply with workplace standards and legislation. The training material is updated and reviewed annually or when changes occur within industry.

## **REFUNDS**

- If SMP Training Centre cancels/terminates a course, a full refund is given.
- Refund will be given if students have overpaid the administration charge
- If student withdraws from course, the \$500 deposit is not refunded.
- If student withdraws after attending the course commencement date a refund will be given for the remainder of the course that student did not attend
- Refund will be given if students advise SMP Network Pty Ltd prior to the course commencement date that they are withdrawing from the course
- If the student withdraws from the course prior to commencement due to illness or hardship as determined by SMP Network Pty Ltd
- Intention to withdraw from the course must be submitted in writing to the CEO as soon as practical
- No refunds are given if placement is cancelled due to student misbehaviour and course cancelled.

**A student cannot transfer fees from one student to another if a student decides to withdraw.**



## **PROTECTING PRE-PAID FEES BY STUDENTS**

In line with the SMP's fee protection policy, SMP will not collect more than \$1,500 prior to course commencement.

## **COOLING OFF PERIOD**

SMP Network Pty Ltd protects the rights of learners including but limited to the statutory requirements for cooling-off periods. Students are eligible to cancel their enrolment by placing a formal notice of cancellation on writing to the CEO (A letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the refunds policy for process on acquiring a refund.

## **CONSUMER GUARANTEE**

- SMP training centre guarantees that the services provided by us will be provided with due care and skill
- Fit for any specific purpose (Express or implied)
- Provided within a reasonable timeframe (when no timeframe is set for the training).

## **CHANGES TO AGREED SERVICES**

Where there are any changes to the agreed services that will affect the learner, including in the event of SMP training centre closing down, the RTO will advise the learner in writing within 10 business days of the event, this includes changes to any new third party arrangements or a change of ownership or any changes to existing third party arrangements.

## **ADDITIONAL FEES & CHARGES**

- If a student withdraws from the course and then reapplies after 12 months, a fee of \$150 per unit will apply. If a student needs to re-do a unit there will be an additional cost of \$150 per unit. If a student needs a replacement Certificate or Statement of Attainment, it will incur a \$30 cost.
- If a student fails 2 attempts at a field placement a fee of \$165 will apply and student will re-do practical, theory and assessment relating to the holistic assessment. When successful a new placement will be organised.
- \$30 polo-shirt (Field placement uniform) will apply prior to field placement commencement

## **COMPLAINTS AND APPEALS**

Students had a right to submit a complaint if they wish to express discontent against another person or a complaint against the RTOs process or system. In All complaints will be treated with respect and handled confidentially. This policy and procedure is relevant to all grievances arising in the following areas:

- a) Student wishes to raise a complaint against another student
- b) Student wishes to raise a complaint against the RTO
- c) Student wishes to raise a complaint about a Third Party
- d) RTO staff wishes to raise complaint about a Third Party
- e) Staff wishes to raise a complaint about another staff member or a student

SMP aged care training has a Complaints and appeals process aimed at resolving any issues in relation to any aspect of your training. If you feel you have been adversely affected by teaching methodologies, supervision, assessment results or comments, unfair treatment, any form of harassment or victimisation or any other concerns you may lodge a complaint. If you are not satisfied with the process or outcome of your complaint you may lodge an appeal.

If making a complaint, follow the following steps:

1. Discuss your concerns informally with the trainer or CEO – if the matter cannot be resolved then move to step 2.
2. Lodge a formal complaint in writing using the Complaints Reporting Form to the Complaints Officer. Seal the envelope and mark the outside "Confidential". If the matter is not resolved to your satisfaction move to step 3.
3. To take the complaint further contact the National Training Complaints Hotline – ph 13 38 73

4. To take the complaint further contact the Australian Skills Quality Authority:
  - a. <https://www.asqa.gov.au/about/complaints/complaints-about-training-providers>
  - b. Info line 1300 701 801
  - c. Email [complaintsteam@asqa.gov.au](mailto:complaintsteam@asqa.gov.au)
  - d. Complete the “Complaints about a training organisations operating under ASQA’s jurisdiction” form found at the above web site
  
5. If the RTO determines that the complaint process cannot be finalised within 60 calendar days the RTO manager will:
  - a. Confirm this in writing to the complainant, including reasons why more than 60 calendar days is required
  - b. Will regularly update the complainant or appellant on the progress of the matter

All formal complaints will be recorded and kept confidential. The Complaints Officer will contact you to present your case within 48 hours. You have access to an independent arbiter if needed. The complaint will be handled within an appropriate timeframe and you will be notified in writing of all outcomes. You have the right to appeal the outcome or contact the National Training Complaints Hotline.

In order for SMP aged care training to review and improve processes you can provide feedback on the process.

### **ORGANISATION’S RESPONSIBILITY**

SMP aged care training has policies, procedures and practices developed from the standards as set out by the Training Registering Body.

All staff is committed to following these and ensuring students achieve their study goals without barriers or hindrance. SMP aged care training ensures all training material and educational services used within their course is of high quality, up-to-date and comply with workplace standards and legislation. The training material is updated and reviewed annually or when changes occur within industry.

### **QUALITY ASSURANCE**

All students are asked to provide feedback on the training and assessments. Your feedback and comments assist SMP aged care training Training to review and update their training and assessments.

### **TRAINER’S OBLIGATIONS AND CODE OF PRACTICE**

All trainers and assessors will have current knowledge and skills in their area of delivery and assessment and work towards assisting students to achieve their study goals. Trainer’s work within a code of practice as set out by SMP aged care training management and their practices will be reviewed periodically to ensure they continue to function at a high standard and provide quality training to students. A copy of this Code of Practice can be sited on request.

### **RTO RESPONSIBILITIES**

SMP aged care training guarantees once student has commenced course, if in the unlikely event training cannot continue all effort will be made to find another appropriate RTO

### **PLAGIARISM & CHEATING**

SMP Training Centre will not condone cheating or plagiarism in any form by students of the RTO and will ensure that these standards are upheld. Trainers must be diligent in reducing potential opportunities for cheating and plagiarism to occur by adhering to our policy on Cheating and Plagiarism.

#### **Definition of cheating**

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another’s test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, “cheat sheets”; or other information

devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

#### Definition of Plagiarism

Plagiarism is an act of fraud it involves stealing someone's work and lying about it.

All the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Changing words but copying the sentence structure of a source without giving credit

*All acts of plagiarism & cheating are considered serious and will result in disciplinary action being taken or instant dismissal from the course.*

#### Penalties

If you are suspected of cheating, your Trainer/Assessor will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, your Trainer/Assessor will notify the RTO Manager and set out the concerns to you in writing, requesting a time to discuss the matter. You will have the opportunity to counter the allegations made against you.

Once you have provided your information, SMP Training Centre may come to one of two decisions:

It is a minor or unintentional offence and you will need to undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning.

The penalty in this case is that you will receive the lowest level of competency or pass for all the learning outcomes being assessed.

It is a serious offence and you will fail the module. Repeated offences of cheating – minor or serious – will result in failure of the module plus a record on your student file, together with the reason.

You will be advised of all penalties writing.

#### What if I do not agree with the decision?

If you are accused of and penalised for cheating and believe that the accusation is unjust, you have the right to appeal

against the charge. This appeal must be lodged in writing with the educational manager of the program within one week of the penalty being imposed.

The appeal may be lodged against:

- the process
- the decision
- the penalty.

The appeal will be investigated and a decision will be advised to you within a week of your appeal.

If you are having difficulties with your studies, you are encouraged to seek help from your Trainer/Assessor.

#### INFORMATION TECHNOLOGY

SMP aged care training provides computers, software and internet access for training purposes only. SMP aged care training takes no responsibility, nor will be held liable for any consequences arising from improper use.

#### SCHEDULE OF FEES PAYABLE

I understand the binding agreement I signed relating to the total fee cost of the course, the \$500 deposit that needs to be paid prior to course commencement and payment instalments of \$450 in week 2,4,6 and understand all fees must be paid before my field placement can be organised. I understand that from commencement of studies I am responsible for the total cost of the course, whether or not I complete the course. I have read and understand the SMP Withdrawal policy and Refund policy as outlined in the Student Agreement form and can be found in the Student Information Handbook.

#### IMMUNISATION DISCLAIMER

I understand SMP aged care training will take no responsibility for the immunisation of students during the completion of their work placement, or thereafter. This is the student's responsibility. SMP Network P/L will take no responsibility if a student comes into contact with an infection/infectious agent caught whilst on work placement.

### **MANDATORY VACCINATIONS**

As per latest government guidelines all students are required to have up-to-date (Mandatory) immunisation records which includes Flu vaccination and COVID-19 vaccination plus booster for attending their field placement.

### **COPYRIGHT**

I acknowledge that any written or electronic training materials generated by and/or used by SMP aged care training or its contractors are to be used for the purpose of training the students of SMP aged care training only. All training materials are covered by copyright, and any unauthorised circulation, duplication or use of these materials without the prior consent of SMP aged care training is not permitted.

### **INTELLECTUAL PROPERTY**

I acknowledge that any and all products of my work during my training with SMP aged care training are and will remain the property of SMP aged care training, its partners or its clients, as applicable.

### **CONFIDENTIALITY**

I acknowledge that during my training SMP aged care training, I may have access to, handle, obtain, or originate Confidential Information. This Confidential Information includes all information which is commercially sensitive to SMP aged care training, its partners or customers, as well as any information which is identified to me as being of a confidential nature, and may be of a written, graphical, verbal or electronically stored form.

I agree that I will not disclose Confidential Information to any person or organisation, nor retain, destroy or remove from SMP aged care training offices any Confidential Information, including original documentation, records, notes, copies or reproductions of Confidential Information without the express prior consent of the management of the SMP aged care training. I also agree to immediately return all Confidential Information in my possession as requested by SMP aged care training. I acknowledge that the obligation I have to protect any confidential information continues after my training at SMP aged care training has been completed.

### **PERSONAL PROPERTY**

I understand the security of all personal property, including valuables, remains the responsibility of the student at all times. SMP aged care training takes no responsibility, nor will be held liable for any damage or theft of personal property. Furthermore, storage of food and drink on the premises of SMP aged care training is at the student's own risk.

**ALCOHOL AND OTHER DRUGS** - I understand SMP aged care training have an Alcohol and Other Drugs in the Workforce policy. I will ensure that I am fit to undertake my course whilst at SMP Network P/L.

I understand that if I am in breach of the policy I may be subject to disciplinary action and removed from my course. I therefore undertake to not knowingly place myself in a position to warrant any action.

### **COURSE LOCATION**

The course is offered at:

Cowandilla House

272-274 Sir Donald Bradman Drive,

Cowandilla SA 5033

### **WORK HEALTH AND SAFETY**

I have read the information relating to the WHS Policy in the **student information handbook** and agree to follow the policy and ensure I do not put others in a situation where their safety may be compromised. If a student becomes aware of being pregnant then she must advise SMP staff.

I am aware that SMP aged care training will support me to finalise my studies, and I may defer the program, based on a reasonable request. I am aware that I need to put in writing my requests for a deferral, or extension in writing to the CEO.

I have read the above terms and conditions and aware of my responsibility to observe and abide by them and that I have not breached my visa conditions by enrolling at SMP and have read the Student Information Handbook

Student  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

I have provided the student with the full copy of the student information handbook and allowed time to read before signing the Student Enrolment Form, I have informed them they must read the highlighted areas and to clarify with me sections they are unsure about.

Print Name.....

Admin Signature.....

### Privacy Notice and Student Declaration

As part of your enrolment you signed the Privacy Notice

Under the *Data Provision Requirements 2012*, **SMP** 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 **SMP** for statistical, regulatory and research purposes. **SMP** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- 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 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. 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)).

### STUDENT DECLARATION AND CONSENT

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

I 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 .....

*\*Parental/guardian consent is required for all students under the age of 18.*