

# ENROLMENT APPLICATION FORM



## DETAILS

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Title	Legal First Name	Legal Middle Name				
Legal Last Name	Other Known Name					
Date of Birth	/	/	Gender	Male	Female	Other
AUSTSWIM No.	Expiry Date					
Residential Address						
Suburb	State		P/C	Country		
Postal Address						
Suburb	State		P/C	Country		
Phone (hm)	Phone (wk)		Mobile			
Email						

## UNIQUE STUDENT IDENTIFIER

AUSTSWIM cannot issue you with a nationally recognised VET statement of attainment where applicable to your course if you do not supply a Unique Student Identifier (USI) as we are required to include your verified USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>. Enter your Unique Student identifier (if you already have one and this should have 10 characters).

I give AUSTSWIM staff permission to look up my existing USI should this be required as part of my enrolment process and to satisfy any VET reporting requirements, as necessary.

## EMERGENCY CONTACT & MEDICAL DETAILS (MUST BE COMPLETED)

Person to contact in case of an emergency	Phone
The course involves activities in both deep and shallow water, which require a reasonable level of fitness. Are there any known reasons, illness, disability, impairment or otherwise which may impact, limit, influence or restrict your participation in the course / workshop? No Yes	
If YES, please specify	

## COURSE SELECTION

Note: Candidates must be 16 years of age to attend course. Accreditation and Teacher Licence cannot be issued until candidates are 17 years old. The AUSTSWIM Teacher of Swimming and Water Safety™ accreditation is the pre requisite to all AUSTSWIM Extension courses. For full course information including units of competency, course requirements, industry experience and assessment requirements please refer to the website [www.austswim.com.au](http://www.austswim.com.au). Course fees can vary, check the course calendar for current course prices [oramsoeb.austswim.com.au/coursefinder/](http://oramsoeb.austswim.com.au/coursefinder/).

Are you applying for credit transfer or recognition of prior learning (RPL)? Yes No

If you have selected yes for credit transfer or RPL, please see [austswim.com.au/Training/RecognitionofPriorLearning](http://austswim.com.au/Training/RecognitionofPriorLearning) for relevant enrolment information.

Course Type	Course Code	Location	Start Date	Course Fee
Teacher of Swimming and Water Safety				\$
Extension – Infant and Preschool				\$
Extension – Towards Competitive Strokes				\$
Extension – Adults				\$
Extension – Access and Inclusion				\$
MATE Seminar				\$
AUSTSWIM Aqua Instructor				\$
Aquatic Service Officer				\$
Other				\$
<b>TOTAL</b>				\$



AUSTSWIM is a Registered Training Organisation (RTO104975) and delivers some courses which include nationally accredited units of competency. To find out more please see [austswim.com.au/Training/AUSTSWIMCourses](http://austswim.com.au/Training/AUSTSWIMCourses)

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## LANGUAGE & CULTURAL DIVERSITY

- 1 In which country were you born?                      Australia                      Other – please specify
- 2 Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)  
                     No, English only                      Yes, other – please specify
- 3 How well do you speak English?                      Very well                      Well                      Not Well                      Not at all
- 4 Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)  
                     No                      Yes, Torres Strait Islander                      Yes, Aboriginal

## DISABILITY

- 5 Do you consider yourself to have a disability, impairment or long-term condition?                      Yes                      No
- 6 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)
- |              |                           |                        |        |              |                   |
|--------------|---------------------------|------------------------|--------|--------------|-------------------|
| Hearing/deaf | Acquired brain impairment | Physical               | Vision | Intellectual | Medical condition |
| Learning     | Mental illness            | Other (please specify) |        |              |                   |

\* Please refer to the Disability supplement on our website for an explanation of the above disabilities.

## SCHOOLING

- 7 What is your highest COMPLETED school level? (Tick ONE box only)  
If you are currently enrolled in secondary education, the highest school level refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.
- |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Year 12 or equivalent | Year 11 or equivalent | Year 10 or equivalent |
| Year 9 or equivalent  | Year 8 or below       | Never attended school |
- 8 Are you still enrolled in secondary or senior secondary education?                      Yes                      No

## PREVIOUS QUALIFICATIONS ACHIEVED

- 9 Have you SUCCESSFULLY completed any of the following qualifications?                      Yes                      No
- 10 If YES, then tick ANY applicable boxes.
- |   |   |                                      |
|---|---|--------------------------------------|
| Bachelor degree or higher degree                    | Certificate III (or trade certificate)  | Advanced diploma or associate degree |
| Certificate II                                      | Diploma (or associate diploma)  | Certificate I                        |
| Certificate IV (or advanced certificate/technician) | Other Education (including certificates or overseas qualification not listed above) |                                      |

## EMPLOYMENT

- 11 Of the following categories, which BEST describes your current employment status? (Tick ONE box only)  
For casual, seasonal, contract or shift work, use the number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).
- |                                     |   |                                      |
|-------------------------------------|---|--------------------------------------|
| Full-time employee                  | Employed – unpaid worker in a family business | Part-time employee                   |
| Unemployed – seeking full-time work | Self employed – employing others              | Self employed – not employing others |
| Unemployed – seeking part-time work | Not employed – not seeking employment         |                                      |

## STUDY REASON

- 12 Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)
- |                                  |  |                                     |
|----------------------------------|--|-------------------------------------|
| To get a job                     | It was a requirement of my job             | To develop my existing business     |
| I wanted extra skills for my job | To start my own business                   | To get into another course of study |
| To try for a different career    | For personal interest or self-development  | Other reasons                       |
| To get a better job or promotion | To get skills for community/voluntary work |                                     |

## GENERAL

13 How did you find out about the course?

AUSTSWIM Website

Non-AUSTSWIM Website

Pool

School / University

Radio Advert

Social Media

Sporting Club

Other (please specify)

## PAYMENT DETAILS

Payment must accompany the registration form. Please make cheques payable to AUSTSWIM Ltd.

**On completion, this is a Tax Invoice. Please retain a copy of your completed enrolment form for tax purposes.**

Cheque/Money Order Attached

Visa

MasterCard

Card No.

/

/

/

Cardholder's Name

Expiry Date

/

Signature

CVV number

Please invoice (purchase order must be attached) Organisation

Contact Name

Address

## AUSTSWIM COURSES TERMS & CONDITIONS

All transfer, refund/cancellations requests are to be received by AUSTSWIM no less than 48 hours prior to the commencement of the course. If received after the course you may forfeit your enrolment fees.

### TRANSFER REQUESTS

- Transfers will incur an administration fee of 10% of the enrolment fee
- Transfer requests must be received in writing by AUSTSWIM and must include the following:
  - Training course Transfer Form (available from [www.austswim.com.au](http://www.austswim.com.au))
  - Receipt of payment/enrolment confirmation
  - If a medical certificate is provided, transfers will be arranged free of charge

### REFUND /CANCELLATION REQUESTS

- Refunds/cancellations will incur an administration fee of 20% of the enrolment fee
- Refund/cancellation requests must be received in writing by AUSTSWIM and must include the following:
  - Training course Cancellation Form (available from [austswim.com.au](http://austswim.com.au))
  - Receipt of payment/enrolment confirmation

### CANCELLATIONS FOR MEDICAL REASONS

If a cancellation is made for medical reasons, prior to the commencement date of the course, a transfer to another course will be provided free of charge. To receive a refund due to illness / injury a medical certificate must be attached.

Note: In the event of the course being cancelled due to insufficient enrolments you will be offered a full refund or you may elect to transfer to another course. No administration fees will be charged. Non-attendance at a course, except for medical reasons, will result in the forfeit of the full enrolment fee.

## CANDIDATE DECLARATION

I have read, understood, acknowledge and agree to the AUSTSWIM Course Terms & Conditions in this enrolment form and the information provided in Candidate Information Guide. I understand and agree to all the training and assessment requirements of the course including attendance, industry experience, demonstration of practical skills and/ or online assessments as stipulated under AUSTSWIM Courses on the AUSTSWIM website. 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 as per the AUSTSWIM Course Terms & Conditions. I have read, or have had read to me the above conditions and having understood the same, consent to undertaking the AUSTSWIM Course and doing so on the basis set out in the Terms and Conditions outlined on page 4.

Name

Signature

Date

## AUSTSWIM COURSE TERMS & CONDITIONS

**THIS IS AN IMPORTANT DOCUMENT AND YOU SHOULD READ IT CAREFULLY BEFORE SIGNING IT. UPON SIGNING THIS FORM AND DECLARATION, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS.**

In consideration of your application for enrolment in the AUSTSWIM Course being accepted you acknowledge and agree to the following terms and conditions:

### 1 DEFINITIONS – in these terms and conditions:

- "AUSTSWIM" means and includes AUSTSWIM Limited, its subsidiaries, members, and their respective directors, officers, members, servants or agents.
- "Claim" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising from or in connection with the AUSTSWIM Course, but does not include a claim by any person expressly entitled to make a claim under an AUSTSWIM insurance policy;
- "AUSTSWIM Course" means the course being conducted by or on behalf of AUSTSWIM and undertaken by the applicant as set out in this application.

2 If accepted you will be permitted to participate in the AUSTSWIM Course subject to you complying with the terms and conditions of the AUSTSWIM Course, this declaration, AUSTSWIM policies which apply to course candidates, the AUSTSWIM Administrative Procedures (to the extent relevant) and any reasonable direction issued by the AUSTSWIM Course organisers or their representatives. A copy of each of these documents is available upon request from AUSTSWIM.

3 Upon executing this contract you will be bound by it and any regulations, policies or codes which apply or relate to AUSTSWIM Course candidates. You shall submit to any disciplinary measures taken against you and shall only appeal any disciplinary decision in the manner permitted under AUSTSWIM's rules and regulations.

4 **RISK WARNING AND WAIVER** – Your participation in the AUSTSWIM Course is inherently dangerous and may involve risk. There are risks specifically associated with participation in the AUSTSWIM Course and accidents can happen which may result in personal injury, death or property damage. Prior to participating in the AUSTSWIM Course, you should ensure you are aware of all of the risks involved, including those risks associated with any health condition you may have. By signing this declaration, you acknowledge, agree, and understand that participation in the AUSTSWIM Course may involve risk. You agree and undertake any such risk voluntarily and at your own risk.

5 **RELEASE & INDEMNITY** – In consideration of AUSTSWIM accepting your application to participate in the AUSTSWIM Course, to the extent permitted by law you:

- Release and forever discharge AUSTSWIM from all Claims that you may have or may have had but for this release arising from or in connection with this application and/or undertaking the AUSTSWIM Course; and
- Release and indemnify AUSTSWIM against any Claim which may be made by you or on your behalf for or in respect of or arising out of your death whether caused by the negligence or breach of contract by AUSTSWIM or in any other manner whatsoever; and
- Indemnify and will keep indemnified and hold harmless AUSTSWIM to the extent permitted by law in respect of any Claim by any person:
  - Arising as a result of or in connection with you undertaking the AUSTSWIM Course; and
  - Against AUSTSWIM in respect of any injury, loss or damage arising out of or in connection with your failure to comply with the rules or directions of AUSTSWIM (or any authorised person), save that the above releases and indemnities shall not apply to the extent that the loss, damage or injury that is the subject of the Claim is caused or contributed to by the grossly negligent act or omission of AUSTSWIM.

6 **INSURANCE** – You acknowledge and agree that AUSTSWIM has arranged some limited insurance coverage which may provide you with some protection for loss, damage or injury that you may cause during your participation in the AUSTSWIM Course. However, you acknowledge and agree that the insurance taken out by AUSTSWIM may not provide full indemnity for loss, damage or injury that you may cause during your participation in the AUSTSWIM Course, and that you may have to pay the excess if a Claim is made on your behalf. You further acknowledge and agree that AUSTSWIM does not provide any insurance in relation to loss, damage or injury that you suffer during your participation in the AUSTSWIM Course. You agree that your own insurance arrangements are ultimately your responsibility and you will arrange any additional coverage at your expense after taking into account AUSTSWIM's insurance arrangements and your own circumstances.

7 **DISCLOSURE OF MEDICAL CONDITIONS** – You warrant that prior to participating in the AUSTSWIM Course you:

- Are and must continue to be medically and physically fit and able to undertake and participate in the AUSTSWIM Course;
- Are not a danger to yourself or to the health and safety of others; and
- Are not presently receiving treatment for any condition, illness, disorder or injury which would render it unsafe for you to take part in the AUSTSWIM Course.

8 You acknowledge that you must, and you agree that you will, disclose any pre-existing medical or other condition that may affect the risk that either you or any other person will suffer injury, loss or damage. You acknowledge that AUSTSWIM relies on information provided by you and that all such information is accurate and complete. You agree to report any accidents, injuries, loss or damage you suffer during the AUSTSWIM Course to AUSTSWIM before you leave any relevant venue. You consent to receiving any medical treatment that the AUSTSWIM Course organisers or their authorised representatives consider necessary or desirable during or after the AUSTSWIM Course and agree to reimburse AUSTSWIM for any costs or expenses incurred in providing such medical treatment.

9 **BAR TO PROCEEDINGS** – AUSTSWIM may plead this contract as a bar to proceedings now or in the future commenced by or on behalf of you or by any person claiming through you. Where you seek to commence proceedings against AUSTSWIM, you:

- Will commence those proceedings in the courts of the jurisdiction in which any incident occurs;
- Waive any right to object to the exercise of such jurisdiction;
- Will, where you seek to commence proceedings in another jurisdiction from where any

incident occurs, consent (if required by AUSTSWIM) to move those proceedings to the jurisdiction in which any incident occurs including consenting to any application made by AUSTSWIM to remove the proceedings to the jurisdiction in which any incident occurs;

- Will pay the costs of any application made by AUSTSWIM under paragraph 9(c) and will consent to any application for security of costs made at any time by AUSTSWIM; and
- Consent to paying AUSTSWIM's legal defence costs of the proceedings (on a solicitor client basis) where AUSTSWIM successfully defends the proceedings.

10 **GOVERNING LAW** – The governing law of this agreement is the law of the state of Victoria ('Jurisdiction'). You irrevocably and unconditionally consent and submit to the Jurisdiction of the courts of the Jurisdiction in which any incident occurs and waive any right to object to the exercise of such Jurisdiction.

11 **PREVAILING CONDITIONS** – You acknowledge and agree that:

- Swimming and the teaching of swimming (and related water safety and aquatic skills) can and will be affected by the weather which may change without warning; and
- There is often an element of the "luck of the prevailing conditions" when undertaking the certain elements of the AUSTSWIM Course over which AUSTSWIM has no control.

12 **USE OF IMAGE** – You acknowledge and consent to photographs and electronic images being taken of you during the AUSTSWIM Course. You acknowledge and agree that such photographs and electronic images are owned by AUSTSWIM and AUSTSWIM may use the photographs for promotional or other purposes without your further consent being necessary. Advise an AUSTSWIM representative if you do not agree to any such images being taken.

13 **PRIVACY** – Under the Data Provision Requirements 2012, AUSTSWIM 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), may be used or disclosed by AUSTSWIM for statistical, administrative, regulatory and research purposes. AUSTSWIM may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)). You understand that the personal information you have provided in this application is necessary for the conduct and management of the AUSTSWIM Course and that it is collected in accordance with AUSTSWIM privacy policy available on [www.austswim.com.au](http://www.austswim.com.au).

You acknowledge that AUSTSWIM may use or disclose your personal information for the purposes of conducting and administering the AUSTSWIM Course or promotional material or otherwise in accordance with AUSTSWIM's Privacy Policy. AUSTSWIM may share your information with third parties such as: affiliates; AUSTSWIM Course providers; companies engaged by AUSTSWIM to carry out functions and activities on AUSTSWIM's behalf including direct marketing; and AUSTSWIM's professional advisers, including its accountants, auditors and lawyers and insurers; and government departments or agencies; however your information is not generally disclosed to anyone outside Australia. You understand that AUSTSWIM's Privacy Policy contains information about how you may access and request correction of your personal information held by AUSTSWIM or make a complaint about the handling of your personal information, and provides information about how a complaint will be dealt with by AUSTSWIM. You acknowledge that your AUSTSWIM Course application may be rejected if the information is not provided. If you do not wish to receive promotional material from AUSTSWIM's sponsors and third parties you must advise AUSTSWIM in writing or via the opt-out procedures provided in the relevant communication.

AUSTSWIM may collect information about race or ethnic origin and use or disclose such information to government departments or agencies (including those that have provided or will provide funding to AUSTSWIM) for statistical purposes about the demographics of participants in AUSTSWIM Courses. You are not required to provide this information and if you do not do so, your participation in an AUSTSWIM Course will not be affected.

14 **ENTIRE AGREEMENT** – This agreement (and the documents to which it refers) constitutes the entire agreement between the parties in respect to the AUSTSWIM Course and supersedes all other agreements, understandings and representations and negotiations with AUSTSWIM in relation to the AUSTSWIM Course. To the extent that any clause of this agreement is void or unenforceable it is severable and does not affect the remaining provisions of the agreement.

15 **STATEMENT OF UNDERSTANDING** – I have read, understood, acknowledge and agree to the above including the warning, assumption of risk, release and indemnity. 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. I understand and fully agree to all the training, assessments and additional requirements of the AUSTSWIM course as stated on the website. By enrolling in this course, I acknowledge that I am an Australian resident and do not hold a student visa. I have read, or have had read to me the above conditions and having understood the same, consent to undertaking the AUSTSWIM Course and doing so on the basis set out in the Terms and Conditions.