

# Employee Course Enrolment Form

## SECTION 1 – ENROLMENT DETAILS

### Certificate III in FINANCIAL SERVICES (FNS30110)

I will be undertaking my Course as:

- A New Entrant Trainee
- An Existing Worker Trainee
- A Fee Paying Student

I will be undertaking my Assignments:

- HARD COPY
- ONLINE (IFS will supply you with Sign-in access)

Have you ever been enrolled in an IFS Course before?  YES  NO If YES, what year? \_\_\_\_\_

## SECTION 2 – ADMINISTRATIVE INFORMATION

SURNAME:  SEX:  Male  Female

GIVEN NAMES:  DATE OF BIRTH:  /  /   
Day Month Year

BRANCH/DEPARTMENT:

EMPLOYER:

MAILING ADDRESS  
(Business Address is preferred for ease of delivery due to size of course materials.)

Postcode:

BUSINESS No: Tel  ( ) Fax  ( )

HOME ADDRESS:   
 Postcode:

PRIVATE No: Tel  ( ) Mobile

EMAIL:

## SECTION 3 – EDUCATIONAL BACKGROUND

What is your highest COMPLETED school level? (Tick ONE box)

- Year 12  
 Year 11  
 Year 10  
 Year 9 or Lower

How would you rate your proficiency in spoken English?

- Very Well  
 Well  
 OK  
 Not At All

How would you describe your labour force status?

- Full time  
 Part time  
 Casual  
 Unemployed

### Note for ALL Trainees:

Trainees must be registered with an Australian Apprenticeship Centre (AAC) before they complete this Form. The IFS can recommend an AAC in your area.

In which year did you complete that school level?

What is the postcode of the suburb or town in which you usually live?

Yes No

Since leaving school, have you COMPLETED a course of study?

- Yes  No

If YES, which course & what level?

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Were you born in Australia?

- Yes  No

If NO, in which country were you born?

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Do you speak a language OTHER THAN ENGLISH?

- Yes  No

If YES, please specify the language spoken.

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Are you of Aboriginal or Torres Strait Islander origin?

- Yes  No

If YES, please specify which origin.

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Why are you undertaking this course of study?

- 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  
 To get a better job or promotion  Other reasons

Do you have a disability?

- Hearing/Deaf  Vision  
 Physical  Medical Condition  
 Intellectual  Learning  
 Mental Illness  Other  
 Acquired Brain Impairment

NB: Answers to the above questions will ONLY be forwarded to State Training Authorities for statistical purposes.

## SECTION 4 – FINANCE/BUSINESS EXPERIENCE

Please supply details of your finance industry/business experience (if applicable):

Employer	Job Title	Years of Service





## Enrolment Information Sheet

### FEE FOR SERVICE ENROLMENT INFORMATION

#### Course Enrolment - Fees, Payments and Refund Policy

1. Course fees are payable when you submit your Enrolment Form, prior to commencement of training. A payment plan may be available to approved applicants on request.
2. The course is deemed to have commenced the day you receive your course material in the mail.
3. Certificates, Diplomas, Competency Transcripts, Module Transcripts and Statements of Attainment are issued to students who are assessed as competent. The cost for all certificates is included in the course fee.
4. Fees are non-refundable, but can be held over for up to 12 months, in certain circumstances.
5. Refunds will only be made in the following circumstances:
  - A student withdraws before they receive their course material.
  - In the opinion of the IFS, the student would be unreasonably disadvantaged if not granted a refund, eg a participant meets with a serious accident and is unable to continue with their course.

#### Privacy Policy

1. The IFS collects and stores your personal details. During training we record your progress. We use this information to measure your performance. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion surveys and internal management purposes.
2. WE DO NOT share, rent, or sell personal information you provide to us. The confidentiality of the information we collect from you is protected under the NSW Privacy Act.

#### Assessment – Appeals, Complaints and Grievances Policy

The IFS recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Tell us if you are dissatisfied or have any concerns about our course materials, services, processes or policies.
2. Tell us if you think you have been treated unfairly or unjustly.
3. We will discuss the matter with you and try to resolve the problem.
4. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
5. If a satisfactory solution cannot be reached by all parties you have the right to seek representation and appeal under the relevant State or Federal Law.

#### Language, Literacy & Numeracy Policy

To successfully complete your training you must be able to count, check and accurately record, read, interpret, measure and calculate. The IFS may refer you to literacy and numeracy training in areas identified as necessary, to ensure that you meet the standards of the qualification you are undertaking.

#### Access and Equity Policy

The IFS is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

In the event of a situation that is considered by clients to be in violation of Access & Equity Policy, students and clients are required to report the situation to the IFS Chief Executive.

#### Welfare & Guidance Service

Student can contact the IFS by telephone (02 9283 5999), fax (02 9283 5993) or by email ([IFSoffice@ifs-inc.com.au](mailto:IFSoffice@ifs-inc.com.au)) for assistance.

If their enquiry cannot be answered and dealt with by the administrative staff, they will be given the mobile number and/or email of the appropriate tutor. If the tutor is not immediately available he/she will return your call within 24 hours of you contacting them.

If students require more time to complete their course, due to work commitments or personal circumstances, they can call the IFS and we will review their timetable.

#### Legislative Compliance

The IFS management and staff conduct periodic reviews to ensure that it is compliant with all State and Federal legislative requirements for RTOs including, but not limited to, OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation.

#### RPL (Recognition of Prior Learning)

The IFS recognises qualifications and statements of attainment issued by any other RTO. Where sufficient documentation is provided to the IFS we will provide credit transfer/s to enrolling students. The IFS recognises all current competencies held by students if they can provide proof of how, where and when these competencies were achieved.