

PRACTICE MANAGEMENT

CERTIFICATE IV IN BUSINESS (BSB 40215)

ENROLMENT FORM

PLEASE COMPLETE SCAN AND EMAIL TO: LEARN@MENTOR.EDU.AU

Your Details

Mr Mrs Ms Miss / /

Title D.O.B

Surname First name

Address

Postcode

Phone (w) Phone (m)

Email Work Email Personal

Company Position/role

Dealer group Association membership

Practice Management (GST Exempt)

<input type="checkbox"/> Certificate IV in Business	online education \$2,490	Webinar Tutorial \$2,990	In-house Workshop \$3,990
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Note: In-house workshops are only run for groups of eight or more students.

Payment

\$ Visa Mastercard Cardholder's name

Please Debit

Card number

Cardholder's signature Expiry

A Bank Transfer has been made to:
Acc Name: Mentor Education
Bank: Commonwealth Bank
BSB Number: 063-162
Acc Number: 10572497

Cheque payable to
Mentor Education is enclosed

Identification Verification

Please scan and email, to learn@mentor.edu.au or fax to 03 9614 1877 with your completed Enrolment Form, a CERTIFIED copy of one of the following forms of identification:

Passport Current Drivers Licence
 Birth Certificate Proof of Age Card

Education

What is your highest COMPLETED school level? (Tick only one)

Year 12 Year 11 Year 10 Year 9 or lower

Since leaving school, have you FULLY COMPLETED any qualifications? YES NO

(please tick appropriate qual below PLUS include a copy of the qual cert and the qual statement containing the names and codes of the course content with the rego form)

Bachelor Degree or Higher Education Certificate III (or Trade Certificate)
 Advanced Diploma or Associate Degree Certificate II
 Diploma (or Associate Certificate / Technician) Certificate I
 Certificate IV (or Advanced Certificate / Technician)
 Other _____

Have you attempted any prior Traineeships or Apprenticeships? YES NO

If Yes, Name of Traineeship/Apprenticeship _____ Mth/Yr Started
____/____ Mth/Yr Finished ____/____ State Undertaken Within _____

Are you currently undertaking any other study? YES NO

If Yes, what is the name of the qualification you are studying? YES NO

If you are Victorian, under 25 years of age and have never attended a school, TAFE or other training provider in Victoria, what is your VSN? _____

Employment

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

Full-time employee Employed – unpaid worker in a family business
 Part-time employee Unemployed – seeking full-time work (Job Seeker)
 Casual/temp employee Unemployed – seeking part-time work (Job Seeker)
 Employer Self employed – not employing others
 Not employed – not seeking employment
 Director of a Company _____ (Company Name)
 Employment Start Date ____/____/____ IF P/time: Av Hrs per Wk _____

Background

Country of Birth? Australia Other
Are you? Aboriginal Neither Torres Strait Islander
Language spoken at home? English Other
I speak english... Very well Well
 Not Well Not at All

Study Goals

- To get a job For personal interest To get a better job / promotion
 To develop my business For Self Development It was a requirement of my job
 To try for a different career Other I needed extra skills for my job

Disability

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

- Yes No

If Yes, please tick (you may select more than one):

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

Do you require special assistance because of the disability? YES NO

QUALIFICATION UPDATE

Mentor Education will always endeavour to train students in the most current qualification unless a transition to a newer qualification disadvantages the student. You will be enrolled in the qualification appropriate at the time of enrolment.

Privacy

All student information will be kept strictly confidential and will not be released to anyone other than the student or his/her sponsoring organisation, without the student's express permission.

I understand that Mentor Education (A&NZ) is a Registered Training Organisation [RTO 21683] registered with the Australian Skills Quality Authority [ASQA] and is required to comply with the Privacy Act 1988 and the regulatory guidelines as determined by ASQA in compliance with the National Vocational and Training Regulation Act 2011.

I understand that from time to time Mentor Education is required to provide student and training activity data or reports in accordance with regulatory guidelines, as instructed by its governing registering body or government authority or in compliance with the terms and conditions of contracts for government funded training.

I understand that Mentor Education, the government or relevant authority may use this information to assist in planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Mentor Education, the government or relevant authority may also disclose information to its consultants, advisers, various government agencies, media partners, education partners, professional bodies and/or other organisations. In some instances our education partners will contact you directly to assist with you learning or suggest other tools that can help with your professional and career development.

Verifying Your Past Qualifications

If you wish to claim National Recognition or Recognition of Prior Learning (RPL) for courses you have previously completed, please sign consent below:

I authorise Mentor Education, to collect use, disclose and store personal information about me for the purposes of enrolment and verifying my qualifications.

Additionally, I allow third parties holding personal information to disclose same to Mentor

I agree not to assert any claims or cause of action of any kind against Mentor Education, its agents, clients, employees, and the individuals contacted by Mentor Education arising out of their qualification verification enquiry.

I certify that all my qualifications are true and correct.

Signature

Date

Fees and Refunds

Fees and refunds are detailed in Mentor Education's Policies (please visit - www.Mentor.edu.au)

The following is a summary of key points for courses undertaken via Hard Copy or eLearning delivery:

- Learners have two attempts to complete multiple-choice assessments. Third attempt available at a fee of \$95.
- An extension of time is available at a fee of \$145.
- If a learner re-enrols in a course that has lapsed, the learner will receive a 20% discount off the recommended retail price published on the Mentor Education website.
- Re-marking of the Statement of Advice (SoA) will attract a \$195 fee for each submission.
- Re-issue of a certificate (partial or full completion) will attract a \$50 fee for each.
- Re-Issue of manuals will attract a \$75 fee for each manual. This fee includes postage costs within Australia.

Refunds will not be applicable in instances where materials have been distributed or where external provider fees are due. A refund of course fees may be made when Mentor Education is unable to proceed with the scheduled training.

For further information refer to the Student Information Guide (www.mentor.edu.au).

Declarations

I declare that to the best of my knowledge all the information supplied on, and with this enrolment form is true and complete, I agree to abide by the conditions described in the Student Information Guide and in the terms and conditions contained therein.

I consent to:

- The disclosure of personal information as described in the privacy statement.
- Mentor Education emailing me information in relation to its products and services.
- Mentor Education providing information to media, education, career and industry association partners for the purpose of providing you with industry eNewsletters, industry association membership, assist with you learning or suggest other tools that can help with your professional and carer development.
- Mentor Education using my course feedback and any content collected during my studies in marketing and course content.

Signature

Date

WHEN COMPLETE

(this page and overleaf)

EMAIL
learn@mentor.edu.au

POST
with your cheque to:
Mentor Education
1a Scotia Grove
South Yarra Vic 3141

FAX
INT: +61 3 9614 1877