

Course Enrolment Form

COURSE		
10793NAT Course in Community Justice Services (Commissioner for Declarations) Units to be completed: • QCJWIT001: Witness or certify documents	PLEASE COMPLETE AND RETURN TO: admin@anrantraining.com.au	
ENTITY DETAILS (if applicable)		
Do you require a tax invoice? Yes <input type="checkbox"/> No <input type="checkbox"/> (if No, proceed to the next section)		
To whom should the invoice be addressed? To me <input type="checkbox"/> (proceed to the next section) To my employer / business <input type="checkbox"/> (please provide your entity details below)		
Business Name: _____ Billing Contact: _____ Postal Address: _____		
PERSONAL DETAILS	SCHOOLING	
1 Family Name: Given Names: Email Address: _____ Mobile (optional): _____	12 What is your highest COMPLETED school level? Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school <input type="checkbox"/> - (Go to Question 14)	
2 Date of Birth (dd/mm/yy)	13 In which year did you complete that school level?	
3 Sex: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	14 Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4 Usual Address - (include suburb, state and postcode)	PREVIOUS QUALIFICATIONS ACHIEVED	
5 Postal Address- (include suburb, state and postcode)	15 Have you successfully completed any of the qualifications listed in Question 16? Yes <input type="checkbox"/> No <input type="checkbox"/> (No - Go to Question 17)	
LANGUAGE AND CULTURAL DIVERSITY		
6 Country of Birth: Australia - (please tick) <input type="checkbox"/> Other - (please specify) _____	16 If YES , then tick any applicable boxes: Cert I <input type="checkbox"/> Cert II <input type="checkbox"/> Cert III (or Trade Cert) <input type="checkbox"/> Cert IV (or Advanced Certificate/Technician) <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificates other than the above <input type="checkbox"/>	
7 Do you speak a language other than English at home? No, English only <input type="checkbox"/> (No – go to Question 9) Yes, other - Please specify) _____	EMPLOYMENT	
8 How well do you speak English? Very well <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Not at all <input type="checkbox"/>	17 Of the following categories, which BEST describes your current employment status? (Tick ONE box only) Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment <input type="checkbox"/>	
9 Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>	STUDY REASON	
MEDICAL CONDITIONS / DISABILITY		
10 Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> (No - Go to Question 12)	18 Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only) To get a job <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To develop my existing business <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community / voluntary work <input type="checkbox"/> Other reasons <input type="checkbox"/>	
11 If YES , then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.) Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other <input type="checkbox"/>		



Course Enrolment Form

Terms and Conditions of Course Enrolment

Enrolment

Your commencement in the course is dependent upon:

- Entry requirements being met (see course brochure)
- Availability of places in the course

IMPORTANT: Should you wish to become a qualified Commissioner for Declarations after completing this course, please confirm your eligibility by visiting the [Queensland Government website on 'How to become a JP or Cdec'](#) or by contacting the Justice of the Peace Branch on 1300 301 147.

A notification of your course enrolment will be emailed to you with an information pack. This information will include:

- Course login details
- Tax invoice if requested.

Course Tuition Fee and Payment Terms

- The standard CDec Course Fee is \$200 comprised of:
 - Enrolment Fee \$50
 - Course Fee \$150
- Full payment is required prior to course commencement.
- Should ANRAN agree to accept partial payment at the time of enrolment, the remaining balance must be paid within one month of enrolment or prior to course completion, whichever is sooner.
- Enrolment fee is Non-refundable.

Payment methods

- Course fees are payable by electronic funds transfer / direct debit
- After submission of this enrolment form to our email address ANRAN will provide payment details
- An invoice will be issued upon request.

Fees Paid in Advance

ANRAN will only enrol students who have paid the required fees in advance. ANRAN will only accept a maximum of \$1500.00 student fees in advance of course commencement. Following course commencement, fees required to be paid will not exceed \$1500.00 for any part of course that is yet to be delivered.

Course Duration

The course required approximately 24 hours of dedicated study to complete. Students have up to 2 months to finalise their assessment but may study at their own pace and submit their assessment at any time during the 2 months.

Students may request an extension of time in writing if unable to complete the course within the specified period due to illness or extenuating circumstances. ANRAN will consider all reasonable requests for extension.

Student Resources

To be eligible to undertake this course students must have:

- A computer with internet access
- Microsoft Word and Adobe Acrobat Reader or equivalent
- A scanner, a printer and an email account.

Students receive electronic copies of course materials and the assessment book. To keep course costs at a minimum, students do not receive a hard copy of student materials or Statement of Attainment, however both may be printed by the student.

Graduating Students will receive a protected electronic copy of their Statement of Attainment. This PDF can then be immediately uploaded to the Department of Justice and Attorney General's online application to become a Qld Commissioner for Declarations.

Course Cancellations / Refunds

ANRAN will not refund fees paid in advance unless training cancellation INCLUDES more than 14 days' notice in writing.

The following percentage of refund will apply to all training cancellations:

- Where 20% or less of the course has been provided to the student a 100% refund less \$50.00 admin fee will apply.
- Where less than 50% of the course has been provided to the student a 50% refund less \$50.00 admin fee will apply.
- Where 50% or more of the course has been provided to the student no refund will apply.

Complaints Handling Procedure

The complaints and appeals policy of ANRAN enables students to address their complaints and appeals to ANRAN Management and have them dealt with in a constructive and timely manner. Should you have a complaint or an appeal you will need to submit the complaint or appeal to ANRAN Management. For further details, please see our Complaints and Appeals Policy link on our website.

If after this process students feel that their complaint has not been adequately dealt with, they may make a complaint to ASQA at: <https://www.asqa.gov.au/complaints>

Course Payment and Service Quality Commitment

Once the student has signed this Course Enrolment Form the student agrees to pay the course fee of \$200 plus any additional service selected. Anran training is responsible for the quality of the training and assessment in compliance with the Standards for RTOs 2015, and for the issuance of the AQF certification documentation.

Once the student has commenced the assessment in their chosen Unit of Competency, Anran is committed to delivering the assessment within the agreed duration and providing appropriate support during the assessment process.

Privacy Notice

Under the Data Provision Requirements 2012, ANRAN 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 ANRAN for statistical, administrative, regulatory and research purposes. ANRAN 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 <https://ncver.edu.au/>).

Declaration

- I declare that the information I have provided is true and correct.
- I understand that the information on this form may be made available to Australian Government Agencies (see Privacy Notice)
- I understand that should I wish to become a Commissioner for Declarations after completing this course, it is my responsibility to confirm my eligibility prior to commencing the course (see Enrolment section)
- I understand that it is my responsibility to submit the assessment to ANRAN within agreed timeframes

Please sign in acceptance of these terms and conditions

Signature _____ Date _____

Please return this completed form to:
admin@anrantraining.com.au