

ENROLMENT FORM



Personal Details

Please print clearly as details will be used for producing certificates

Family Name	<input type="text"/>	Given Name	<input type="text"/>
Date of Birth	<input type="text"/>	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Victorian Student Number	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Mobile	<input type="text"/>	Home	<input type="text"/>
Email	<input type="text"/>		
Organisation	<input type="text"/>		
Course	<input type="text"/>		

Cultural Diversity

Are you of Aboriginal or Torres Strait origin?

No
 Aboriginal
 Torres Strait Islander

Study Reason

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirements 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"/> Other reason

Have you been enrolled in a KMR Safety First course before? Yes No

If YES, have your details changed? Yes No

PLEASE ADVISE YOUR TRAINER IF YOU HAVE A LATEX ALLERGY

KMR Safety First uses Latex CPR mannequins and all participants must advise the trainer of any allergies prior to the commencement of CPR.

Participant Signature: Date:

Please sign and date your Enrolment Form as acknowledgement that you have read and understood the information on the reverse of this document and if required, questions were answered to your satisfaction. Complete policy details are available at www.safetyfirst.com.au

Please exclude me from receiving the KMR Safety First newsletter

PARTICIPANT DISCLOSURE

Privacy

KMR Safety First complies with the Privacy Act and National Privacy Principles 2001, which provides guidance on the collection, storage, use and disclosure of personal information. No other parties will share your personal information, unless they have a legal right to the information or a right to the material as required under the standards of the Australian Quality Training Framework. Student records are strictly confidential and will only be made available to the student upon written request.

Fees and Cancellations

Individual student bookings will only be confirmed on receipt of full fee payment. Individual cancellations can be made up to forty eight hours prior to course commencement at no charge; fees paid in advance can be refunded or transferred to a new booking. Where a cancellation is made less than forty eight hours prior a cancellation fee of 50% of the course fee may be charged. Course fees are payable via cash, cheque, credit card, PayPal and via direct deposit. If payment has not been made at time of booking full payment must be made at time of course.

Group bookings will only be confirmed on receipt of fee payment or receipt of a purchase order number. Group cancellations can be made up to seventy two hours prior to course commencement at no charge; fees paid in advance can be refunded or transferred to a new booking. Where a cancellation is made less than seventy two hours prior, a cancellation fee of \$10.00 per participant may be charged. Course fees are payable via cash, cheque, credit card, PayPal and via direct deposit, if payment has not been made at time of booking full payment must be made within 14 days of invoice, minimum numbers of 8 apply.

KMR Safety First reserves the right to withhold statements until the full payment of all related course fees.

KMR Safety First reserves the right to cancel or reschedule a course in the event that minimum participant numbers are not met. KMR will contact all scheduled participants at least twenty four hours prior to the course commencing to notify of any changes to scheduling. All course fees paid in advance will be transferred or refunded.

Refunds

No refund is available where participants leave prior to completing the course without an adequate reason. However, special consideration can be made for exceptional circumstances, and can be discussed with KMR Safety First directly. KMR Safety First will not hold course fees prior to any commencement of training.

Nationally Recognised Training

KMR Safety First will acknowledge nationally recognised training qualifications granted to participants through competencies gained in courses or training packages with other Registered Training Organisation. Participants must provide a certified copy of their certificate prior to course commencement for verification by the Training Manager. All provided documentation will be retained in the Course File.

All KMR Safety First accredited courses are national recognised by all registered training organisations.

Assessment and Qualifications

The assessment process for all training courses will include all or some of the following: trainer observation, written responses, case study, verbal response and general participation. Statement of attainment will be issued for all completed accredited courses. Participation awards will be issued for all attendance of non accredited courses. Complete training and Assessment Strategies are available at www.safetyfirst.com.au

Statement of Attainment reprints will incur a fee of \$10.00, unless the result of a KMR error or a PEF emailed at no charge.

Recognition of Prior Learning

Recognition of Prior Learning and Current Competencies (RPL/RCC) acknowledges the full range of an individual's skills and knowledge, including competencies gained through formal study, work experience, employment and other life experiences. All participants can apply for RPL/RCC prior to enrolment by means of written documentation.

Credit Transfer

Participants wishing to apply for credit transfers must be referred to the KMR Safety First Director. Participants must provide a certified copy of their certificate prior to course commencement for verification. All associated training requirements and fees will be discussed and agreed upon by the participant and the Director.

Access and Equity

Participants can expect our staff to treat all people in a fair, respectful and non-discriminatory manner and at all times be professional in performing their duties. At KMR Safety First we believe that the learning environment should be comfortable for all staff and participants and free from any form of harassment or discrimination. We value diversity, respect, cooperation and safety, and are committed to equality.

Participant Code of Conduct and Welfare

Participants are to advise KMR Safety First of any potential barriers to their learning prior to the commencement of training (e.g. any language, literacy or numeracy barriers, disabilities or physical conditions). KMR Safety First will make every effort possible (within reason) to accommodate the special needs of potential participants.

Our participants are expected to behave in a socially responsible manner and to treat other participants and trainers in a considerate and courteous way. Participants must not act in a way that interferes directly or indirectly with the learning of others, or that hinders trainers from carrying out their duties. It is expected that all participants will treat our equipment and resources with care and respect at all times. It is also expected that participants will adhere to instructions given by our staff in order to maintain equipment and safety in accordance with regulations.

Plagiarism or cheating of any kind will not be tolerated. If, at any time, KMR Safety First suspects any such activity has occurred, we may investigate and act accordingly with any alleged parties involved. If it is found that plagiarism or cheating has occurred reasonable action may be taken, such as revoking certification, disqualifying competence and/or withdrawal from training. Where a participant is assessed as not yet competent at that completion of a course, re-assessment must be completed within 30 days of the first training attendance and participants are encouraged to attend as frequently as required.

Safety and Security

KMR Safety Firsts hold the wellbeing of its participants in high regards and will make every possible effort to ensure safety and security at all times, participants are encouraged to approach trainers at any time throughout a course if they feel their safety or security is in question. Emergency services such as Police and Ambulance will be first point of contact in any situation that is deemed to be an emergency by KMR Safety First trainers, all associated costs will be the responsibility of the client. Please advise your trainer if you have a Latex allergy.

Code Red Emergency Closures

KMR Safety First frequently operated in and around schools and services that have been identified as being at high fire risk and are listed on the departments Bushfire at Risk Register, where a Code Red Day has been declared all procedures as documented by the education department will be followed as detailed at www.education.vic.gov.au.

Complaints and Appeals

Complaints and appeals may occasionally arise, despite KMR's efforts to provide satisfactory services to all associated parties and stakeholders. Participants, clients and stakeholders are permitted the opportunity to have any substantiated complaint or appeal resolved in accordance with the complainant's wishes with an outcome that satisfies all parties involved. KMR will attempt to resolve all complaint and appeals within 10 days.

To make a complaint or appeal please see your trainer; contact the KMR Safety First office on 03 9718 1733 or www.safetyfirst.com.au

Unsatisfied complainants can be referred to the Victorian Registration and Qualifications Authority (VRQA) via <http://www.vrqa.vic.gov.au/complaints/default.htm>

Additional Support

KMR Safety First Trainers and staff are available for additional support outside of course contact hours. If you would like to discuss any of the above information please see your trainer; contact the KMR Safety First office on 03 9718 1733 or www.safetyfirst.com.au

Complete policy details are available at www.safetyfirst.com.au or by contacting the office on (03)97181733.

Please sign and date your enrolment form to acknowledge that you have read and understood the above information and if required, questions were answered to your satisfaction.