

**TRAINING ENROLMENT FORM - CAREER BOSS**  
**(FEE PAYING STUDENTS)**

**INSTRUCTIONS:**

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for database and tracking purposes and assists in ongoing qualification issuance as required.

All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to inform future federal funding in Vocational Training.

**1 PERSONAL DETAILS**

Title: *(Please tick)*      Mr       Mrs       Miss       Ms       Dr       Other

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: \_\_\_\_\_

Emergency / Next of Kin Contact Details: Name \_\_\_\_\_ Phone: \_\_\_\_\_

**2 COURSE DETAILS**

Name of course / qualification currently undertaking: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_

Training Agreement No. *(Applicable to Traineeships Only)* \_\_\_\_\_

**3 EMPLOYMENT DETAILS**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town / Suburb \_\_\_\_\_ Telephone: \_\_\_\_\_

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### 4 LANGUAGE AND CULTURAL DIVERSITY

Are you of aboriginal or Torres Strait Islander origin?

*(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)*

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes, Aboriginal
<input type="checkbox"/>	Yes, Torres Strait Islander

Were you born in Australia? \_\_\_\_\_ If not, please specify? \_\_\_\_\_

Do you speak a language other than English at home?

<input type="checkbox"/>	No, English only <i>(Go to disability section)</i>
<input type="checkbox"/>	Yes, other – please specify

How well do you speak English?     Very Well     Well     Not Well     Not at all

### 5 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? *(You may indicate more than one area)*

<input type="checkbox"/> No	<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Acquired Brain Impairment

### 6 EDUCATION

What is your highest completed school level?    In which year did you complete that school level   

<input type="checkbox"/> Completed year 12	<input type="checkbox"/> Completed year 11	<input type="checkbox"/> Completed year 10
<input type="checkbox"/> Completed year 9 or equivalent	<input type="checkbox"/> Completed year 8 or lower	<input type="checkbox"/> Did not go to school

Are you still attending secondary school?    Yes     No

Have you completed any of the following qualifications?

<input type="checkbox"/> Yes <i>(please tick ANY applicable boxes)</i>	<input type="checkbox"/> No <i>( Go to the Employment section)</i>
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificates other than the above

### 7 EMPLOYMENT

Of the following categories, which best describes your current employment status? *(Tick ONE box only)*

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment

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### 8 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)

<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 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	<input type="checkbox"/>	For self-development
<input type="checkbox"/>	Other reasons		

### 9 PAYMENT TERMS & CONDITIONS

Course fees include training materials, refreshments and lunch (for full day courses).

#### CANCELLATIONS AND TRANSFERS

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, a full refund will be made for cancellations received three weeks prior to the course. For cancellations 7 to 21 days prior to the course, there will be a \$100.00 cancellation fee. For Cancellations within one week or non-attendance at the course, there will be no refund. In the event of the cancellation of a course for any reason, Career BOSS' liability is limited to the return of the registration fee only.

#### PAYMENT DETAILS

To secure your place payment should be received at least five (5) working days prior to the day of the course. Late registration will be considered subject to availability. Payment may be made by cash, cheque or Electronic Funds Transfer prior to the commencement of the course. Cheques should be made payable to Career BOSS. Please ensure your cheque is accompanied with relevant course details.

#### EFT PAYMENT DETAILS

Bank: BankSA, Nuriootpa  
Account Name: Career BOSS  
BSB Number: 105 - 055  
Account Number: 037920040  
Please ensure your remittance is directed to training@careerboss.com.au or fax (08) 8562 3034.

#### PAYMENT BY CHEQUE

Make cheques payable to Career BOSS and crossed "Not Negotiable". Please make payment with this Enrolment Form. Payments should be forwarded to:  
Career BOSS, PO BOX 503 NURIOOTPA SA 5355

#### NOTIFICATION OF BOOKING

Notification of your booking will be sent on receipt of your Enrolment and payment. Career BOSS reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms.

#### YOUR PRIVACY

Career BOSS is committed to respecting and upholding the individual's rights to privacy protection. Individuals may access their personal information by contacting the Training Manager.

### 10 DECLARATION

I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on this forms are correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_