We recommend you undertake the following actions prior to enrolling

- Read the Student Handbook on our website www.fpaa.com.au for information regarding refunds and withdrawals, and penalty fees for late cancellations and no-shows for confirmed sessions, and re-assessment fees for those who require additional assessments to be undertaken.

- Contact an Australian Apprenticeship Centre to identify if you are eligible for government incentives (http://www.australianapprenticeships.gov.au)

- Ensure you have a workplace and mentor for self-study subjects, or call to discuss workshop options with our trainers.

- Contact us to discuss your training and assessment options and to confirm a place in a public assessment session in your state, or to make alternative arrangements.

- Contact the Executive Officer, Fire Protection Industry (ODS & SGG) Board to ascertain the correct licence class that you require on 03 8892 3131.

- We will collect and use the information provided on this enrolment form in accordance with the FPA Australia Privacy Policy. You can view this policy on our website.

FPA Australia Membership details

- Student name: ____________________________________________

- Please indicate if you are a member of FPA Australia.

- Write your membership number if known: _______________

- If you are a non-member, please indicate if you DO NOT want to receive other information from FPA Australia from time to time.
Student Declaration – For your enrolment to be valid please tick and sign the following

☐ I have read and understood the FPA Australia Student Handbook located on the FPA Australia website and, in particular I understand the information about penalty fees applicable to cancellations and ‘no-shows’. I also understand the information regarding refunds, withdrawals and re-assessment fees.

☐ I the individual/employer (circle one) hereby agree to pay all fees and charges applicable to and arising from this enrolment.

☐ I understand that FPA Australia may be legally obliged to release information regarding my enrolment to various Government Departments and other parties, and will do so when required.

☐ The statements that I have made in this enrolment form are true and correct.

☐ I was adequately informed of the requirements and expectations of the course prior to enrolment.

☐ (Not applicable for Private Workshops) I understand that training is delivered via self-study materials, and that I will need to study those materials and prepare before attending a Public Assessment Session. I also understand that I will only receive minimal instruction at a Public Assessment Session, prior to undertaking my theory and practical assessment.

Student must tick above and sign here:  

Employer to also sign if funding the enrolment:

For a Public Assessment Session please indicate preferred State:
## Enrolment data collection

All registered training organisations are required by law to collect the following information at enrolment.

### Language and cultural diversity

**Were you born in Australia? YES / NO** If no, please specify.

**Do you speak a language other than ENGLISH at home? NO / YES, If yes, please specify.**

**How well do you speak English? (Please select one response)**

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at all

**Are you of Aboriginal or Torres Strait Islander origin?**

- [ ] NO
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander
- [ ] Yes, both

### Disability

Do you consider yourself to have a disability, impairment or long term condition? YES/NO

If YES, please circle the area of disability, impairment or long-term condition *(select all applicable choices)*:

- [ ] Hearing/Deaf
- [ ] Physical
- [ ] Intellectual
- [ ] Learning
- [ ] Mental illness
- [ ] Vision
- [ ] Acquired brain impairment
- [ ] Medical condition
- [ ] Other

### Schooling

**What is your highest COMPLETED school level?**

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent
- [ ] Year 8 or below
- [ ] Never attended school

**In which YEAR did you complete that school level?**

**Are you still attending secondary school? YES / NO**

### Previous qualifications attained

Have you SUCCESSFULLY completed any of the following qualifications? *(If yes, select all applicable choices)*

- [ ] Bachelor degree or higher degree
- [ ] Advanced diploma or associate degree
- [ ] Diploma (or associate diploma)
- [ ] Certificate IV (or advanced certificate/technician)
- [ ] Certificate III (or trade certificate)
- [ ] Certificate II
- [ ] Certificate other than the choices provided
- [ ] Certificate I

### Employment

Of the following categories, which BEST describes your current employment status? *(select only ONE)*

- [ ] Full-time employee
- [ ] Part-time employee
- [ ] Self-employed – not employing others
- [ ] Employer
- [ ] Employed – unpaid worker in a family business
- [ ] Unemployed – seeking full-time work
- [ ] Unemployed – seeking part-time work
- [ ] Not employed – not seeking employment

### Study reason

Of the following categories, which BEST describes your main reason for undertaking this study *(select only ONE)*:

- [ ] To get a job
- [ ] To start my own business
- [ ] I wanted extra skills for my job
- [ ] Other reasons
- [ ] To develop my existing business
- [ ] To get a better job or promotion
- [ ] To get into another course of study
- [ ] For personal interest or self-development
- [ ] To try for a different career
- [ ] It was a requirement of my job
Fee calculations. These fees are GST free

Record the **Total Amount** for all subjects you have selected here. Discounts are available for FPA Australia members. See over page for details.

To assist with calculating membership discounts (page 5) record the **number of subjects** you have selected here.
Payment details

Payment for this enrolment will be made by (please indicate):

- Individual (We will send receipt to your postal address)
- Employer (Please provide details below)

Company:
Contact:
Address:
Suburb/city/town: State: Postcode:
Contact phone number:

Payment methods—Return this form with deposit payment to secure your enrolment

- Deposit cheque attached: Payable to FPA Australia

- EFT Payment: FPA Australia BSB: 033-083 Acct: 33-2932
  Please record either the word “Training” or our invoice number in the payment description of your transaction, and email us at training@fpaa.com.au to advise us of the payment, student name, receipt number and date.

- Proforma invoice/quote. This will be sent to the person responsible for payment as listed in the Payment details section above. Please note that the enrolment will not be processed, and learning materials will not be dispatched, until payment of the deposit is received by FPA Australia.

- Credit Card (circle type): Visa Amex MasterCard
  Card No: __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __  Exp Date: __ __ / __ __
  Name on card: Signature:


Membership discounts

<table>
<thead>
<tr>
<th>Membership</th>
<th>Amount per subject</th>
<th>Subjects</th>
<th>Discount</th>
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</tr>
<tr>
<td>Platinum</td>
<td>$35.00</td>
<td>______</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

Membership Vouchers & Other Discounts

Discount $ ______

Deposit $1000.00

Outstanding Balance $ ______

Payment of a $1000.00 deposit is required where fees amount to greater than this, to secure this enrolment and before learning materials are dispatched to the student. An invoice and a schedule for additional payments will be forwarded to you with the learning materials. All payments must be completed prior to assessment.

Record the Total Amount (previous page) minus the Discount here. This is the amount you will pay for enrolment and assessment of your selected subjects or qualification.