

PLEASE: 1) ENSURE ALL FIELDS ARE COMPLETED; 2) SUBMIT PHOTO ID WITH THIS FORM; 3) PAY DEPOSIT

GENERAL DETAILS

Surname:		Middle name:	
First name:		Title:	
Date of Birth:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Full Address:			
		State:	Postcode:
Postal - PO Box:	Postal - Suburb/Town:		
Postal - State:	Postal - Postcode:		
Country of Birth:			
Home Phone:		Mobile Phone:	
Work Phone:		Email:	

TRAINEESHIP DETAILS (if applicable).

Are you under a traineeship registered through an Australian Apprenticeship Centre? <input type="checkbox"/> Yes* <input type="checkbox"/> No			
<i>*If 'yes' please email the South Australian Apprenticeship and Traineeship Training Plan document to darren@retac.com.au for the Real Estate Training Academy to complete the appropriate Parts of this document.</i>			
Employer Legal name:			
Employer number of employees:		ABN:	
Street number and name:			
Suburb:		State and Postcode:	
Host Employer contact:			Phone:
Host Employer email:			

How were you referred to us:	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Website	<input type="checkbox"/> Google	<input type="checkbox"/> Employer
<input type="checkbox"/> Apprenticeship Centre (AAC)	<input type="checkbox"/> Facebook	<input type="checkbox"/> Other:		

EDUCATION INFORMATION

Are you currently at secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> Year 12 completed <input type="checkbox"/> Year 11 completed <input type="checkbox"/> Year 10 completed <input type="checkbox"/> Year 9 completed <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school YEAR you completed school? _____	
Have you successfully completed any of the following qualifications?	
<input type="checkbox"/> Yes - Bachelor Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above <input type="checkbox"/> No	

INDIVIDUAL NEEDS

Do you identify yourself as having a disability? (please tick)	
<input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other	
Please provide details of disability and learning supports you may require: (use separate sheet if required)	

Other Details

Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE box only)

No Yes, Aboriginal
 Yes, Torres Strait Islander Yes, Both Aboriginal & Torres Strait Islander

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

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 Unemployed - not seeking employment

What is the main language spoken at home:

How well do you speak English (Tick ONE box only)

Very well Well Not well Not at all

WELFARE INFORMATION

Emergency Contact Details

Full name:	Relationship:
Daytime Phone:	Mobile Phone:

Identification and Australian Residency

I am an Australian Citizen or Permanent Resident: Yes No

If 'No' please write your Visa Class/Subclass number:

Real Estate Training Academy requires 70 points of identification. Tick which photo ID you have provided:

Valid Passport Valid Driver's Licence (must have current address) Proof of Age Card
 Other photo I.D.:

TRAINING PLAN (please tick which is applicable)

Course/Program you are applying for:

CPP40307 Certificate IV in Property Services (Real Estate).
 CPP50307 Diploma of Property Services (Agency Management).
 Diploma upgrade from Certificate IV qualification.
 Residential Property Management (RPM) Program.
 I wish to apply for Recognition of Prior Learning (RPL).
 I only want to apply to complete the following units: (write below or attach separate sheet).

Preferred Study Option: (Tick ONE box only - note that Day and Night classes cannot be combined)

Distance learning only Day classes Night classes
 Blended 1: (Day classes and distance learning) Blended 2: (Night classes and distance learning)

Date ready to start: **Date must complete by:**

Of the following categories, which one best describes your main reason for undertaking this course?

To get a job To develop my existing business To start my own business
 To try for a different career To get a better job or promotion It was a requirement of my job
 I wanted extra skills for my job To get into another course of study
 For personal interest or self-development Other reason: _____

UNIQUE STUDENT IDENTIFIER (USI)

As of January 2015 if you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. For more information visit: <https://www.usi.gov.au/>

If you have a 10 digit USI please write it clearly:									
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If you do not have a USI would you like us to create a USI on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No If you ticked 'Yes' we will require the following information to enable us to create your USI for you:	
The town/city where you born in:	
What State or Territory issued your Driver's Licence?	
Your Driver's Licence Number:	
If you do not have a Driver's Licence, please provide a copy of any of the following Proof of ID options: <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Passport <input type="checkbox"/> Visa (with Non-Australian Passport) <input type="checkbox"/> ImmiCard <input type="checkbox"/> Full copy of Birth Certificate (Australian) <input type="checkbox"/> Certificate Of Registration By Descent <input type="checkbox"/> Citizenship Certificate	

PERSONAL STATEMENT

Why have you chosen this course or training program?
What are your future career goals?
Please disclose if you have individual needs we should be aware of, to enable us to better plan your training:

FEES AND PAYMENT TERMS

✓	COURSE/TRAINING PROGRAM	PAYMENT TERMS	
<input type="checkbox"/>	Certificate IV in Property Services (Real Estate):	Course fee: \$3,600. 1. \$800 deposit at enrolment. 2. \$1,400 30 days after enrolment. 3. \$1,400 60 days after enrolment.	Notes:
<input type="checkbox"/>	Diploma of Property Services (Agency Management):	Course fee: \$5,000 1. \$800 deposit at enrolment. 2. \$1,400 30 days after enrolment. 3. \$1,400 60 days after enrolment. 4. \$1,400 90 days after enrolment.	Notes:
<input type="checkbox"/>	Residential Property Management:	Training Program fee: \$750 payable at enrolment.	
<input type="checkbox"/>	Selection of units/RPL: Fee is based on the number of units selected in the training plan	Fee: _____	Payment Terms:
Who do we invoice for payments?		<input type="checkbox"/> Student <input type="checkbox"/> Employer <input type="checkbox"/> Other: _____	
Deposit must be paid at enrolment and can be made by: a) Direct credit to: BSB: 105-086. Account Name: Real Estate Training Academy. Account Number: 054 635 540. (Use your Surname as reference) b) Or by phoning us on 0413 925 880 for payment with a Visa, MasterCard or Amex card. c) Or you can visit our Walkerville office to settle your account by: Bankcard, Visa, MasterCard or Amex.			

APPLICANTS DECLARATION

- I certify that the information I have provided in this Student Enrolment Form is true and correct and understand that providing false or incomplete information may lead to my application being declined or enrolment cancelled.
- I have reviewed the **Learner Handbook** (www.retac.com.au) and:
 - a) I agree to adhere to the policies, procedures and processes of the Real Estate Training Academy; and
 - b) I agree that I have been informed about student rights and obligations.
- I have reviewed the **Schedule of Fees & Charges** (www.retac.com.au) & this forms 'Fees and Payment Terms' section and:
 - a) I agree that I have been informed of all course fees and other costs; and
 - b) I agree to pay the full fees applicable to the course/training program I am enrolling in; and
 - c) I agree to the payment terms applicable to the course/training program I am enrolling in; and
 - d) I agree to the Refund Policy.
- I understand that if I have no activity with my training for twelve months, I will forfeit all fees paid. If I apply to re-enrol I will need to pay the applicable fees.
- I understand that the Real Estate Training Academy is not obligated to keep my enrolment open beyond the advertised course/program duration period. Choosing to re-enrol after the course end date will incur fees.
- I understand that Real Estate Training Academy may withhold issuing grades or may withhold issuing Testamurs, records of results or academic transcripts or any training outcome document until all fees are paid.
- I have reviewed the course guide and course information for the course/training program I am enrolling in, and I understand and agree to the course content, structure, delivery methods and assessment methods.
- If I am under a traineeship I understand that the Real Estate Training Academy must receive and complete the appropriate documentation from an Australian Apprenticeships Centre before training can commence.
- I authorise Real Estate Training Academy to release information required by my employer (only applicable if I am under a traineeship or apprenticeship).
- I understand that the Real Estate Training Academy must release information required by Government authorities. Information is collected for the purpose of AVETMISS reporting, ASQA audit participation, USI obligations, for Government training subsidies and towards the monitoring of training outcomes.
- Real Estate Training Academy conducts promotions on its website, Facebook page and in brochures:
 - I do / do not consent to Real Estate Training Academy using my photograph or video footage for promotions.
 - I do / do not consent to Real Estate Training Academy using my testimonials for promotions.
- By completing, signing and lodging this form I agree and consent to all of the above terms and conditions.

Your Full name: _____

Your Signature: _____ Date: _____

SEND THIS COMPLETED AND SCANNED ENROLMENT FORM, A COPY OF PHOTO ID AND ANY SUPPORTING DOCUMENTS TO:
 Darren at darren@retac.com.au; or Post: PO Box 329, Glenside SA, 5065; or Deliver to Suite 30, The Watson, 33 Warwick St, Walkerville, SA 5081

OFFICE USE ONLY
Real Estate Training Academy representative to complete:

Processed by: _____

Date: _____

ENROLMENT	<input type="checkbox"/> APPROVED	/	<input type="checkbox"/> NOT APPROVED
NOTES:			