

DETAILS

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Title	Legal First Name*	Legal Middle Name
Legal Last Name	Other Known Name	
Single Name Only		
(Tick this box if you have one name only that cannot be written in the following format. Write your single name in the Legal Last Name section)		
Date of Birth	/ /	Gender Male Female Other
AUSTSWIM No.	Expiry Date	
Residential Address		
Suburb	State	P/C Country
Postal Address		
Suburb	State	P/C Country
Phone (hm)	Phone (wk)	Mobile
Email		

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, AUSTSWIM can be prevented from issuing you with a nationally recognised VET statement of attainment when you complete a nationally recognised course if you do not have a Unique Student Identifier (USI). In addition for all nationally recognised training we are required to include your USI in the data we submit to the National Centre for Vocational Education Research (NCVER). If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Enter your Unique Student identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>

Unique Student Identifier

I give AUSTSWIM staff permission to look up my existing USI should this be required as part of my enrolment process and to satisfy any VET reporting requirements, as necessary.

EMERGENCY CONTACT & MEDICAL DETAILS (MUST BE COMPLETED)

Person to contact in case of an emergency	Phone
The course involves activities in both deep and shallow water, which require a reasonable level of fitness. Are there any known reasons, illness, disability, impairment or otherwise which may impact, limit, influence or restrict your participation in the course / workshop? No Yes	
If YES, please specify	

COURSE SELECTION

Note: Candidates must be 16 years of age to attend course. Accreditation and Teacher Licence cannot be issued until candidates are 17 years old. The AUSTSWIM Teacher of Swimming and Water Safety™ accreditation is the pre requisite to all AUSTSWIM Extension courses. For full course information including units of competency, course requirements, industry experience and assessment requirements please refer to the website www.austswim.com.au. Course fees can vary, check the course calendar for current course prices oramsocb.austswim.com.au/coursefinder/.

Are you applying for credit transfer or recognition of prior learning (RPL)? Yes No

If you have selected yes for credit transfer or RPL, please see austswim.com.au/Training/RecognitionofPriorLearning for relevant enrolment information.

Course Name/Type	Course Code	Location	Date	Fee
				\$

LANGUAGE & CULTURAL DIVERSITY

- 1 In which country were you born? Australia Other – please specify
- 2 Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)
 No, English only Yes, other – please specify
- 3 How well do you speak English? Very well Well Not Well Not at all
- 4 Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)
 No Yes, Torres Strait Islander Yes, Aboriginal

DISABILITY

- 5 Do you consider yourself to have a disability, impairment or long-term condition? Yes No
- 6 If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list (You may indicate more than one area)
 Hearing/deaf Acquired brain impairment Physical Vision Intellectual Medical condition
 Learning Mental illness Other (please specify)

* Please refer to the Disability supplement on our website for an explanation of the above disabilities.

SCHOOLING

- 7 What is your highest COMPLETED school level? (Tick ONE box only)
 If you are currently enrolled in secondary education, the highest school level refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.
- Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent
 Year 9 or equivalent Year 8 or below Never attended school
- 8 Are you still enrolled in secondary or senior secondary education? Yes No

PREVIOUS QUALIFICATIONS ACHIEVED

- 9 Have you SUCCESSFULLY completed any of the following qualifications? Yes No
- 10 If YES, then tick ANY applicable boxes.
- 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 I Other Education (including certificates or overseas qualification not listed above)

EMPLOYMENT

- 11 Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
 For casual, seasonal, contract or shift work, use the number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).
- Full-time employee Employed – unpaid worker in a family business Part-time employee
 Unemployed – seeking full-time work Self employed – employing others Self employed – not employing others
 Unemployed – seeking part-time work Not employed – not seeking employment

STUDY REASON

- 12 Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)
- To get a job It was a requirement of my job To develop my existing business
 I wanted extra skills for my job To start my own business To get into another course of study
 To try for a different career For personal interest or self-development Other reasons
 To get a better job or promotion To get skills for community/voluntary work

GENERAL

13 How did you find out about the course?

AUSTSWIM Website

Non-AUSTSWIM Website

Pool

School / University

Radio Advert

Social Media

Sporting Club

Other (please specify)

PAYMENT DETAILS

Payment must accompany the registration form. Please make cheques payable to AUSTSWIM Ltd.

On completion, this is a Tax Invoice. Please retain a copy of your completed enrolment form for tax purposes.

Cheque/Money Order Attached

Visa

MasterCard

Card No. / /

Cardholder's Name Expiry Date /

Signature CVV number

Please invoice (purchase order must be attached) Organisation

Contact Name

Address

AUSTSWIM COURSES TERMS & CONDITIONS

All transfer, refund/cancellations requests are to be received by AUSTSWIM no less than 48 hours prior to the commencement of the course. If received after the course you may forfeit your enrolment fees.

TRANSFER REQUESTS

- Transfers will incur an administration fee of 10% of the enrolment fee
- Transfer requests must be received in writing by AUSTSWIM and must include the following:
 - Training course Transfer Form (available from www.austswim.com.au)
 - Receipt of payment/enrolment confirmation
 - If a medical certificate is provided, transfers will be arranged free of charge

REFUND /CANCELLATION REQUESTS

- Refunds/cancellations will incur an administration fee of 20% of the enrolment fee
- Refund/cancellation requests must be received in writing by AUSTSWIM and must include the following:
 - Training course Cancellation Form (available from austswim.com.au)
 - Receipt of payment/enrolment confirmation

CANCELLATIONS FOR MEDICAL REASONS

If a cancellation is made for medical reasons, prior to the commencement date of the course, a transfer to another course will be provided free of charge. To receive a refund due to illness / injury a medical certificate must be attached.

Note: In the event of the course being cancelled due to insufficient enrolments you will be offered a full refund or you may elect to transfer to another course. No administration fees will be charged. Non-attendance at a course, except for medical reasons, will result in the forfeit of the full enrolment fee.

CANDIDATE DECLARATION

I have read, understood, acknowledge and agree to the AUSTSWIM Course Terms & Conditions in this enrolment form and the information provided in Candidate Information Guide. I understand and agree to all the training and assessment requirements of the course including attendance, industry experience, demonstration of practical skills and/ or online assessments as stipulated under AUSTSWIM Courses on the AUSTSWIM website. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy notice as per the AUSTSWIM Course Terms & Conditions. I have read, or have had read to me the above conditions and having understood the same, consent to undertaking the AUSTSWIM Course and doing so on the basis set out in the Terms and Conditions outlined on page 4.

Name

Signature

Date

AUSTSWIM COURSE TERMS & CONDITIONS

THIS IS AN IMPORTANT DOCUMENT AND YOU SHOULD READ IT CAREFULLY BEFORE SIGNING IT. UPON SIGNING THIS FORM AND DECLARATION, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS.

In consideration of your application for enrolment in the AUSTSWIM Course being accepted you acknowledge and agree to the following terms and conditions:

1 DEFINITIONS – in these terms and conditions:

- "AUSTSWIM" means and includes AUSTSWIM Limited, its subsidiaries, members, and their respective directors, officers, members, servants or agents.
- "Claim" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising from or in connection with the AUSTSWIM Course, but does not include a claim by any person expressly entitled to make a claim under an AUSTSWIM insurance policy;
- "AUSTSWIM Course" means the course being conducted by or on behalf of AUSTSWIM and undertaken by the applicant as set out in this application.

2 If accepted you will be permitted to participate in the AUSTSWIM Course subject to you complying with the terms and conditions of the AUSTSWIM Course, this declaration, AUSTSWIM policies which apply to course candidates, the AUSTSWIM Administrative Procedures (to the extent relevant) and any reasonable direction issued by the AUSTSWIM Course organisers or their representatives. A copy of each of these documents is available upon request from AUSTSWIM.

3 Upon executing this contract you will be bound by it and any regulations, policies or codes which apply or relate to AUSTSWIM Course candidates. You shall submit to any disciplinary measures taken against you and shall only appeal any disciplinary decision in the manner permitted under AUSTSWIM's rules and regulations.

4 **RISK WARNING AND WAIVER** – Your participation in the AUSTSWIM Course is inherently dangerous and may involve risk. There are risks specifically associated with participation in the AUSTSWIM Course and accidents can happen which may result in personal injury, death or property damage. Prior to participating in the AUSTSWIM Course, you should ensure you are aware of all of the risks involved, including those risks associated with any health condition you may have. By signing this declaration, you acknowledge, agree, and understand that participation in the AUSTSWIM Course may involve risk. You agree and undertake any such risk voluntarily and at your own risk.

5 **RELEASE & INDEMNITY** – In consideration of AUSTSWIM accepting your application to participate in the AUSTSWIM Course, to the extent permitted by law you:

- Release and forever discharge AUSTSWIM from all Claims that you may have or may have had but for this release arising from or in connection with this application and/or undertaking the AUSTSWIM Course; and
- Release and indemnify AUSTSWIM against any Claim which may be made by you or on your behalf for or in respect of or arising out of your death whether caused by the negligence or breach of contract by AUSTSWIM or in any other manner whatsoever; and
- Indemnify and will keep indemnified and hold harmless AUSTSWIM to the extent permitted by law in respect of any Claim by any person:
 - Arising as a result of or in connection with you undertaking the AUSTSWIM Course; and
 - Against AUSTSWIM in respect of any injury, loss or damage arising out of or in connection with your failure to comply with the rules or directions of AUSTSWIM (or any authorised person), save that the above releases and indemnities shall not apply to the extent that the loss, damage or injury that is the subject of the Claim is caused or contributed to by the grossly negligent act or omission of AUSTSWIM.

6 **INSURANCE** – You acknowledge and agree that AUSTSWIM has arranged some limited insurance coverage which may provide you with some protection for loss, damage or injury that you may cause during your participation in the AUSTSWIM Course. However, you acknowledge and agree that the insurance taken out by AUSTSWIM may not provide full indemnity for loss, damage or injury that you may cause during your participation in the AUSTSWIM Course, and that you may have to pay the excess if a Claim is made on your behalf. You further acknowledge and agree that AUSTSWIM does not provide any insurance in relation to loss, damage or injury that you suffer during your participation in the AUSTSWIM Course. You agree that your own insurance arrangements are ultimately your responsibility and you will arrange any additional coverage at your expense after taking into account AUSTSWIM's insurance arrangements and your own circumstances.

7 **DISCLOSURE OF MEDICAL CONDITIONS** – You warrant that prior to participating in the AUSTSWIM Course you:

- Are and must continue to be medically and physically fit and able to undertake and participate in the AUSTSWIM Course;
- Are not a danger to yourself or to the health and safety of others; and
- Are not presently receiving treatment for any condition, illness, disorder or injury which would render it unsafe for you to take part in the AUSTSWIM Course.

8 You acknowledge that you must, and you agree that you will, disclose any pre-existing medical or other condition that may affect the risk that either you or any other person will suffer injury, loss or damage. You acknowledge that AUSTSWIM relies on information provided by you and that all such information is accurate and complete. You agree to report any accidents, injuries, loss or damage you suffer during the AUSTSWIM Course to AUSTSWIM before you leave any relevant venue. You consent to receiving any medical treatment that the AUSTSWIM Course organisers or their authorised representatives consider necessary or desirable during or after the AUSTSWIM Course and agree to reimburse AUSTSWIM for any costs or expenses incurred in providing such medical treatment.

9 **BAR TO PROCEEDINGS** – AUSTSWIM may plead this contract as a bar to proceedings now or in the future commenced by or on behalf of you or by any person claiming through you. Where you seek to commence proceedings against AUSTSWIM, you:

- Will commence those proceedings in the courts of the jurisdiction in which any incident occurs;
- Waive any right to object to the exercise of such jurisdiction;
- Will, where you seek to commence proceedings in another jurisdiction from where any incident occurs, consent (if required by AUSTSWIM) to move those proceedings to the jurisdiction in which any incident occurs including consenting to any application made by AUSTSWIM to remove the proceedings to the jurisdiction in which any incident occurs;
- Will pay the costs of any application made by AUSTSWIM under paragraph 9(c) and will consent to any application for security of costs made at any time by AUSTSWIM; and
- Consent to paying AUSTSWIM's legal defence costs of the proceedings (on a solicitor client basis) where AUSTSWIM successfully defends the proceedings.

10 **GOVERNING LAW** – The governing law of this agreement is the law of the state of Victoria ('Jurisdiction'). You irrevocably and unconditionally consent and submit to the Jurisdiction of the courts of the Jurisdiction in which any incident occurs and waive any right to object to the exercise of such Jurisdiction.

11 **PREVAILING CONDITIONS** – You acknowledge and agree that:

- Swimming and the teaching of swimming (and related water safety and aquatic skills) can and will be affected by the weather which may change without warning; and
- There is often an element of the "luck of the prevailing conditions" when undertaking the certain elements of the AUSTSWIM Course over which AUSTSWIM has no control.

12 **USE OF IMAGE** – You acknowledge and consent to photographs and electronic images being taken of you during the AUSTSWIM Course. You acknowledge and agree that such photographs and electronic images are owned by AUSTSWIM and AUSTSWIM may use the photographs for promotional or other purposes without your further consent being necessary. Advise an AUSTSWIM representative if you do not agree to any such images being taken.

13 **PRIVACY – Why we collect your personal information**

As a Registered Training Organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. You acknowledge that your AUSTSWIM Course application may be rejected if the requested personal information is not provided.

How we use your personal information: We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. Your personal information (including the personal information contained on this enrolment form), may be used, or disclosed by AUSTSWIM for statistical, administrative, regulatory and research purposes to Commonwealth and State or Territory government departments and authorised agencies.

AUSTSWIM COURSE TERMS & CONDITIONS

How we disclose your personal information: We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information: The NCVER will collect, hold use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- a) administration of VET, including program administration, regulation, monitoring and evaluation
- b) facilitation of statistics and research relating to education, including surveys and data linkage
- c) understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys: You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor, or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact Information: At any time, you may contact AUSTSWIM to:

- a) request access to your personal information
- b) correct your personal information
- c) make a complaint about how your personal information has been handled
- d) ask a question about this Privacy Notice
 - i) Contact details: info@austswim.com.au
 - ii) AUSTSWIM's privacy notice link:
<https://austswim.com.au/AboutUs/IndustryGuidelines/Policies.aspx>

You acknowledge that AUSTSWIM may use or disclose your personal information for the purposes of conducting and administering the AUSTSWIM Course or promotional material or otherwise in accordance with AUSTSWIM's Privacy Policy. AUSTSWIM may share your information with third parties such as: affiliates; AUSTSWIM Course providers; companies engaged by AUSTSWIM to carry out functions and activities on AUSTSWIM's behalf including direct marketing; and AUSTSWIM's professional advisers, including its accountants, auditors and lawyers and insurers; and government departments or agencies; however, your information is not generally disclosed to anyone outside Australia. You understand that AUSTSWIM's Privacy Policy contains information about how you may access, and request correction of your personal information held by AUSTSWIM or make a complaint about the handling of your personal information and provides information about how a complaint will be dealt with by AUSTSWIM.

If you do not wish to receive promotional material from AUSTSWIM's sponsors and third parties, you must advise AUSTSWIM in writing or via the opt-out procedures provided in the relevant communication. AUSTSWIM may collect information about race or ethnic origin and use or disclose such information to government departments or agencies (including those that have provided or will provide funding to AUSTSWIM) for statistical purposes about the demographics of participants in AUSTSWIM Courses. You are not required to provide this information and if you do not do so, your participation in an AUSTSWIM Course will not be affected.

I acknowledge and agree to AUSTSWIM staff looking up my existing USI should this be required as part of my enrolment process and to satisfy any VET reporting requirements, as necessary.

14 ENTIRE AGREEMENT – This agreement (and the documents to which it refers) constitutes the entire agreement between the parties in respect to the AUSTSWIM Course and supersedes all other agreements, understandings and representations and negotiations with AUSTSWIM in relation to the AUSTSWIM Course. To the extent that any clause of this agreement is void or unenforceable it is severable and does not affect the remaining provisions of the agreement.

15 STATEMENT OF UNDERSTANDING – I have read, understood, acknowledge and agree to the above including the warning, assumption of risk, release and indemnity. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy notice. I understand and fully agree to all the training, assessments and additional requirements of the AUSTSWIM course as stated on the website. By enrolling in this course, I acknowledge that I am an Australian resident and do not hold a student visa. I have read, or have had read to me the above conditions and having understood the same, consent to undertaking the AUSTSWIM Course and doing so on the basis set out in the Terms and Conditions.