

Enrolment Form

To register, please complete one form per client and submit via email to enquiry@moxi.com.au

NOTE: Personal information provided on this form is managed in accordance with the Privacy Act 1988 and remains strictly confidential. Please refer to page 2 of this enrolment for information relating to our privacy notice.

Course Details

Course name:	Course cost:
Course date:	Location:

Personal Details

Family name (surname):	Given names:
Date of Birth: _ _ / _ _ / _ _ _ _	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Job title:	Residential address:
Home phone:	Street name:
Mobile	Suburb:
Phone:	State/Country: Postcode:
Email	

Name of person responsible for booking: _____
 Email: _____ Phone: _____

Terms and Conditions (for more detailed pre-enrolment information please go to www.moxi.com.au to access our Client Handbook)

- In accordance with *Standards for Registered Training Organisations (RTOs) 2015*, MOXI will only process the payment for course fees at the commencement of training however, in order to secure a place in a course, payment details must be provided at the time of enrolment.
- MOXI reserves the right to cancel any course prior to the commencement of training. In the event a course is cancelled, no fee is payable.
- Clients must advise MOXI of their intention to cancel an enrolment. Notification must be in writing, addressed to the MOXI Office Manager and email to enquiry@moxi.com.au. A cancellation request should only be presumed successful if you have received an email confirming this.
- **Cancellation notice:** More than 10 working days attracts no cancellation fee; less than 10 days attracts 50% cancellation fee; once training has commenced, no refund options are available. In instances where the cancellation is deemed to be beyond the client's control, enrolment may be allocated to another person or transferred to another course without attracting a cancellation fee. Individual circumstances will be considered fairly and the outcome of each will be determined on merit. All decisions are at the discretion of the MOXI Office Manager.
- **Credit Transfer & RPL:** Please refer to the *MOXI Client Handbook* or contact our office to determine if you are eligible.
- **Disclaimer:** Please be aware that submission of an *Enrolment Form* is not a guarantee of booking acceptance and is subject to confirmation within 3 days. A separate *Course Confirmation* letter is emailed to all participants or employers 2 - 4 weeks prior to the scheduled course date.

Payments

Credit card number _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry: _ / _ CVV: _ _ _

Cardholder's name:	Signature:
OR <small>Invoice my Employer</small> Company Name	Purchase order no: <small>(attach copy)</small>
Company postal address:	Suburb:
State/Country:	Postcode:

I hereby acknowledge that I have read and accept the terms & conditions of enrolment as detailed above and I have been made aware that further information regarding my enrolment is available in the *MOXI Client Handbook*. If my course is paid for by my employer, I understand my results are released to my employer. I confirm all information given by me is true and correct.

Signed: Dated:

PO Box 696 Belmont WA 6984 Tel: (08) 9479 3841 enquiry@moxi.com.au

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.

How do 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.

How do 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:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- 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 Moxi HA Services to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this privacy notice

I hereby acknowledge that I have read and accept the privacy statement as detailed above.

Signed:

Dated: