



Skills For Victoria

Enrolment and Pre-training Review Pack

www.hosptrain.edu.au

Instructions

1. Check your eligibility and sign a declaration.
2. Read the refund policy.
3. Complete the Pre Training Review pack for a Hospitality course. If you are applying for Recognition of Prior Learning and /or Credit Transfer please provide copies of supporting academic records and relevant employment experience.
4. Attach copies of relevant proof of identification. *(must include photo ID AND Proof of Citizenship/Permanent Residency)*
5. Complete the acceptance agreement of an intending student 2011.
6. Complete payment options 2011.
7. Please fax 03 9639 5600, email admissions@hosptrain.edu.au , post or hand deliver to Level 3, 250 Collins Street, Melbourne VIC 3000 this completed Enrolment and Pre-training review pack and supporting documents. Once we receive your application we will assess application and coordinate a selection interview prior to your acceptance into the course.

Referral Details

Organisation Name: _____

Contact Person: _____



1. Check Your Eligibility!

Question 1: Are you an Australian Citizen or Permanent Resident?

- YES, go to question 2.
- NO then you are not eligible.

Question 2: Are you under 20 years of age on 1 January in the year in which the course commences?

- YES, you are eligible for a government funded training place.
- NO, go to question 3.

Question 3: Do you hold an Australian qualification at the same level, or higher than the qualification you are seeking to enrol in?

- NO, then you are eligible for a government funded training place.
- YES, please contact Admissions to check your eligibility.

Declaration of Eligibility

I declare that all the information regarding my eligibility is correct and that I am not withholding any important and relevant information relevant to my academic record or work experience.

Applicant Signature: _____ Date: _____



2. Read the refund policy

- 1. Refunds (if we are unable to deliver your course)**
 - 1.1. Hospitality Training Australia will refund all course money paid by a student within two weeks of receipt of a written claim for that part of a course that has not yet been delivered if:
 - 1.1.1. The course does not start on the agreed starting day or
 - 1.1.2. The course ceases to be provided by Hospitality Training Australia after it starts and before it is completed; or
 - 1.1.3. The course is not provided in full because a sanction has been imposed on the Institute by Australian Government agencies; and the student has not withdrawn before the default day; or
 - 1.1.4. A student fails to meet course progression rules and is thus not permitted to re-enrol and the tuition fees were paid in advance of the notification of the exclusion from further studies at the Institute.
- 2. Refunds (if you withdraw from your course)**
 - 2.1. Hospitality Training Australia will refund all course money, other than the A\$225.00 administration processing fee, paid by an student or intending student within four weeks of receipt of a written claim in relation to a course if:
 - 2.1.1. A student withdraws from the course and returns home before a course commences because of exceptional and extenuating circumstances of a compassionate nature such as a death or severe illness in the immediate family.
- 3. Alternative Tuition Arrangements**
 - 3.1. Hospitality Training Australia may arrange, at its discretion, for another course, or part of a course, to be provided to a student as an alternative to refunding course money.
 - 3.2. Should the student agree to accept the alternative course to receiving a refund of course money, Hospitality Training Australia is no longer liable to refund the student money owed for the original enrolment.
- 4. No Refund**
 - 4.1. Hospitality Training Australia will not refund any money paid by a student in relation to a course if a written claim is received less than 28 days before the starting day of the course or after the course starting day.
- 5. Refund Requests**
 - 5.1. A student must make a claim for a refund in writing to:
 - 5.1.1. The Director
Hospitality Training Australia Level 3, 250
Collins Street Melbourne,
VIC 3000 Australia
- 6. Payment of Refunds**
 - 6.1. If a request for a refund is approved, the refund, other than a transfer to another Australian institution, will only be made payable to the applicant by bank draft in Australian dollars to the student's address registered with Hospitality Training Australia.
- 7. Appeals Process**
 - 7.1. A student who is refused a refund under the Hospitality Training Australia Refund Agreement may appeal within seven (7) days in writing to the Director – Hospitality Training Australia whose decision will be final.
 - 7.2. Hospitality Training Australia's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- 8. Consumer Protection Rights**
 - 8.1. This agreement, and the availability of dispute resolution processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 2.2.** Hospitality Training Australia will refund the balance of unused tuition fees determined on a pro rata basis, other than the A\$225.00 administration processing fee, paid by a student within four weeks of receipt of a written claim in relation to a course if:
 - 2.2.1. A student withdraws from a course because of exceptional and extenuating circumstances of a compassionate nature such as a death or severe illness in the immediate family.
- 5.2.** The claim must identify the reason for the refund and must include supporting documentation according to the circumstances such as:
 - 5.2.1. Proof of exceptional and extenuating circumstances affecting a close family member; or
 - 5.2.2. A completed and approved Hospitality Training Australia withdrawal form.
- 5.3.** The date of notification of the request for a refund is from the date the request is received at the Hospitality Training Australia at the Institute.



3. Application for Enrolment and Pre training review

Please tick (✓) which course you have applied for.

- | | |
|---|--|
| <input type="checkbox"/> Certificate II in Hospitality (Food & Beverage) | <input type="checkbox"/> Certificate II in Kitchen Operations |
| <input type="checkbox"/> Certificate III in Hospitality (Food & Beverage) | <input type="checkbox"/> Certificate III in Hospitality (Commercial Cookery) |
| <input type="checkbox"/> Certificate IV in Hospitality (Supervision) | <input type="checkbox"/> Certificate III in Hospitality (Patisserie) |
| <input type="checkbox"/> Diploma of Hospitality (Specialisation: Food & Beverage) | |
| <input type="checkbox"/> Diploma of Hospitality (Specialisation: Cookery or Patisserie) | |

Section 1: Personal Information

Family Name: _____ Given Name/s: _____
Date of Birth: ____ / ____ / ____ Gender: Male Female
Address: _____ Post code: _____
Telephone (Home): _____ Mobile: _____
Email address: _____

Section 2: Educational Experience

Secondary Education

Secondary school attended: _____
Highest level completed: _____ Year completed: _____

Post Secondary Education

Name of qualification: _____
At which institution: _____ Year completed: _____

Did you satisfactorily complete this course? Yes No

If no, please estimate how many subjects you completed and provide the names of those units:

Tick (✓) if you have completed any of the following:

- | | |
|--|--|
| <input type="checkbox"/> Traineeship | <input type="checkbox"/> Hospitality short courses |
| <input type="checkbox"/> School based apprenticeship | <input type="checkbox"/> VET hospitality |

Date Completed	Course	Institute



Section 3: Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where you can apply to have your previous work experience and life history assessed against the units of competence that make up the qualification.

Are there any units in this course for which you want to apply for RPL? If so, then please indicate below

Unit Code	Unit Name

Section 4: Credit Transfer

Credit Transfer is a process where your previous qualifications, certificates and courses for which you have received certification are credited against the course in which you are going to undertake. Please attach copies of supporting academic records to this document.

Unit Code	Unit Name

Section 5: Employment History

Date range of employment	Position	Company	Duties	Length of time in employment

Section 6: Current Employer, Centrelink, School or Job Network Member

Company Name: _____

Address: _____

Town/Suburb: _____ Postcode: _____

Telephone: _____ Contact name: _____

Email: _____

Employment Status Full time Part time Employer
 Self-employed - not employing others Employed - unpaid family worker



Section 7: Language, Literacy and Numeracy

If you require special assistance with reading, writing and/or basic mathematics, we will discuss this further at your selection interview. Answering 'yes' to the question below will not preclude you from the course, instead it will enable our college to put in place the necessary support and learning techniques that will assist you to gain competence.

Do you require any special assistance with reading, writing or basic mathematics?

- Yes, I do require assistance with Language, Literacy and Numeracy
 No, I do not require assistance with Language, Literacy and Numeracy

Section 8: Victorian Student Number

If you are aged 24 or below at time of enrolment, please provide your Victorian Student Number:

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Are you new to the Victorian Education System or do not have a Victorian Student Number?

- Yes, I am new to the Victorian Education System. I have never attended a Victorian school, TAFE or other training provide.
 No, I do not know or have my Victorian Student Number (**this does not preclude you from enrolment**)

Section 9: Declaration

I declare that all the information I have provide in this enrolment pack is correct and that I am not withholding any important and relevant information relevant to my academic record or work experience.

Applicant signature: _____ Date: _____

4. Attach proof of identification to your application

To ensure that your application is successful, please attach the following relevant documents to this enrolment pack: (**must include photo ID AND Proof of Citizenship/Permanent Residency**)

- Copy of your drivers license, learners permit, proof of age card or the identification pages of your passport;
- Copy of your proof of Australian Citizenship
(this includes Australian Birth Certificate, Australian passport, Australian Citizenship/Permanent Residency documents/certificate)
- A copy of a low income health care card (if applicable);
- Certified copies of relevant academic records such as high school or college / university certificates;
- Certified copies of work references (if relevant);
- Guardian Advice Notification form (if applicable);



5. Acceptance agreement for an intending student 2011

Please complete the Acceptance Agreement for an intending student form and return with your enrolment fees and other documents to the admissions coordinator.

Declaration by Applicant

I, _____

(Please print your full name)

Hereby accept the offer of a place in the following course at Hospitality Training Australia.

Title of Course: _____ Course Start Date: _____ / _____ / _____
(DD/MM/YYYY)

Nationality: _____ Country of Birth: _____

Date of Birth: _____ / _____ / _____ Passport or License Number: _____
(DD/MM/YYYY)

Enrolment Fees Payable to the College

I enclose notification of payment (please complete Payment Options 2011 form) in Australian dollars made payable to Hospitality Training Australia for the following:

Enrolment fee of: \$ _____, or a Term fee of: \$ _____.

Agreement

Under the Agreement, I agree to:

1. Attend the orientation and enrolment program at HTA during the week immediately preceding the start date of the course as identified on my acceptance letter;
2. Complete the enrolment processes at the college during the week immediately preceding the start date of my course;
3. Commence the course on the day identified as the start day of my acceptance letter;
4. Provide the college with my current address, telephone number(s), and email address within 7 days of enrolment at the college;
5. Notify the college in writing of any changes to my address, telephone number(s) and email address, (including when on industry placement, (if applicable) regardless of location), within 7 days of changing address;
6. Attend full-time or Part Time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by college staff;
7. Attend classes in Schön Training Restaurant or the Fagor Cooking School or other work placements as required by the course;
8. Provide original medical certificates if I am unable to attend classes or rostered shifts because of illness;
9. Attend counselling sessions at the college if my attendance is likely to be less than 80% for a term or a semester;
10. Seek assistance from trainers, course coordinator, students support or counsellors as soon as I experience difficulties with any aspect of my course;
11. Seek assistance from student support should I experience difficulties of a personal nature or difficulties with budgeting or time management;
12. Pay enrolment fees to the college by dates stipulated in the invoices sent to me at my address registered with the college;
13. Accept all conditions of the college Refund Agreement for students;
14. Abide by the rules and regulations of the college;
15. Maintaining satisfactory academic performance and attendance.



I further understand that:

- 16. Enrolment fees cover the cost of my training, assessment, certification, books, uniforms, equipment (excluding black pants/skirt and black shoes);
- 17. Enrolment fees do not cover the cost of field trips or excursions or transport to and from the destination;
- 18. Continuation in the course is dependent upon my payment of enrolment fees;
- 19. Information about my enrolment, certain changes to my enrolment, and course progress will be made available to Commonwealth and State Government authorities pursuant to obligations under AVETMISS;

Signature of Intending Student: _____ Date: ____/____/____
(DD/MM/YYYY)

Address of Intending Student: _____

Postcode: _____



6. Payment options 2011

The form is to be used when making a payment of your enrolment fees to Hospitality Training Australia. It should be completed and sent by mail, facsimile or handed in to the college along with all other enrolment forms with your payment regardless of the option of payment you select.

Personal Details

Title: Mr Miss Ms Mrs Other _____ Gender: Female Male

Family Name: _____ Given Names: _____

Date of Birth: _____ / _____ / _____ Age: _____

Postal Address: _____

Suburb/town: _____ State: _____ Postcode: _____

Telephone: _____ Mobile Phone: _____

Email: _____

Student Reference No: (from Hospitality Training Australia Letter of offer): _____

Hospitality Training Australia Course

Course Title: _____

Method of Payment (please select one by ticking the appropriate box and completing the relevant information)

Cash (Payments in person at: Hospitality Training Australia, Level 3, 250 Collins Street, Melbourne)

OR

Credit Card

Card Type: Visa MasterCard Diners Club AMEX

Credit Card Number: _____

Cardholder's Name: _____

Card Expiry Date: _____ / _____ Transaction Amount: \$ _____
(MM/YY)

I hereby authorise Hospitality Training Australia at Level 4, 250 Collins Street, Melbourne 3000, to charge the above amount in Australian dollars to my credit card (details above) and acknowledge I have read and agree to comply with the Hospitality Training Australia refund policy as outlined within the student course guide.

Cardholder's Signature: _____ Date: _____ / _____ / _____

OR

Direct Bank Deposit

Payee: **Hospitality Training Australia**

Bank: **Westpac Bank**

Branch: **Melbourne**

BSB No: **033-157**

Account No: **173-955**



7. Submit your application

To submit your application, please mail, fax or email to:

Admissions Coordinator
Skills for Victoria
Hospitality Training Australia
Level 3, 250 Collins Street, Melbourne 3000
Facsimile: 03 9639 5600
Email admissions@hosptrain.edu.au

If you have any queries then please contact Admissions Department on 1300 659 557 during business hours.



Contact Us

Head Office
Level 4, 250 Collins Street
Melbourne, Victoria, 3000.

Telephone: 1300 659 557
Facsimile: 03 9639 5600
Email: info@hosptrain.edu.au
Internet: www.hosptrain.edu.au

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