

ENROLMENT FORM

The course you are enrolling in Certificate – Property Management Registration

Learner Details

Title _____ Female Male Date of Birth _____

Surname _____ First Name _____

Middle Name/s _____ Preferred Name _____

Residential Address _____

Suburb _____ Postcode _____

Postal Address (if different) _____

Suburb _____ Postcode _____

Home Telephone _____ Mobile _____

Email _____

Preferred Contact Method Email Mobile Mail

Have you previously undertaken studies through REISA? Yes No

Employer Details (if relevant to your training)

Company _____

Contact Person _____

Postal Address _____ Postcode _____

Telephone _____ Fax _____

Email _____

Emergency Contact

Contact Person _____ Relationship _____

Telephone _____ Mobile _____

How did you hear about this course?

Advertisement Email Employer Flyer

Recommendation Social Media (Facebook, Linked In, Twitter) REISA Website

Other Other Website (please specify): _____

Referred by: _____ Company or Phone: _____

REISA Representative _____

The following questions are required by The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). These questions have been designed to ensure the consistent interpretation of data collected from clients via enrolment forms. If there is an area you are uncomfortable answering, please refer to REISA's Manager - Training and Development.

Do you consider yourself to be of Aboriginal or Torres Strait Islander origin? Yes No

Were you born in Australia? Yes No Town/City of Birth _____

If NO, which country were you born in? _____ Town/City of Birth _____

Education Details

Are you currently at school? Yes No If YES, SACE Student ID _____

What is your highest completed school level? (Tick one (1) box only)

- | | |
|--|--|
| <input type="checkbox"/> Completed year 12 | <input type="checkbox"/> Completed year 9 |
| <input type="checkbox"/> Completed year 11 | <input type="checkbox"/> Completed year 8 or below |
| <input type="checkbox"/> Completed year 10 | |

In which year and where did you complete your last year at school level?

Year Completed (e.g.2004)	Name of School	Suburb of School

Employment Details

What is your current employment status?

- | | |
|--|---|
| <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Parttime employee |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Self employed - not employing others |
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Unemployed seeking full time work |
| <input type="checkbox"/> Not employed, not seeking employment | <input type="checkbox"/> Unemployed seeking part time work |

Language and Literacy

Is English your first language spoken at home? Yes No

If NO, please state the language spoken. _____

What is your proficiency in spoken English? Very well Well Not well Not at all

Disability

Do you consider yourself to have a permanent and significant disability? Yes No

If YES, please tick the applicable boxes.

- | | |
|--|---|
| <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Intellectual Difficulties | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Medical Condition | |

Will you be requesting special assistance owing to your disabilities? Yes No

Further Education

Have you successfully completed any of the following qualifications?

Yes No

If YES, then tick any applicable boxes.

- | | |
|---|---|
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Diploma or Associate Diploma |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Miscellaneous Education |

Study Reasons

What is your major reason for study (select ONE (1) only).

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest or development |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To get a better job or promotion | |

Recognition of Prior Learning (RPL)

Do you wish to apply for Recognition of Prior Learning (RPL)? REISA recognises prior qualifications and/or experience which may reduce the amount of study required to achieve a qualification being sought.

Yes
 No

If YES, please contact REISA on (08) 8366 4300 or training@reisa.com.au for an application form.

Credit Transfer

Do you wish to apply for Credit Transfer? REISA recognises prior qualifications and/or experience which may reduce the amount of study required to achieve a qualification being sought.

Yes
 No

If YES, please contact REISA on (08) 8366 4300 or training@reisa.com.au for an application form.

Sales Representative or Land Agent Registration

Do you have a current Sales Representative or Land Agent Registration?

Yes
 No

If YES, please contact REISA on (08) 8366 4300 or training@reisa.com.au.

Traineeship Details (if applicable)

*Participants undertaking a TRAINEESHIP **must** complete this section:*

Name of Australian Apprenticeship Centre _____
Australian Apprenticeship Centre Contact _____
Workplace Supervisor's Name _____
Date Commenced with Employer _____

Please Note: You must have an Australian Apprenticeship Centre (AAC) assigned before your enrolment into the Traineeship Program can be processed.

Course Details

Course Name: Certificate – Property Management Registration

Mode of Study: Online (Learners are required to have access to internet and email)

Online Resources Required*:
*(for Online Students Only)

USB (PDF copies)

Hard Copy to collect at REISA

Hard Copy to be posted (COD)

Course Requirements

- ❖ Third Party Report **must** be completed by your employer and provided with this enrolment form
- ❖ Undertake a Language, Literacy and Numeracy Pre-training Review
- ❖ Undertake pre-reading prior to and throughout the commencement
- ❖ Bring black or blue pen and paper
- ❖ Bring either a laptop, tablet or iPad (with access to Microsoft Word and Email) to access the internet (free Wi-Fi access to websites relevant to your training).

Cancellation and Refund Policy

The non-refundable deposit of \$500.00 will not be refunded. Any other payments made will not be refunded, other than that deemed to be exceptional by the Finance Manager.

Course fees do not include the provision of any technology required to undertake your training, for example. PC, laptops, iPads. All meals are the responsibility of the learner unless advised.

Course fees are not transferrable between individuals.

All cancellations of course enrolments must be notified in writing.

REISA endeavours to deliver every course/workshop as published and scheduled. REISA reserves the right to cancel or postpone a course/workshop to an alternative date. All registered learners affected by such a cancellation or postponement will receive a refund or be offered the opportunity to transfer to a future course/workshop being offered by REISA.

REISA reserves the right to cancel a course if insufficient enrolments are received seven (7) days prior to course commencement. Learners already booked into these courses will be notified by telephone or email.

If REISA RTO cancels a course, a full refund of the deposit for the course will be made within thirty (30) days. REISA has in place financial safeguards to ensure that all deposits are available for refund in the case of cancellation by the REISA.

For further information on our Cancellation and Refund Policy, please visit our website www.reisa.com.au.

Course Fees

Enrolment Forms will not be processed unless the \$500.00 non-refundable deposit is accompanying the enrolment form. The deposit can be paid by cash, cheque, EFTPOS or credit card

The balance of fees will be invoiced in increments accordingly throughout the duration of your course. A payment schedule will be reflected on your deposit invoice.

No parchments will be issued until your account is finalised.

If you experience financial hardship please contact the Finance Manager direct on laura.curtis@reisa.com.au for assistance. Payments may be made by cheque, credit card, cash or EFT.

I agree to pay the full course fee of: \$ 899.00 Learner Signature: _____

I the Employer agree to pay the full course fee of: \$ 899.00

Name: _____

Company Name (if applicable): _____

Address: _____

Phone: _____

Employer Signature: _____ Date / /

I am requesting an invoice

If paying by credit card, please complete the following:

Visa MasterCard AMEX (surcharge may apply)

Card Number _____ Expiry Date /

Cardholders Name _____

Cardholder Signature _____ Date / /

Payment Amount \$ _____

I authorise for REISA to deduct payments from my credit card as part of my payment schedule

OR

I would like to request a Payment Plan Option for the balance of the enrolment fee. I will email the Finance Manager, laura.curtis@reisa.com.au to arrange payment options.

Learner Signature: _____ Date: / /

Parent/Guardian Signature:
(if learner is under 18 years of age) _____ Date: / /

Unique Student Identifier (USI) Authority

It is compulsory for every learner to have a Unique Student Identifier (USI) Number. (Please see the Pre-Enrolment Information for more information.)

I have a Unique Student Identifier (USI) Number.

Yes No

If YES, my Unique Student Identifier (USI) Number is:

If NO, I authorise for the REISA to apply for a Unique Student Identifier (USI) Number on my behalf.

Yes No

I have provided REISA with a copy of one (1) of the following forms of identification.

- | | |
|--|---|
| <input type="checkbox"/> Driver's Licence | <input type="checkbox"/> Birth Certificate (Australian) |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Certificate of Registration by Descent |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Visa (with Non-Australian Passport) | |

Learner Declaration

- I declare that the information provided is true and accurate and understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I have read and understood the terms and conditions provided by REISA in the pre-enrolment information, upon which I am enrolling.
- I have read and understood the Course Requirements (page 4) for the course I am enrolling in.
- I agree to maintain full attendance for each training unit. Learners who do not meet this requirement will be required to re-schedule that unit. An administration fee will be charged after the third reschedule. Online learners have to attend a compulsory two (2) day workshop at completion of their online training.
- In providing my personal information to REISA, I understand that, other than as authorised by law, REISA will only use this information for the purposes for which it is being collected in accordance with REISA's Policies and Procedures and government regulations. I also understand that all information will be collected, stored, accessed and/or destroyed in accordance with privacy, records management and REISA's Policies and Procedures and government regulations
- I have attached a copy of my identification to obtain my Unique Student Identifier (USI) Number.
- I have completed the Course Fees section and attached a cheque or provided credit card details for my \$500.00 non refundable deposit.
- I give REISA permission to use my photographic image on their website, social media sites or promotional material.
- I give permission for REISA to contact me regarding future course offerings and schedules.
- I understand I am given up to 12 months to complete my course. If I have not completed my course within this timeframe, I will be required to re-enrol and pay the applicable fees.
- I give permission for REISA to contact me directly and through a third party regarding future course offerings and schedules provided by REISA.

By completing and lodging this form you will be deemed to consent to the above terms and conditions.

Learner's Signature*: _____

Date: _____ / _____ / _____

Parent/Guardian Signature: _____

(if learner is under 18 years of age)

Date: _____ / _____ / _____

* Please note: All signatures have to be actual signatures and not typed in.

We are unable to accept photos of the Enrolment Form and Language, Literacy Numeracy Pre-training Review, either attached or copied and pasted in the body of the email. Enrolment documentation can either be scanned and emailed to training@reisa.com.au or alternatively dropped into our office on Greenhill Road.

Privacy Notice

Under the *Data Provision Requirements 2012*, the Real Estate Institute of SA Inc is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Real Estate Institute of SA Inc for statistical, regulatory and research purposes. The Real Estate Institute of SA Inc may disclose your personal information for these purposes to third parties, including:

- ❖ School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- ❖ Employer – if you are enrolled in training paid by your employer;
- ❖ Commonwealth and State or Territory government departments and authorised agencies;
- ❖ NCVER;
- ❖ Organisations conducting student surveys; and
- ❖ Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- ❖ Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- ❖ facilitating statistics and research relating to education, including surveys;
- ❖ understanding how the VET market operates, for policy, workforce planning and consumer information; and
- ❖ administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Learner Declaration and Consent

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 above.

Learner's Signature*: _____

Date: ____ / ____ / ____

Parent/Guardian Signature:
(if learner is under 18 years of age) _____

Date: ____ / ____ / ____

Certificate – Property Management Registration

What units you will study for the Certificate – Property Management Registration

Nine (9) units must be completed to obtain the Certificate – Property Management Registration)

- ❖ CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
- ❖ CPPDSM4009B Interpret legislation to complete agency work
- ❖ CPPDSM4010A Lease property
- ❖ CPPDSM4011A List property for lease
- ❖ CPPDSM4013A Market property for lease
- ❖ CPPDSM4015B Minimise agency and consumer risk
- ❖ CPPDSM4016A Monitor and manage lease or tenancy agreement
- ❖ CPPDSM4017A Negotiate effectively in property transactions
- ❖ CPPDSM4020A Present at tribunals

You are welcome to contact REISA to discuss your enrolment or arrange a time to visit our training centre for further information.

Real Estate Institute of SA Inc (REISA)

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Glenside SA 5065

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RTO ID: 4965