

To complete this form electronically, press the TAB key on your keyboard to go to the next cell. The cell will automatically expand when you enter text.

If you are completing this form by hand, please print clearly.

Student Number

Indigo Office Use Only

Today's Date					
STUDENT DETAILS					
NAME:		Please note: The name you enter here will appear on your qualification			
First Name					
Surname					
HOME ADDRESS:					
Street Address					
Suburb		State		Postcode	
POSTAL ADDRESS (if different to above)					
Postal Address					
Suburb		State		Postcode	
CONTACT DETAILS					
Home Phone		Work Phone			
Mobile					
Email Address					
PERSONAL DETAILS					
Date of Birth		Gender			
Occupation					
OTHER					
EMPLOYMENT STATUS		Of the following categories, which best describes your current employment status? (Tick one)			
<input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self employed		<input type="checkbox"/> Unemployed - seeking full and/or part time work <input type="checkbox"/> Not employed - not currently seeking employment			
TRAINEESHIPS		Is this a traineeship? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, please complete the following:	
Employer Details:					
Business Name					
Business Street Address					
Suburb		State		Postcode	
Business Telephone		Supervisor Name			
Your position					
RPL (RECOGNITION OF PRIOR LEARNING)					
Are you applying for RPL		<input type="checkbox"/> Yes <input type="checkbox"/> No			
HAVE YOU COMPLETED A COURSE WITH INDIGO MEDICAL & DENTAL TRAINING PREVIOUSLY? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, please indicate name of course & date completed:					
HOW DID YOU HEAR ABOUT US?					
<input type="checkbox"/> Website		<input type="checkbox"/> Newspaper		<input type="checkbox"/> Google Search <input type="checkbox"/> Word of Mouth	
<input type="checkbox"/> Recommendation		Name:		<input type="checkbox"/> Other Please list:	

COURSE LIST

Please note: An administration fee is also payable for all qualification courses (not applicable to short courses)

- Administration fee (all qualifications) \$ 200
 Administration fee (Diploma) \$ 300

To enroll, please select the course, by ticking the appropriate box, and then select the delivery method

HEALTHCARE SHORT COURSES

	NAME OF COURSE	DELIVERY METHOD				
		*GROUP WORKSHOP		FLEXIBLE LEARNING	FLEXIBLE E-LEARNING	
<input type="checkbox"/>	Introduction to Medical Reception - inc. Pracsoft & Med. Term (* Group Workshops - Sydney only - 4 days)	<input type="checkbox"/>	\$600	<input type="checkbox"/>	\$550	COMING SOON!!
<input type="checkbox"/>	Introduction to Dental Assisting (* Group Workshops - Gold Coast & Sydney only - 5 days)	<input type="checkbox"/>	\$630			
<input type="checkbox"/>	Medical Reception (* Group Workshop - Sydney only - Days 1 & 2 of 4 day workshop)	<input type="checkbox"/>	\$350	<input type="checkbox"/>	\$300	
<input type="checkbox"/>	Pracsoft Software Training - an introduction (* Group Workshop - Sydney only - Day 3 of 4 day workshop)	<input type="checkbox"/>	\$220	<input type="checkbox"/>	\$200	
<input type="checkbox"/>	Medical Terminology (* Group Workshop - Sydney only - Day 4 of 4 day workshop)	<input type="checkbox"/>	\$250	<input type="checkbox"/>	\$230	
<input type="checkbox"/>	Blue Chip Software Training - an introduction			<input type="checkbox"/>	\$220	

HEALTHCARE QUALIFICATIONS

	NAME OF COURSE	DELIVERY METHOD						
		FLEXIBLE LEARNING OPTION 1		FLEXIBLE LEARNING OPTION 2		FLEXIBLE E-LEARNING	TRAINEESHIP PACKAGE	
<input type="checkbox"/>	BSB20107 Certificate II in Business - with Medical Units	<input type="checkbox"/>	\$1,300	<input type="checkbox"/>	\$1,800	COMING SOON!!	<input type="checkbox"/>	\$2,300
<input type="checkbox"/>	BSB31107 Certificate III in Business Administration (Medical)	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	HLT31807 Certificate III in Dental Assisting			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	HLT43007 Certificate IV in Dental Assisting - Radiography Stream			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	HLT43007 Certificate IV in Dental Assisting - Oral Health Stream			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	HLT43207 Certificate IV in Health Administration	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	HLT52007 Diploma of Practice Management	<input type="checkbox"/>	\$2,500	<input type="checkbox"/>	\$3,000		<input type="checkbox"/>	\$3,500

BUSINESS QUALIFICATIONS

	NAME OF COURSE	DELIVERY METHOD						
		FLEXIBLE LEARNING OPTION 1		FLEXIBLE LEARNING OPTION 2		FLEXIBLE E-LEARNING	TRAINEESHIP PACKAGE	
<input type="checkbox"/>	BSB20107 Certificate II in Business	<input type="checkbox"/>	\$1,300	<input type="checkbox"/>	\$1,800	COMING SOON!!	<input type="checkbox"/>	\$2,300
<input type="checkbox"/>	BSB30107 Certificate III in Business	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	BSB31007 Certificate III in Business Administration (Legal)	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	BSB41007 Certificate IV in Human Resources	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	BSB40507 Certificate IV in Business Administration	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	BSB40607 Certificate IV in Business Sales	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	BSB40807 Certificate IV in Frontline Management	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	BSB51107 Diploma of Management	<input type="checkbox"/>	\$2,500	<input type="checkbox"/>	\$3,000		<input type="checkbox"/>	\$3,500

COURSE EXTENSION FEES

Applications for an extension of time to complete assessments/qualifications will be granted on receipt of full payment of one of the extension fees listed below. Applications for extensions must be received & paid in full prior to the nominated completion date of the course/qualification. Assessments received after the nominated completion date of a course/qualification will not be accepted unless an extension of time has been sought.

HEALTHCARE SHORT COURSES

1 month	\$50
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HEALTHCARE & BUSINESS QUALIFICATIONS

3 month extension	\$200
6 month extension	\$300

FLEXIBLE LEARNING - OPTION 1

This course will be delivered entirely by flexible (distance) learning. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email.
- Access to our Online Forum (available from 2011)

FLEXIBLE LEARNING - OPTION 2

This course will be delivered by a combination of flexible learning & face to face meetings. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email/phone/Skype.
- A minimum of 3 face to face meetings
- Access to video workshops (where applicable)
- Access to our Online Forum (available from 2011)

TRAINEESHIP PACKAGE

Our traineeships are fully customised to ensure that Trainees receive personalised and customised training with relevance to the Trainee's role within the workplace. The Traineeship Training Programme is delivered by flexible delivery, however, Trainees and employers will receive not only the service outlined below, but have the additional option in being able to personalise the training programme to meet the Trainee's own needs, goals and learning style.

- A Trainer Assessor who will work closely with the Workplace Supervisor and Trainee for the duration of the course
- Unlimited support from a Trainer Assessor via email/phone/Skype
- Regular email contact from the Trainer Assessor to both the Trainee and the Workplace Supervisor to ensure that the Trainee is meeting their course commitments and to discuss Trainee's progress and implementation of skills/knowledge into the workplace setting
- A minimum of 4 workplace visits (if a workplace is not geographically placed to conduct workplace visits, video calls will be conducted)
- Online forum (available from 2011)
- Regular face to face meetings in the workplace at a time that is convenient to the Trainee and Workplace Supervisor
- Video workshops throughout the course

PAYMENT OPTIONS - Please indicate how you are paying

Cheque:

Please forward all cheques to our office at:-

Indigo Medical & Dental Training Pty Ltd
Suite 1A, Level 2, Gordon Executive Centre
802 Pacific Highway, Gordon NSW 2072

Direct Deposit:

Please ensure that you identify the deposit with your name and/or details

ANZ Bank
Indigo Medical & Dental Training Pty Ltd
BSB Number: 012623
Account Number: 181182631

Credit Card:

CREDIT CARD AUTHORISATION FORM:

Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card Number		
Expiry Date		Verification Number
Cardholder's Name		
I authorise Indigo Medical & Dental Training Pty Ltd to debit from my card the amount of \$. I understand that Indigo Medical & Dental Training Pty Ltd will also charge an extra 1.5% surcharge for this credit card payment. Please note: Your card will be debited immediately for all self paced (distance) courses. For short courses, your card will be debited 7 days prior to the commencement date of the course.		
Signature		

PAYMENT PLANS - Qualification Courses Only

We offer **payment plan options** for all our qualification courses. Please note – this does not apply to short courses. An initial deposit is paid upon enrolment followed by two (2) payments made thereafter during the duration of the course. A payment plan schedule will be issued upon enrolment detailing the due date each month.

I would like to undertake the payment plan option

PROMOTIONS

If you have received a promotional discount for one of our courses, please enter the Promotional Code below:

Promotional Code:

Office Use Only	
Date payment received:	
Amount:	
Type (CHQ, DP, CC)	

Helping You on Your Journey



Suite 1A, Level 2, Gordon Executive Centre
802 Pacific Highway
Gordon NSW 2072
Email: training@indigoconsulting.com.au
www.indigoconsulting.com.au
Telephone: 02 9844 5496 Fax: 02 8212 9547

Indigo Medical & Dental Training Pty Ltd (RTO)

Important Information – Please read and ensure you understand the following

PRIOR TO ENROLMENT

Indigo Medical & Dental Training as an RTO is required to provide the below information to students prior to enrolment:

TRAINING

Information on Training Services provided by Indigo Medical & Dental Training is available from the office via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with State and any National requirements utilising equipment that complies with all safety standards. Courses are delivered as a theory lesson with a practical component and all participants must ensure they can undertake the training. All costs, durations and outcomes are available from the office or on our website.

ASSESSMENT

Assessments of units will be conducted at a time agreed to by both parties after the following requirements are met.

- Successfully complete all required training, and
- Paid any outstanding monies owed,

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment method or have any concerns, please discuss these with an Indigo Medical & Dental Training Staff Member.

SUPPORT SERVICES AND SPECIAL NEEDS

Indigo Medical & Dental Training will take every possible action to ensure we support you throughout your training and assessment process. If at any point through-out your course you require any assistance or support, please discuss these needs with Indigo Medical & Dental Training staff and we will do our best to help. If you have any special needs, including Language and Literacy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. **If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.**

YOUR RIGHTS

As part of your training and assessment, you have various rights. Indigo Medical & Dental Training wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Director, Bernadette Beach immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by Indigo Medical & Dental Training may be lodged to the Director and must be done so in writing. For more information on your rights, please talk to the staff.

PRIVACY POLICY

In compliance with the Privacy Act, the information requested on this enrolment form will only be used for the process of enrolment and maintaining the student records. All information will be kept confidential and access to this information is only available to you, the Director and the trainer. If you want to view your files at any time, please lodge the request with your trainer.

RULES AND REGULATIONS

1. To complete your enrolled course students must be able to fulfil the following obligations:
 - Demonstrate to the Trainer and Assessor through attendance and assessment, both written and theory that academic and professional skills have been obtained to a satisfactory and competent level.
 - Satisfy all academic, administrative and financial obligations to the organisation.
2. Students must promptly notify Indigo Medical & Dental Training of any change of name, address and contact details.
3. Indigo Medical & Dental Training may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class.
4. Students may be suspended or expelled from Indigo Medical & Dental Training at the Director's discretion for:
 - non or late payment of fees
 - failure to uphold or maintain any of Indigo Medical & Dental Training's Policies and Procedures
 - Serious misconduct or breach of legislation

REFUND POLICY

Indigo Medical & Dental Training will safeguard any money paid by you in advance of your course. Indigo Medical & Dental Training will refund you any money paid by you in full in the event we cancel or discontinue a course. A cancellation fee of 50% of the full course fee applies for all cancellations made within 14 days from the training date. There will be no refunds for courses cancelled within 7 days of the course date. **If you fail to commence the course you will forfeit all monies paid.**

Do not sign below if you feel you have not received information on all of the above points. Please ask Indigo Medical & Dental Training Staff to explain or provide written information on the above before enrolling and signing below.

Student Declaration

- I, _____ have read, understand and agree to the following:
- a) I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the Student Handbook
 - b) I release and hold harmless Indigo Medical & Dental Training its Director, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that's the information provided on this enrolment form is true and correct.

Student's signature _____

Date: