

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	
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**STUDENT DETAILS**

**NAME:** Please note: The name you enter here will appear on your qualification

First Name	
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Surname	
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**HOME ADDRESS:**

Street Address	
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Suburb		State		Postcode	
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**POSTAL ADDRESS** (if different to above)

Postal Address	
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Suburb		State		Postcode	
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**CONTACT DETAILS**

Home Phone		Work Phone	
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Mobile	
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Email Address	
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**PERSONAL DETAILS**

Date of Birth		Gender	
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Occupation	
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**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"/> Unemployed - seeking full and/or part time work |
| <input type="checkbox"/> Part time employee | <input type="checkbox"/> Not employed - not currently seeking employment |
| <input type="checkbox"/> Self employed      |  |

**TRAINEESHIPS** Is this a traineeship?  Yes  No If Employed, please complete the following:

**Employer Details:**

Business Name	
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Business Street Address	
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Suburb		State		Postcode	
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Business Telephone		Business Email	
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Practice Manager Name		Practice Manager's email	
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Supervisor Name		Supervisor's Email	
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**RPL (RECOGNITION OF PRIOR LEARNING)**

Are you applying for RPL  Yes\*  No \*Price on application

**HAVE YOU COMPLETED A QUALIFICATION COURSE WITHIN THE LAST 10 YEARS?**  Yes  No

If Yes, please indicate name of course & date completed:

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**HOW DID YOU HEAR ABOUT US?**

Website  Newspaper  Google Search  Word of Mouth

Recommendation Name:  Other Please list:

## COURSE LIST

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

<input type="checkbox"/>	Administration fee (all qualifications)	\$ 200
<input type="checkbox"/>	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		
<input type="checkbox"/>	<b>Introduction to Medical Reception</b> - inc. Pracsoft & Med. Term (* 4 day Group Workshops - available to groups of 10 by prior arrangement. Public courses are only held in January & February each year)	<input type="checkbox"/>	\$600	<input type="checkbox"/>	\$550	<b>COMING SOON!!</b>
<input type="checkbox"/>	<b>Introduction to Dental Assisting</b> (* 5 day Group Workshops - available to groups of 10 by prior arrangement. Public courses held in January & February each year)	<input type="checkbox"/>	\$630			
<input type="checkbox"/>	<b>Medical Reception</b> (* Group Workshop - Days 1 & 2 of workshop)	<input type="checkbox"/>	\$350	<input type="checkbox"/>	\$300	
<input type="checkbox"/>	<b>Pracsoft Software Training</b> - an introduction (* Group Workshop - Day 3 of workshop)	<input type="checkbox"/>	\$220	<input type="checkbox"/>	\$200	
<input type="checkbox"/>	<b>Medical Terminology</b> (* Group Workshop - Day 4 of workshop)	<input type="checkbox"/>	\$250	<input type="checkbox"/>	\$230	

### HEALTHCARE QUALIFICATIONS

	NAME OF COURSE	DELIVERY METHOD						
		FLEXIBLE LEARNING OPTION 1		FLEXIBLE LEARNING OPTION 2			FLEXIBLE E-LEARNING	TRAINEESHIP PACKAGE
<input type="checkbox"/>	<b>BSB20107 Certificate II in Business</b> - with Medical Units	<input type="checkbox"/>	\$1,300	<input type="checkbox"/>	\$1,800	<b>COMING SOON!!</b>	<input type="checkbox"/>	\$2,300
<input type="checkbox"/>	<b>BSB31107 Certificate III in Business Administration (Medical)</b>	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	<b>HLT31807 Certificate III in Dental Assisting</b>			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>HLT43007 Certificate IV in Dental Assisting</b> - Radiography Stream			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>HLT43007 Certificate IV in Dental Assisting</b> - Oral Health Stream			<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>HLT43207 Certificate IV in Health Administration</b>	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>HLT52007 Diploma of Practice Management</b>	<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"/>	<b>BSB20107 Certificate II in Business</b>	<input type="checkbox"/>	\$1,300	<input type="checkbox"/>	\$1,800	<b>COMING SOON!!</b>	<input type="checkbox"/>	\$2,300
<input type="checkbox"/>	<b>BSB30107 Certificate III in Business</b>	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	<b>BSB31007 Certificate III in Business Administration (Legal)</b>	<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$2,500		<input type="checkbox"/>	\$3,000
<input type="checkbox"/>	<b>BSB41007 Certificate IV in Human Resources</b>	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>BSB40507 Certificate IV in Business Administration</b>	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>BSB40607 Certificate IV in Business Sales</b>	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>BSB40807 Certificate IV in Frontline Management</b>	<input type="checkbox"/>	\$2,200	<input type="checkbox"/>	\$2,700		<input type="checkbox"/>	\$3,200
<input type="checkbox"/>	<b>BSB51107 Diploma of Management</b>	<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

## **ADDITIONAL FEES**

Assessments submitted for marking are not returned to students. Students are expected to keep a copy of all assessments. In the event that a student submits their assessment and does not keep a copy, an administration fee will be charged for sending the assessment back to the student.

Return of assessments	\$50
Cancellation of workplace assessment within 24 hours	\$50
Re-enrolment into a suspended or withdrawn course	Determined on a case by case basis + the Administration fee

## **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/phone.
- 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**

Enrolling in a Short Course or Workshop

Students are to pay the full course cost on enrolment. There are no administration fees to pay with Short Courses or Workshops.

Enrolling in a Qualification Course

All Registered Training Organisations (RTO) are required to comply with the Australian Qualifications Training Framework 2010 standards (AQTF). In compliance with Condition 5 of the AQTF standards, we are no longer able to accept full payment of course fees upfront from students upon initial enrolment in qualification courses.

To enrol in a qualification course and to initially commence a qualification course, students are required to complete this enrolment form and pay an initial fee of \$1,200 plus the appropriate Administration Fee (listed on page 2).

An invoice will be issued on despatch of course material for the remaining balance of the course fee.

The balance of the course fee can be made via the following two options - **please select which option you would prefer:**

- Option 1** – pay the remaining balance of the course fee within 5 working days of the invoice date and we will offer you a 10% discount off the full qualification fee (not including administration fee) e.g. course fee is \$2,500 – you will receive a \$250 discount.
- Option 2** – we offer a 3 month payment plan. Pay the balance of the course fee in 3 monthly instalments, the first payment being one month due and payable from the date of the invoice. A payment plan schedule will be detailed on the invoice.

If you select Option 1 and your payment is not received within 5 working days of the invoice date, you will automatically be reverted to Option 2 – payment plan, and will not qualify for the 10% discount.

**Please indicate how you are paying:**

- Cheque** Please forward all cheques to our PO Box at:  **Direct Deposit** ANZ Bank  
 Indigo Medical & Dental Training Pty Ltd  
 PO Box 3731  
 TUGGERAH NSW 2259  
 Indigo Medical & Dental Training Pty Ltd  
 BSB Number: 012 623  
 Account Number: 181 182 631

**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.		
<b>Please note:</b> 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 (if completing online, please type your name)		

**PROMOTIONS**

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

Promotional Code:

*Helping You on Your Journey*



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

# Indigo Medical & Dental Training Pty Ltd (RTO)

## Important Information – Page 1

**Please read and ensure you understand the following prior to signing this enrolment form**

### PRIOR TO ENROLMENT

Indigo Medical & Dental Training as an RTO is required to provide the below information to students prior to enrolment. **Please read and indicate where required** that you have read and understood each section:

#### 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 including additional fees in regard to extensions of courses, withdrawals and suspensions. All courses are delivered in line with all State and National requirements utilising equipment (where appropriate) that complies with all safety standards. Courses are delivered as either distance learning or a combination of distance and face-to-face sessions (flexible learning) and may involve a practical component. All participants must ensure they can undertake the training prior to completing & signing the enrolment form. All costs, durations and outcomes are available from the office or on our website.

**I have read and I understand the Training Information above**

#### COMPETENCY ASSESSMENT AND COMPLETION OF COURSES

Competency assessment will be conducted at a time agreed to by both parties after the following requirements are met.

- A student successfully completes all required assessment methods as outlined in their training course, and
- All outstanding monies owed have been paid

Additional assessment processes will be explained at the Student Induction at the start of the course. Should you have any additional questions regarding your assessment methods or have any concerns, please discuss these with an Indigo Medical & Dental Training Staff Member.

Students courses (both short courses and qualifications) have a course end date - the course is deemed to be complete & will be closed once this course date has been reached, regardless of whether the student has completed all assessment activities. Failure to complete the course or qualification by this end date will result in the course being closed and the student being found Not Yet Competent. However, courses may be extended by paying the appropriate extension fee (as outlined on page 3).

For students who complete their full qualification course, they will receive a Certificate in that qualification, plus an Academic Transcript showing competency in each unit under that qualification.

For students who complete an accredited Short Course, or those who do not complete the full qualification course, they will receive an Academic Transcript (qualification courses only) showing competency in any individual units if competency in any individual unit has been achieved, plus a Statement of Attainment for each unit where competency has been achieved.

**I have read and I understand the Competency Assessment & Completion of Courses Information above**

#### 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.**

**I have read and I understand the Support Services & Special Needs Information above**

#### 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 National Training Manager 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 your trainer or refer to your Student Handbook.

**I have read and I understand My Rights as outlined above**

#### 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, and Indigo Medical & Dental Training staff. If you want to view your files at any time, please lodge the request with your trainer.

**I have read and I understand the Privacy Policy as listed above**

# Indigo Medical & Dental Training Pty Ltd (RTO)

## Important Information – Page 2

**Please read and ensure you understand the following Rules and Regulations prior to signing this enrolment form**

### RULES AND REGULATIONS

1. To complete the course you have enrolled in, 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. 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
4. Students courses (both short courses and qualifications) have a course end date. Failure to complete the course or qualification by this end date will result in the course being closed and the student being found Not Yet Competent. However, courses may be extended by paying the appropriate extension fee (as outlined on page 3).
5. Students may be given an option to suspend their training at the Director's discretion. Application for Suspension of Training can be obtained from the student's trainer. Please note - recommencement of training will incur an additional fee set by the Director (as set out on page 3).

### REFUND POLICY

Indigo Medical & Dental Training will safeguard any money paid by you in advance of your course.

In the case where a course is discontinued or cancelled by Indigo Medical & Dental Training, we will refund in full any money paid by you.

#### Short courses/Workshops

- No refunds will be given for short courses or workshops that are cancelled by a student and/or corporation within 7 days of the course or workshop date.
- If a student fails to attend a short course or workshop they forfeit all money paid.

#### Qualification Courses

- No refunds will be given for cancellation of any course that is deemed to have commenced. A course is deemed to have commenced 2 weeks after receipt of the signed enrolment form, or when material has been despatched - whichever comes first.
- A cancellation fee of 50% of the full course cost, plus the administration fee applies for all cancellations made within 14 days of the date of enrolment.
- The date of enrolment is taken from the date this enrolment form has been signed by the student.

**If you fail to commence or complete the qualification 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 these pages 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:**