

BRIAN KERLE BASKETBALL ACADEMY

Course Enrolment Form 2021

Personal Details

Given Name(s): _____ Family Name: _____

Address: _____ Suburb: _____ State: _____ Postcode: _____

Home Phone: (____) _____ Mobile: _____

Email: _____ Date of Birth: _____

Gender: Male Female Unique Student Identifier: _____

Tick here if you do **not** want to receive Brian Kerle Basketball newsletters and future product offerings

Special Needs (if applicable): Person with disability Other special needs

Details: _____

In which country were you born: _____

Indigenous Status: Aboriginal Torres Strait Islander Neither

Language spoken at home: _____

If not English, how well do you speak English: Very well Well Not well Not at all

Previous education

Highest completed school Level (nil, Gr 8 or below, 9, 10,11,12): _____ Year Completed: _____

Previous qualification(s) achieved: _____

Australian Citizen

Yes

No

VSL Applicants – Please read the reverse side of this page for evidence required for VSL applicants.

Employment

Current labour force status (FT, PT, Self emp, Employer, Unpaid emp, Not emp etc): _____

Learning options

Course: Diploma of Sport SIS50319

Certificate III in Fitness SIS30315 (Cert III Guarantee)

Desired start date: _____

Reason for this study: _____

Are you applying for recognition of prior learning? No Yes (you will need to provide supporting evidence)

Declaration

I accept the conditions of enrolment as outlined on page 2 of this form. I give permission for Brian Kerle Basketball to use any marketing or advertising material that refers to me.

Signature of applicant: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

(if applicant is under 18 years of age)

Name of parent/guardian: _____

Post application to: Brian Kerle Basketball

A: Hibiscus Sports Centre, 90 Klumpp Rd, Upper Mount Gravatt Qld 4122

W: briankerlebasketball.com **P:** 0488 690 877 **E:** bkerle@briankerlebasketball.com

Conditions of Enrolment

Applicants for a VET Student Loan must provide Proof of Citizenship.

This requires copies of two [2] items of personal documents which provide the following:

- 1. Confirm your Australian Citizenship – this includes birth certificate, Australian passport or citizenship certificate.**
- 2. Photographic ID – driver's license, passport etc.**

For example, the following combination of documents would provide the required level of identification:

- Australian Passport**
- Driver's License and Birth Certificate**
- Citizenship Certificate and Proof of Age Card**

A qualifying New Zealand citizen residing in Australia or a permanent humanitarian visa holder, who is usually resident in Australia may be eligible for a VET student loan however before proceeding it is recommended that individuals contact Brian Kerle Basketball Academy and/or review the VSL FAQs on the website.

Additionally, applicants must meet at minimum one of the following academic entry requirements:

- Year 12 Certificate or**
- Evidence of Certificate IV or higher completion**

Where an applicant does not meet the Year 12 or Certificate IV requirement, the applicant must undertake a LLN evaluation. This will be undertaken through an arrangement Brian Kerle Basketball Academy has with FIT EDUCATION/ACER.

Upload Documents

If you do not have all of these documents, proceed with your enrolment however your acceptance into the course and application for VSL cannot proceed without these documents.

**Documents can also be sent to bkerle@briankerlebasketball.com
ref: VSL Application Documents.**

BRIAN KERLE BASKETBALL - TERMS AND CONDITIONS

Code of Practice:

Brian Kerle Basketball Academy agrees to operate within the Principles and Standards of the Australian Skills Quality Authority (ASQA), the Standards for Registered Training Organisations (2015), and as an approved provider, the VET Student Loans Rules (2016). This includes a commitment to recognise training qualifications issued by other Registered Training Organisation's (RTOs). Additionally, Brian Kerle Basketball Academy will meet all legislative requirements of State and Federal Government, in particular, Workplace Health and Safety and Workplace Relations.

Brian Kerle Basketball Trainers have the appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Trainers will maintain their industry and trainer currency as required under the Standards for Registered Training Organisations (2015).

Code of Conduct:

All persons delivering programs for or on behalf of Brian Kerle Basketball Academy will do so in accordance with the requirements of the Unit Descriptor for that training package (or part thereof).

Conduct:

- Brian Kerle Basketball staff will focus on student and client/student needs to support course progression, retention and completion rates.
- Any disengagement with the client/student shall be through policy and procedures approved by the CEO, Brian Kerle Basketball
- Behaviour of the Trainer shall conform to normal accepted teacher/trainee practices
- Counselling regarding disciplinary matters will be provided by the Trainer if appropriate Unique Student Identifier Number (USI) All students must supply the Brian Kerle Basketball with their USI prior to their enrolment being finalised.

Student Behaviour:

Students are responsible for:

- Checking that holidays, business and other commitments do not clash with training
- Submitting compulsory assessment items by the prescribed date. Any extension of time will be granted by the Trainers at their discretion
- Punctuality - Learners are requested to be on time for all classes
- Notifying the Trainer's office of change of personal details if it is to reflect on any documentation relevant to the training being undertaken
- Notifying the Learner if withdrawing from study
- Maintaining their obligation to comply with institute rules in relation to Workplace Health and Safety Standards

FEE Payment

Brian Kerle Basketball will provide a range of fee structures and fee payment relevant to each course and any contractual arrangements with Commonwealth and state government, or any other providers of funding for training.

VSL (VET Student Loan)

Brian Kerle Basketball is an approved VET Student Loans provider. Students are given access to comprehensive information on VET Student Loans as part of any pre-enrolment for an eligible course. Student are encouraged to access this information via Brian Kerle Basketball's website or enquire directly with Brian Kerle Basketball for details on potential eligibility and the process for applying for a VET Student Loan.

Course Commencement:

There is a no refund available once a course has commenced unless under Extenuating circumstances - such as Severe Medical Conditions etc. which Brian Kerle Basketball Online will take into consideration on a case by case basis. VET Student Loan approved students should read the VSL Guide for details specific to VSL eligible courses.

Complaints and Appeals Policy

Learners have the right to appeal or register a complaint against any Brian Kerle Basketball assessment, procedure, administrative procedure, perceived discrimination or harassment, or the abrogation of any right stated in other Brian Kerle Basketball policies or procedures. The process also offers the opportunity for Learners to be accompanied to hearings by a person of their choice, and lead to resolution within a reasonable time.

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Learners have the right, in respect to an appeal or complaint, to receive reasons for resulting decisions, to be advised of opportunity for further appeal and to experience no repercussions as a result of participation in the process. Any queries concerning this policy or to receive a copy of the Brian Kerle Basketball Academy Complaints & Appeals Procedure please contact the Brian Kerle Basketball Academy

on 0488 690 877.

RPL Policy:

Learners wishing to be granted RPL should contact Brian Kerle Basketball Academy for information relating to the RPL Process. Where RPL is conducted, and training is not required, verification of competency is still a requirement.

Special Learning Needs:

Brian Kerle Basketball Academy has a policy regarding legal and ethical responsibilities to ensure that no person is treated unfairly. Brian Kerle Basketball as a minimum considers the following:

- Language, literacy and numeracy needs: if there is a need identified, Brian Kerle Basketball Academy will endeavour to assist the Learner or provide referral to an appropriate service - however, the Learner shall bear this cost
- Cultural, language and educational background
- Gender
- Physical ability
- Level of confidence, nervousness or anxiety
- Age
- Experience in training and assessment
- Previous experience with the topic
- Welfare/guidance support (external support i.e. Learning Literacy and Numeracy, dietary, medical)

Access & Equity:

Brian Kerle Basketball Academy is committed to achieving the highest performance in the areas of access and equity with the aim of creating and maintaining equal opportunity and freedom from discrimination in all of its dealings with employees and Learners.

Consistent with this Brian Kerle Basketball Academy will:

- Assert that all employees and Learners have the right to equal treatment and are able to expect equal treatment in all relevant matters
- Comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect the Company's commitment to equal opportunity and freedom from discrimination;
- Involve employees and Learners in the improvement of equal opportunity and freedom from discrimination performance
- Provide equal access to learning and development opportunities
- Hold individual employees accountable for their area of responsibility
- Ensure that Brian Kerle Basketball Academy employees and contractors are informed of and understand their obligations in respect of this policy
- Communicate openly with employees, government and the community on equal opportunity and freedom from discrimination issues and contribute to the development of relevant access and equity policy

Health & Safety:

All Brian Kerle Basketball Trainers are responsible and accountable for the implementation of health and safety standards. For the benefit of all our employees, client/students and the general public, Brian Kerle Basketball Academy will comply with all applicable health and safety laws, regulations and statutory obligations.

Enrolment Duration:

Students are generally expected to complete their course within 12 months from the date of enrolment unless specifically negotiated with Brian Kerle Basketball through an individual study plan. If a student requires an extension past this period the student must contact Brian Kerle Basketball prior to their due completion date. All extensions incur a \$50.00 per month extension fee. VET Student Loan approved students should read the VSL Guide for details specific to VSL eligible courses.