

Step 1: Personal Details

Title	<input type="checkbox"/> Not Stated	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Not Stated	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other		
First Name		Middle Name		Last Name		
Date of Birth		USI No.				

USI: Unique Student Identifier [What is USI?](#) | [Steps to Create Your Own USI](#) | [How to find your USI](#)

Step 2: Contact Details

Email		Telephone	
Address		Town/Suburb	
State		Postcode	
Postal Address? (If different to your current address)			
Address		Town/Suburb	
State		Postcode	
Emergency Contact:			
Name		Relationship	
Email		Telephone	

Step 3: Language and Cultural Diversity:

Country of Birth		Language Spoken at Home	
Proficiency in Spoken English			
<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all
Indigenous Status			
<input type="checkbox"/> Not Stated	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, both Aboriginal or Torres Strait Islander		<input type="checkbox"/> No, Neither Aboriginal nor Torres Strait Islander	
Any disability?	<input type="checkbox"/> Not Stated	<input type="checkbox"/> No	<input type="checkbox"/> Yes

High School Level.

<input type="checkbox"/> Not Stated	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 12 or equivalent
Are you currently attending School?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Previous Qualifications Recognition

Any Previous Qualifications Completed	<input type="checkbox"/> Not Stated	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Previous Qualifications Recognition			
<input type="checkbox"/> Australian qualification	<input type="checkbox"/> Australian Equivalent	<input type="checkbox"/> International	
Qualification Name		Year Completed	Country

Residency Status			
<input type="checkbox"/>	Australia Citizen	<input type="checkbox"/>	Not Stated
<input type="checkbox"/>	New Zealand Citizen	<input type="checkbox"/>	Other (please specify below):
<input type="checkbox"/>	Permanent Resident	<input type="checkbox"/>	

Step 4: Employment

Which best describes your current employment status?

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

Job Type

<input type="checkbox"/>	Not Stated	<input type="checkbox"/>	Clerical and Administrative Workers
<input type="checkbox"/>	Manager	<input type="checkbox"/>	Sales Workers
<input type="checkbox"/>	Professionals	<input type="checkbox"/>	Machinery Operators and Drivers
<input type="checkbox"/>	Technicians and Trades Workers	<input type="checkbox"/>	Labourers
<input type="checkbox"/>	Community and Personal Service Workers	<input type="checkbox"/>	Other:

Industry

<input type="checkbox"/>	Not Stated	<input type="checkbox"/>	Information Media and Technology
<input type="checkbox"/>	Agriculture, Forestry and Fishing	<input type="checkbox"/>	Financial and Insurance Services
<input type="checkbox"/>	Mining	<input type="checkbox"/>	Rental, Hiring and Real Estate Services
<input type="checkbox"/>	Manufacturing Health Care/Social Assistance	<input type="checkbox"/>	Professional, Scientific, and Technical Services
<input type="checkbox"/>	Electricity, Gas, Water and Waste Services	<input type="checkbox"/>	Administrative and Support Services
<input type="checkbox"/>	Building & Construction	<input type="checkbox"/>	Public Administrative and Safety
<input type="checkbox"/>	Wholesale Trade	<input type="checkbox"/>	Education and Training
<input type="checkbox"/>	Retails Trade	<input type="checkbox"/>	Health Care and Social Assistance
<input type="checkbox"/>	Accommodation and Food Services	<input type="checkbox"/>	Arts and Recreation Services
<input type="checkbox"/>	Transport, Postal and Warehousing	<input type="checkbox"/>	Other Services:

Step 5: Study reason: Which best describes your main reason for undertaking this course?

<input type="checkbox"/>	To get a job	<input type="checkbox"/>	I wanted extra skills for my job
<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>	To get into another course of study
<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	Other reasons
<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>	For personal interest or self-development
<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get skills for community/voluntary work
<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	Not Stated

UNIT CHOICE	Course Fees	✓
CPCWHS1001 Prepare to work safely in the construction industry	\$250	<input type="checkbox"/>

TERMS and CONDITIONS, ACKNOWLEDGEMENT

<input type="checkbox"/>	Yes, I have read and accepted the terms and conditions
<input type="checkbox"/>	Yes, I have read, understood and agreed to the Student Handbook
<input type="checkbox"/>	Yes, I have read, understood the Course Guide

Signature:		Date	/ /
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In this Agreement:

"Agreement" means these Terms and Conditions, together with the completed Enrolment Form.

"Student", "you", "your", "me" or "I" means the person specified in "Step 1 – Your Details" of this Agreement.

"Builders Institute", "us" or "we" means Builders Institute – ACN: 639 162 771

The Agreement is governed by the laws of the State of New South Wales and the parties submit to the non-exclusive jurisdiction of the courts of New South Wales, and the courts entitled to hear appeals from those courts.

By completing, submitting your enrolment form and payment, you are deemed to have agreed to the following:

1. Please consider and refer to your financial situation before signing and submitting your enrolment form.
2. Enrolment fees & learning resources fees are non-refundable.
3. You receive online access to classes and Course materials relevant to the training Course selected at the time of enrolment.
4. Attend the training relevant to the course selected via virtual training and/or face-to-face (if available) and receive the services provided at that training.
5. Access to resources for the duration of your course

Course payments –

6. Where the student has elected to pay the Course fees by instalments, the first instalment is due within 30 days of enrolment, and the student must continue to pay instalments thereafter.
7. Any personal information we collect under this Agreement will be dealt with in accordance with our [Privacy Policy](#), a copy of which can be located on our website and in **your student handbook** provided to you at the time of enrolment.
8. Course fees can be paid in instalments. If any instalments are in default, your access to the course may be suspended until such time as payment has been brought up to date. Failure to make payments as agreed will result in a fee of \$10 per failed payment plus an additional 10% p.a. finance charge until the outstanding amount is paid in full. It will result in all recovery costs being the responsibility of the student and become due to the Builders Institute.
9. The Course fees and the course selected is not transferable for any reason.

Cancellation by You:

If you need to cancel your enrolment/training during its term, you must notify Builders Institute immediately in writing info@bi.edu.au

The student, in consideration of The Course and/or Training to be provided by Builders Institute, agrees –

10. I will not hold Builders Institute liable for any loss or cost or damages or consequential loss (including but not limited to loss of income, loss of revenue, loss of profit, loss of goodwill and loss of business opportunity) incurred by me (or any person related to me) in the event of mental, physical, emotional stress or distress (or other ailment or condition) caused either directly or indirectly in relation to the training sessions. I will indemnify Builders Institute in the event of any such claim.
11. To access all classes or training via phone or internet at my own cost.
12. Builders Institute reserves the right to change the training venue at any point prior to the training in order to best serve the needs of the students.
13. To indemnify and keep indemnified Builders Institute from and against all loss, damage or liability (whether criminal or civil) suffered, including legal costs on a full indemnity basis incurred by Builders Institute resulting from breach of this Agreement by the student.
14. Not to cause or permit anything which may damage or endanger the intellectual property of Builders Institute or assist or allow others to do so.
15. What is taught within the Course and the Intellectual Property delivered in any form remains the copyright of Builders Institute and cannot be replicated, modified, licensed, published, transmitted, distributed, uploaded, broadcast, sold or otherwise transferred without Builders Institute's written consent. A breach of this clause is considered serious misconduct and may result in Builders Institute taking action such as the removal of the student from the course, suspension of access to Course material, or the initiation of legal proceedings against the student.
16. Not to solicit, deal with or engage in any business dealing with any of the personnel provided by Builders Institute to supply the course for a period of two years from the date of this Agreement without the prior written consent from Builders Institute.
17. Not to make copies or distribute any materials from the course other than as required to do so for the purpose of participating in the course.
18. Not divulge to any third party any part of the Confidential Information or of the Intellectual Property nor provide to any third party a copy of any document or audio recording which comprises or contains Confidential Information or Intellectual Property, except as this Agreement specifically permits.
19. "Confidential Information" included any of the following information:
 - a. all business and financial information, sales and supply details, marketing strategies, customer and supplier lists, business lists, personal information, or other information concerning Builders Institute, its customers or its employees and officers;
 - b. all drawings, plans, sketches, production processes and procedures, computer programs, specifications, manuals, notes, diagrams, flowcharts, project plans, calculations, know-how or any other verbal information or written data concerning Builders Institute or its products.
 - c. all (if any) other information relating to Builders Institute which, by its nature, places or potentially places Builders Institute at an advantage over its present or future business competitors; and
 - d. any other information that would otherwise at law be considered secret or confidential information of Builders Institute;
 - whether or not marked "Confidential" BUT does not include information which:
 - at the time of first disclosure by a student to another person is already in the public domain;

- after disclosure by a student, becomes part of the public domain otherwise than by disclosure in breach of the terms of this Agreement; and
 - the person to whom the information is disclosed can prove that the information was in his or her possession before the time of first disclosure by or discovery from the student.
20. That any publicity or information provided by Builders Institute in relation to the provision of the course is subject to alteration from time to time at Builders Institute's discretion.
 21. That in the event that Builders Institute is liable to any extent under this Agreement or under general law Builders Institute's liability is to be limited to the amount of the Course fee paid by the student, save for where there is any fraud, wilful misconduct or criminal action on the part of Builders Institute.
 22. That Builders Institute is not liable if the course contains materials that the student is already familiar with.
 23. Assessments required to achieve competency in the course will be conducted and any certificate or statement of attainment will only be awarded once competency is achieved and upon the completion of all payments.
 24. Any disputes which may arise as a result of this Agreement shall be dealt with in accordance with our Complaints & Appeals Procedures, a copy of which can be located in **your Student Handbook**.
 25. To acknowledge that training events may be videoed and that still photographs may be taken for training and/or marketing purposes. To that end, the student willingly gives his/her approval to be filmed and photographed, save for where the student advises otherwise by signing a waiver at the relevant training/event.

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/privacy>.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the VET Data Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact *Builders Institute* to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice <https://bi.edu.au/privacy-policy/>

Builders Institute: E: info@bi.edu.au Tel: 1300 119 571

DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Service Agreement with BUILDERS INSTITUTE PTY LTD (314011) 15 639 162 771. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

DEFINITIONS

Account means the account held at your *financial institution* from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between us and you.

Us or we means BUILDERS INSTITUTE, (314011) you have authorised by requesting a *Direct Debit Request*.

You means the customer who has signed or authorised by other means the *Direct Debit Request*.

Your financial institution means the financial institution nominated by you on the DDR at which the *account* is maintained.

DEBITING YOUR ACCOUNT

By signing a *Direct Debit Request* or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your *account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your *account* as authorised in the *Direct Debit Request*.

or

We will only arrange for funds to be debited from your *account* if we have sent to the address nominated by you in the *Direct Debit Request*, a billing advice which specifies the amount payable by you to us and when it is due.

If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit your *account* on the following *banking day*. If you are unsure about which day your *account* has or will be debited you should ask your *financial institution*.

AMENDED BY US

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving you at least **fourteen (14) days** written notice.

AMENDED BY YOU

You may change, stop or defer a *debit payment*, or terminate this *agreement* by providing us with at least 7 days notification by writing to: E: accounts@bi.edu.au

Arranging it through your *financial institution*, which is required to act promptly on your instructions.

YOUR OBLIGATIONS

It is your responsibility to ensure that there are sufficient clear funds available in your *account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in your *account* to meet a *debit payment*:

- You may be charged a fee and/or interest by your *financial institution*;
- You may also incur fees or charges imposed or incurred by us; and
- You must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in your *account* by an agreed time so that we can process the *debit payment*.
- You should check your *account* statement to verify that the amounts debited from your *account* are correct.

DISPUTE

If you believe that there has been an error in debiting your *account*, you should notify us directly on contact and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up directly with your *financial institution*.

If we conclude as a result of our investigations that your *account* has been incorrectly debited, we will respond to your query by arranging for your *financial institution* to adjust your *account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which your *account* has been adjusted.

If we conclude as a result of our investigations that your *account* has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

ACCOUNTS

You should check:

- With your *financial institution* whether direct debiting is available from your *account* as direct debiting is not available on all accounts offered by financial institutions.
- Your *account* details which you have provided to us are correct by checking them against a recent account statement; and
- With your *financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

CONFIDENTIALITY

We will keep any information (including your *account* details) in your *Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you:

- To the extent specifically required by law; or
- For the purposes of this *agreement* (including disclosing information in connection with any query or claim).

NOTICE CONTACT US:

If you wish to notify us in writing about anything relating to this *agreement*, you should write to: E: accounts@bi.edu.au

We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.