

IMPORTANT - by completing a registration and enrolment form you are committing yourself to the course. and the following conditions subsequently apply in all cases:

DPI AgTrain - CONDITIONS OF ENROLMENT in PETP courses

- Payment or credit card details **MUST** accompany the enrolment form. Forms without payment are not processed and attendance is not permitted until payment is received.
- If withdrawal from a course is required, or circumstances do not allow attendance at a course, the course coordinator must receive written notification of withdrawal at a time up until 4 weeks after the course commencement date providing the course has not been completed. Upon receiving this written notification DPI AgTrain will refund payment minus a \$55 administration fee.
- The full course amount may be credited to another course for yourself or a replacement participant whom you source.
- This course is subject to a minimum number of enrolments; should cancellation of the course be necessary we will either refund the full amount or transfer offer to another course.

Fees and Charges

Course participants are charged tuition of \$1.37 per Student Contact Hour plus the cost of materials and catering. There is a minimum tuition charge of \$55 and a maximum tuition charge of \$877.

Exemptions

A participant who has completed a similar unit will receive an exemption for that unit against a course qualification.

A participant who has a Statement of Attainment for a nationally recognised unit of competency will have that competency recognised towards a national qualification. The course coordinator will provide you with an application form for exemptions and recognition processes.

Recognition of Prior Learning/ Recognition of Current Competency

Participants may apply to have their prior learning, work experience, formal training or life experience recognise against the learning outcomes of a unit or against a national unit of competency. A fee of \$9.59 per nominal student contact hour per unit of competency will be charged for this service. The course coordinator can provide you with further information or you can find information at www.dpi.vic.gov.au/agtrain. Eg a unit of 50 hours nominal length will incur a fee of \$479.50

Recognition of AQF Qualifications and Statements of Attainment

The RTO will recognise the AQF qualifications and Statements of Attainment issued by any other RTO under the principle of Mutual Recognition. National recognition means that a student automatically has credit for units of competency that they have completed at any other registered training organisation in Australia. Please refer your previous Statements of Attainment to the Education and Training Officer.



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| Version | 2 | 3 | 4 | 5 | 6 | 7 |
| Date | 11.11.02 | 11.2.03 | 14.1.04 | 22.3.04 | 1.5.04 | 15.7.04 |
| | 8 | 9 | 10 | | | |
| | 02/7/07 | 1.8.07 | 7.4.08 | | | |

Grievance

If you have a complaint or grievance about the way the training is delivered or assessed, the quality of the training, the student amenities, discrimination or harassment, or any other matter, you can request a copy of the DPI AgTrain Complaints, Grievance and Appeal Policy and Procedure. This document will aid in resolving your complaint for grievance.



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