

IMPORTANT – by completing a registration and enrolment form participants commit to the course, and the following conditions subsequently apply:

DPI AgTrain - CONDITIONS OF ENROLMENT – Full Fee Paying Courses/FFS

- 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.
- Refunds (in full) will only be given if notification of cancellation is received at least three days prior to the course. It is **YOUR** responsibility to contact the workshop coordinator and notify them of your cancellation.
- If notification of cancellation is received less than three working days prior to the course, you will be liable for 50% of the course fee.
- The full amount may be credited to another course for yourself or a replacement participant you source.
- All courses are subject to a minimum number of enrolments; should cancellation of the course be necessary we will either refund the full amount or transfer you to another course.

Fees and Charges

Fees are charged to cover the cost of trainer/s, hire of venue, catering, course materials and administration.

Exemptions

A participant who has completed a similar unit may 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 can have that unit recognised towards a national vocational education and training qualification.

The course coordinator can provide an application form if exemptions are requested.

Recognition of Prior Learning/ Recognition of Current Competency

Participants may apply to have their prior learning, work experience, formal training or life experience recognised against the learning outcomes of a module 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 visit 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.

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 matters, you can request a copy of DPI AgTrain's Complaints, Grievance and Appeal Policy and Procedure. This document will provide you with the information to aid in resolving your grievance.

Version	1	2	3	4	5	6	7
Date	17.1.02	18.1.02	13.9.02	14.2.03	17.7.03	14.1.04	15.7.04
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