

***Learner Declaration 2018***

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| **VERSION CONTROL** |

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| **CURRENT VERSION** | **REVIEW** **DATE** | **PERSONS INVOLVED** | **NEW** **VERSION** | **AMENDMENTS** |
| V1.0 / MARCH 2018 | SEPTEMBER 2018 | B. GREEN |  | Creation of policy for RTO audit  |
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**INSTRUCTIONS**

Learners who wish to enrol in training products offered by the Collective Training Group (CTG) must read and sign the following document. Learners can choose to print, sign, scan and return the document via email or post.

Email address: bodiegreen@wapou.asn.au

Postal address: 63 Railway Parade, Mount Lawley WA 6021

Learners can choose to tick the *electronic signature* box, type their name, and return the form via email. Learners who choose to sign the document electrically must note this is considered the same as a hand-written signature.

**LEARNER DECLARATION**

* I (Learner) agree to comply with, have read and understand, all policies that have been made available to me, either in hard copy as requested, or are freely available on the Respect the Risk website ([www.respecttherisk.com.au](http://www.respecttherisk.com.au)).
* I agree to comply with any reasonable and lawful instructions given by CTG staff, including those members of staff who are employed by the Western Australian Prison Officers’ Union, in relation to my enrolment with CTG.
* I agree, is it my responsibility to regularly review, read and understand, current CTG policies which can be found on the Respect the Risk website ([www.respecttherisk.com.au](http://www.respecttherisk.com.au)) and seek further clarification from CTG staff if required.
* I agree, it is my responsibility to ensure all information and documentation supplied by me in relation to my enrolment is complete and correct. I understand that CTG may refuse, terminate, or otherwise vary my enrolment or any decision made in relation to my candidature at CTG on the basis of inaccurate, misleading or incomplete information. I agree that CTG relies on the accuracy of all information provided by me and is not responsible or liable for any errors arising out of inaccurate information provided by me.
* I agree to update my personal information, including contact information, held by CTG no later than five (5) working days after any change. Notification must be through direct written contact with the Training Officer.
* I agree that I am responsible for checking my preferred email address as supplied by me on my initial enrolment information, and I understand CTG will use this email address as the primary source of contact and communication.
* I agree to be responsible for the payment of any tuition fees, and any other compulsory fees related to my enrolment or issuance of AQF documentation. Failure to do so will prevent issuance of AQF documentation. I understand that failure to pay my tuition fees in full, may result in my access to CTG services being cancelled or restricted, including the cancellation of my enrolment and action being taken by the CTG to recover the outstanding amounts, of which I am responsible for funding.
* I consent to the CTG using my personal information for any purpose it deems necessary inline with ASQA regulations to carry out its educational, administrative, and operational functions, not to the detriment of the Learner.
* I understand that CTG may disclose my personal information to a person or organisation external to the Registered Training Organisation where required by law, including where the disclosure is required for the CTG to comply with its mandatory or contractual reporting requirements to government departments or agencies, statutory or regulatory bodies and/or their agents.
* I acknowledge that my providing this declaration is a condition of my enrolment at CTG and that I will be notified of any changes to these terms in writing to my email account if required.

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| **PRINT FULL NAME** |
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| **SIGNATURE** |
| Electronic signature |
| **DATE** |
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