



ENROLMENT PROCEDURES

- Please contact Greenacres Training Services to make a booking into the course you are interested in or the service you wish us to provide.

Phone: 02 4229 2666
Fax: 02 4226 4929
Email: taniat@greenac.com.au

- Staff will record the booking and advise costs, payment options and answer any questions you may have.
- You need to obtain an enrolment form and a learner profile form from the Learner Information section of our website or you can contact us directly and we will send you a hard copy.
- Please submit the completed and signed enrolment form and learner profile to our office together with course payment.
- Once full payment has been received an advice of confirmation and receipt will be sent to you. Please note if your employer has paid for your course participation, he/she will probably want to know about your progress. If this is the case, we will require you to sign a **Disclosure of Progress Consent Form** so that this information sharing does not breach our policy and procedures regarding Confidentiality.
- Your trainer will be in touch with you to discuss the course and to identify any particular needs you may have that may affect your learning during the course. If necessary, we will seek your advice regarding the best way you wish to have those needs met. This may be done with as a group or individually and is known as the orientation session.
- Where applicable, you will be asked to participate in a Study Skills workshop where you will gain skills and knowledge to plan your time when studying/training, practice writing/speaking for an audience and familiarizing yourself with competency based training and assessment.
- If you need to make any variations to the details on your enrolment form please contact a Training Officer at Greenacres Training Services.

CONFIDENTIALITY AGREEMENT

Learners enrolled in courses at Greenacres Training Service who participate in ***extended face to face sessions*** and/or ***placement/workplace based learning opportunities*** as part of their course/unit of competency requirements must complete and sign a Confidentiality Agreement at course/unit of competency commencement.

Your Trainer will issue these documents for completion when you commence the course.