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| **Enrolment Form** |
| Dispute Settlement Centre of Victoria National Mediator Accreditation System training |

**Please complete all sections and if you are writing by hand please use BLOCK LETTERS.**

**Personal details**

|  |  |
| --- | --- |
| **Full given name/s (for certificate)** |  |
| **Preferred name** |  |
| **Pronouns** |  |

**Contact details**

|  |  |
| --- | --- |
| **Unit / Street number** |  |
| **Street name** |  |
| **Suburb / Town** |  |
| **State** |  |
| **Postcode** |  |
| **Postal address** (if different to above) |  |
| **Contact number** |  |
| **Emergency Contact** |  |
| **Emergency contact number** |  |

**Access requirements**

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| **Please let us know if you have any access requirements or specific needs we can assist with that would support you to fully participate in the course.** |
| Please explain: |

**Study reason**

**Of the following categories, highlight one response that BEST describes your main reason for undertaking this qualification/course?**

|  |  |  |
| --- | --- | --- |
| To get a job | I wanted extra skills for job | To try for a different career |
| To start my own business | For personal interest or  self-development | It is a requirement of my  job |
| To get a better job or promotion | To develop my existing business | To get into another course  of study |
| Other reasons, please explain: | | |

**To assist us in offering the training:**

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| How did you hear about this training? |
| What do you hope to gain / achieve from the training? |

**Course fees**

Course costs in total are $3,625 (GST inc.). This includes a non-refundable administration fee of $370.

**Upon enrolment into the course:**

* an invoice will be issued to you via email
* payment is due no later than 21 days prior to the course commencing.

**If an employer or another agency is paying on your behalf, please supply the following details:**

|  |  |
| --- | --- |
| **Third party full legal name** |  |
| **Third party ABN** |  |
| **Third party mailing address** |  |
| **Third party email address** |  |
| **Third party phone number** |  |

**If you are unable to attend the course because of extenuating circumstances:**

* a refund of $3,255 ($3,625 course fee less the $370 admin fee) will be issued within 21 business days
* if you wish to reenrol for the next available course, a new invoice will be issued.

**Privacy**

**Collection of information by the Dispute Settlement Centre of Victoria (DSCV)**

DSCV is committed to protecting and maintaining your privacy. All personal information that we collect (or receive) will be managed in accordance with the Privacy and Data Protection Act 2014.

The personal information DSCV collects in connection with your enrolment is designed in particular to enable DSVC to process your application and prepare for your participation.

DSCV may not be able to process your enrolment and deliver the training program if you do not provide the personal information we request.

**Use of your data**

DSCV will use your personal information for administration, monitoring and planning purposes related to the training program.

DSCV may disclose your personal information to the Department of Justice and Community Safety (of which DSCV forms part) or to a consultant assisting DSCV to run the training program, or to assist with any relevant accreditation with the national Mediator Standards Board. We may also use your information for statistical or research purposes, but only on the basis that neither you nor your personal information can be identified.

**Survey participation**

You may be contacted afterwards by DSCV to participate on a voluntary basis in a survey conducted by DSCV relating to your training. Your participation will provide valuable feedback on the delivery of DSCV programs in Victoria. Any survey information shared outside of DSCV will be de-identified.

**Access, correction and complaints**

You have the right to seek access to or correction of personal information that DSCV holds about you. You may also complain if you believe your privacy has been breached. For further assistance, or to access your information or make a complaint about privacy, please contact the DSCV Training Officer by emailing: [dscv.training@justice.vic.gov.au](mailto:dscv.training@justice.vic.gov.au).

**Upcoming training schedule**

You can view the upcoming training schedule on the DSCV website: <https://www.disputes.vic.gov.au/mediationtraining>. Please choose your preferred month to attend the course and include it below. You will need to attend all training days within your nominated month.

**Training dates:** Please indicate your preference in order of 1 - 3

|  |  |
| --- | --- |
| **Preference** | **Date (example, April 2022)** |
| 1 |  |
| 2 |  |
| 3 |  |

**Signature**

|  |  |
| --- | --- |
| **Applicant signature** (type name if completing digitally) |  |
| **Date** |  |

**Returning this form**

Please email this completed form to [dscv.training@justice.vic.gov.au](mailto:dscv.training@justice.vic.gov.au).

**Enrolment completed by (for internal use only)**

|  |  |
| --- | --- |
| **Training Officer** |  |
| **Signature of Training Officer** (type name if completing digitally) |  |
| **Date** |  |