

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 including your surname (for certificate)	
Preferred name	
Pronouns	

Contact details

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

Access requirements

<p>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.</p>
<p>Please provide any further details that you feel would assist us:</p>

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:

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

Course fees

In-person course costs in total are \$3,850 (GST inc.). This includes a non-refundable administration fee of \$395.

Online 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 \$3,455 (\$3,850 course fee less the \$395 admin fee) will be issued within 21 business days for In-person courses
- a refund of \$3,255 (\$3,625 course fee less the \$370 admin fee) will be issued within 21 business days for online courses
- 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 DSCV 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.

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, August 2023)
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.

Enrolment completed by (for internal use only)

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