

# INFORMATION SHEET



## D02/01 APPLICATION AND ENROLMENT

Thank you for considering NITA as your training provider. NITA is a nationally recognised Registered Training Organisation, RTO No. 45993 To ensure that you have all the information you require to make the right study decision, it is important that you have received, considered and understood all the following information as part of your application:

<input type="checkbox"/> <b>Course/Qualification details:</b> as outlined in NITA's SIT30622 Certificate III in Hospitality (Food & Beverage) Course Flyer (available on our website)	<input type="checkbox"/> <b>Course Eligibility Requirements:</b> discussed through your application process
<input type="checkbox"/> <b>Course Tuition Fees and Student Additional Expenses:</b> these are fully subsidised	<input type="checkbox"/> <b>Traineeship Eligibility and Commitment required for a Contracted Training Place:</b> discussed through your application process
<input type="checkbox"/> <b>Accommodation and Meal Arrangements:</b> discussed through your application process	<input type="checkbox"/> <b>Your Course's Learning &amp; Assessment Strategies:</b> as outlined in NITA's SIT30622 Certificate III in Hospitality (Food & Beverage) Course Flyer (available on our website)
<input type="checkbox"/> <b>Unique Student Identifier (USI) information,</b> including privacy of your details <a href="https://www.usi.gov.au/documents/privacy-notice">https://www.usi.gov.au/documents/privacy-notice</a>	<input type="checkbox"/> <b>Student Support services</b> – both academic and non-academic (available on our website)
<input type="checkbox"/> <b>Credit Transfer services</b> (available in the Student Handbook)	<input type="checkbox"/> <b>Recognition of Prior Learning services</b> (available in the Student Handbook)
<input type="checkbox"/> <b>NITA's Student Deferral and Withdrawal Policy and Procedure</b> (available on our website)	<input type="checkbox"/> <b>How to lodge a Complaint or Appeal</b> (available on our website)
<input type="checkbox"/> <b>How to give us Feedback</b> on your experience at any stage (available on our website)	<input type="checkbox"/> <b>NITA's Privacy Policy and Procedure</b> (available on our website) including <b>reporting requirements to government</b>
<input type="checkbox"/> <b>Student Handbook</b> – a summary of all NITA policies that are important to our students, conditions of enrolment and COVID-19 safety precautions (available on our website)	<input type="checkbox"/> I understand that I will be undertaking <b>an assessment of my suitability for this course prior to any final enrolment offer</b>
<input type="checkbox"/> <b>NITA is fully responsible</b> for the quality of my training and assessment in compliance with RTO regulatory requirements as well as issuing my accredited certification documentation	<input type="checkbox"/> Information about <b>how NITA should be responding to COVID-19 safety precautions</b> through <a href="http://www.asqa.gov.au/covid-19/advice-sudents">www.asqa.gov.au/covid-19/advice-sudents</a> and if I am concerned, how to lodge a complaint with ASQA, the national vocational and education training Regulator

We will check that you have received or have access to this information and that you understand it as part of our application and enrolment activities. Be sure to fully complete your *Application and Enrolment Form* so we may consider your application for enrolment promptly.

**Please advise NITA staff if you would like any further information or assistance.**