**Accredited SDA Assessor**

**Update Session Enrolment Form**

Please ensure that you have read the Course Information Handbook prior to answering all questions in this Enrolment Form. When completed, submit this form to Access Institute as per the details on the last page.

**Accredited SDA Assessor Registration Number …………………………………….**

Name (Surname)……………………… (Given name) ………………………………....

Date of Birth Day ……….....…. Month …………….. Year ……………….…........

Sex [ ] Male [ ] Female Other [ ]

1. **Residence**

What is the address location and postcode of the suburb, locality or town in which you usually live?

Address ................................................................................ Postcode …………

Home Telephone ……………………….. Fax ……………………............................

Email…………………………………………………………...............................................

1. **Employment**

Employer name (if applicable).......................................................................................

Your current role ..........................................................................................................

Employer address ........................................................................................................

Phone .................................................... Fax ....................................................

Email ...........................................................................................................................

Is your invoice to be addressed to your home or your workplace?Home  Work

Authorising Officer (if applicable) Signature: ………………………………………….….

Email Address for Invoices: ………………………………………………………………

1. **Particular Requirements**

Do you have any specific requirements that we need to know about to ensure you can participate in the session effectively? Yes No

If **Yes,** please provide more information so that we can prepare, in consultation with you if necessary, the most appropriate support arrangements.

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| **Course Dates 2021**  **Please tick appropriate** | | |
|  | Video / teleconference | 8 June 2021, 1.00pm – 3.00pm – Melbourne Time, |

**I understand the terms contained within the Course Information Handbook and Enrolment Form, the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of Access Institute.**

**I am responsible for payment of all fees prior to session commencement.**

Signature: ……………………………………………………………………………….

**Privacy Statement**

I understand that the Access Institute is required to provide Livable Housing Australia with student activity data which may include information I provide in this enrolment form.

Access Institute may use the information provided by you for planning, administration, policy development, program evaluation, communication, resource allocation, reporting, and/or research activities. For these and other lawful purposes, Access Institute may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how student information may be used or disclosed please contact Access Institute on phone 03 9988 1979 or email [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

**I acknowledge and agree to the terms described in this privacy statement:**

**Applicant signature: ………………………………………………………………………**

**Tick this box [ ] to confirm acceptance of the privacy statement for online enrolments.**

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| Personal information on this form is collected solely for the purpose of delivering this session. It is not released to third parties unless it is a requirement for audit or for collection of data by Commonwealth and State Government departments and agencies.  **I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of Access Institute.**  **Applicant Signature ...........……………………………….................**  **Date………………………** |

**Email the enrolment form, this checklist and your documents to** [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) **or send to Access Institute P O Box 255, North Melbourne 3051**