



Government Registered Training Organisation  
 Julius Events College Pty Ltd  
 RTO Number 90888. ABN 66 098 850 036  
 P: +61 2 9638-5955. F: +61 2 9638-7181  
 W: www.juliusmedia.com E: mail@juliusmedia.com  
 A: 10 Bridge street, Rydalmere NSW  
 M: Locked Bag 30, Epping 1710 NSW

## Enrolment application 2010 V1.0

Student Number (Office use only)

**A**

Personal Details: (PRINT clearly!)

TITLE: (Mr, Ms, Mrs, Miss, Dr)

SURNAME

Given Names

Preferred Name (for nametags etc)

If aged under 18: (otherwise optional)

Age  Date of birth

Residential (home) address

Street

Suburb or place

State, postal code

Country

Contact details

(+  )

Home phone

Mobile or cell phone

(+  )

Fax

Email

If aged under 18:

Name of parent / guardian

Name

(+  )

Phone contact

**CERTIFICATE IV  
 DIPLOMA  
 ADVANCED DIPLOMA**

We are committed to FULL DISCLOSURE.  
 That's why this is a 5 page contract!  
 (Contract effective once we accept you into course)

**B**

Enrolment details:

Course name you are applying for:

Course name

Course code (ie: CUE60203)

Course start date preference, leave blank if applying for Skills Assessment only

How did you hear about our college?

Internet

Other!

Advertisement

Please tell:

School

Word of mouth

**C**

Recognised Prior Learning (RPL)

Recognised Current Competency (RCC)

People who consider that they already possess competencies for some or all of the Units of Competency in a course or qualification will be granted credit when we see evidence you supply

• If applying for this, tick here to say YES:

Skills Assessment (Certification)

You can apply for a for a 'whole qualification' via assessment / certification of your skills.

• If applying for this, tick here to say YES:

D

Are you currently employed?

YES  NO

Name of employer:

Position held:

E

Experience that may relate to the course you are applying for (Other than prior Training or Education)

If you have already had some experience, please attach some brief information.

F

Prior Training and/or Education

Qualification gained

Training institute and city of location

Qualification gained

Training institute and city of location

G

Reasons for seeking this qualification?

- Enhance work prospects
- Obtain a recognised qualification
- Personal development
- Career change
- Other (please specify below)

Write more on back

H

Access and Equity

This information is strictly confidential.

If for any reason, including any medical condition or disability, literacy or numeracy concerns or cultural considerations, you think that you may not be able to fully and effectively participate in your training program or course, please advise us.

If no information is provided below, then you warrant that there are no issues of this nature. Attach a sheet of paper if more space needed to detail any concerns.

I

FEES AND PAYMENTS

• CERTIFICATE IV, DIPLOMA AND ADVANCED DIPLOMA COURSES: pay now the A\$300 application fee. (See Cancellation and Refund section in conditions of enrolment).

• SKILLS ASSESSMENTS AND CERTIFICATION: Pay all fees now in full with this application. (See Cancellation and Refund section in conditions of enrolment).

Enclose cheque to Julius Events College, or send funds to BSB 062 166 Account number 1025 8212 or show creditcard details below.

We take • Mastercard • Visa • Diners • Amex. CARD NUMBER:

EXPIRY DATE

AMOUNT PAID TODAY

/

\$

CARDHOLDER please SIGN HERE:

X

Full price of course: \$

Less paid: \$

Balance to be paid: \$

Balance to be paid (Date)

If unsure, leave blank until interview

J

Parent/guardian consent (if under 18)

I,

agree that the student can attend courses as required, and can travel alone to and from any course venue or location. I personally guarantee and underwrite that all course payments will be made in full. I have read all the Conditions of Enrolment herein, and expressly agree with them. On acceptance into college, this becomes a legally binding contract.

Signed:

Parent / Guardian of Student

K

STUDENT please SIGN HERE TO SAY:

I have read the Conditions of Enrolment (attached), and agree to abide by them. On acceptance into college, this becomes a legally binding contract.

X

Date

COLLEGE OFFICER SIGN TO ACCEPT THIS ENROLMENT \*Agreement not binding unless signed

X

# Julius Events College Certificate IV, Diploma and Advanced Diploma Enrolment Conditions 2010 Version: V1.0

## 1. Definitions

The person signing this agreement as 'Student' is also referred to as 'You' in this agreement.

The college is Julius Events College Pty Ltd - a company registered in NSW. Our Australian Business Number is 62 098 850 036. We are a registered training organisation in Australia, number 90888.

Postal address: Locked Bag 30,  
Epping NSW 1710 Australia  
Street address: 10 Bridge street,  
Rydalmere

Phone: +61 2 9638-5955

Fax +61 2 9638-7181

Web: [www.juliusmedia.com](http://www.juliusmedia.com)

Email: [training@juliusmedia.com](mailto:training@juliusmedia.com)

Bank: Commonwealth Bank, Beecroft Rd, Epping NSW. BSB: 062 166. A/C: 1025 8212

## 2. Student Selection and Enrolment

You must meet entry requirements for the course in which you are enrolling. These are stated in our course prospectus or on the course page at our website.

Your place in a course is not guaranteed until a College officer signs the acceptance box on your enrolment form, whereupon it becomes a legally binding contract.

## 3. Daily Access

Each student must log in, and log out, whenever entering or leaving the premises.

## 4. Course Information

The most up-to-date information on all courses and their content can always be viewed on our website at [www.juliusmedia.com](http://www.juliusmedia.com)

## 5. Language, Literacy and Numeracy

Basic Language, Literacy and Numeracy skills are an essential condition of entry to the course. School year 9/10 level skills should be adequate to understand the content of our courses.

Should a student find that the language, literacy or numeracy skills required by these courses are beyond their abilities, students are encouraged to talk to their trainer during the courses about alternatives that may be available or specialised training to cover the areas that are unclear to the students.

## 6. Student Support

Julius Events College is keen to support its students through the process of training. If there are any issues (unforeseen or known) making the courses difficult to attend or follow, talk to us. We will do our best to

accommodate you so that you can still get all of the information you need.

## 7. Flexible Learning and Assessment

All of the courses that Julius Events College offers are adapted to the needs of the students every time the course is run. This includes things like timing of sessions and assessments, discussions during breaks or at the end of the day, methods of assessment and utilising opportunities that occur within the venues where the courses are held.

As this process is guided by the needs of the students, be sure to let your trainers know about areas of specific interest and ask as many questions as you can.

## 8. Practicals and Work Placements

Julius Events College is not responsible for worker's compensation or public liability insurance for any student engaged in third party paid work placement, however organised. These are the responsibility of the third party employer. Where student is undertaking work placements which are organised with the express advance knowledge of the college, and where no payment is received for the work done, then the student is covered by our college work placement insurance. Policy proof of coverage must be obtained by the student and presented to the employer / workplace.

## 9. Welfare and Guidance Services

Julius Events College offers formal welfare and guidance services as part of its normal operations. We have an experienced lay-counsellor available, who can offer advice on the areas with which we are familiar, or point you towards specialists that can advise in those other areas in which we are not familiar.

Julius Events College are committed to the physical and mental wellbeing of all students, and encourage open communication regarding life and wellbeing issues.

To access counselling contact the General Manager or the College Manager on +61 2 9638-5955

## 10. Payment and Refund of Course Fees, and Cancellations, Cert IV, Diploma and Advanced Diploma courses:

We are a small college with a high ratio of staff to students. To be fair to all stakeholders, this is why we have this firm policy on cancellations and refunds.

- Students are not considered enrolled in any course until course fees are paid in full, or a written payment arrangement is made.
- A refund of course fees minus any incidental fees and/or enrolment fees, is possible if a student cancels and applies in writing 30 days or more before the first day of the course nominated on the enrolment form.
- If the Student cancels enrolment less than 30 days before the course

start date, the cancellation fee is 20% of the entire course cost.

d. Students may change their enrolment under specific circumstances, subject to payment of an administration fee of \$100. Those circumstances include:

(i) Medical, where a doctor certifies that the student cannot attend at least 80% of classes in any term.

(ii) Bereavement of a family member or close friend, supported by documentary proof.

e. Applications for refunds can be made :

• by fax to (02) 9638-7181

• by mail to Julius Events College, Locked Bag 30, Epping NSW 1710

f. In the unlikely event that a course does not reach the required number of students to allow the course to be staged, all enrolled students will have the option of a full refund, or they may roll over their enrolment to the next available course.

g. If students withdraw from a Certificate IV, Diploma or Advanced Diploma course after the course commences:

(i) Incidental fees, accommodation, and enrolment fees cannot be refunded.

(ii) Course fees will be refunded as follows-

- Week one: 80% refund allowed
- Week two: 60% refund allowed
- Week three: 40% refund allowed
- Week four: 20% refund allowed
- After week four: no refund.

h. Please note that any payment agreement must be honoured until course fees have been paid. If a refund has been allowed, the balance of course fees are still required to be paid under the payment agreement, if still unpaid. The payment agreement will be adjusted by Julius Events College to reflect the refund amount. The refund amount will apply to the final payment/s under the course.

i. Students must apply for refunds in writing, stating that they are not commencing or are withdrawing from a course. The application must be dated and signed by the student. Refunds will be made within four (4) weeks of receiving written notice.

Our refund policy does not limit the student's right to pursue other legal remedies, nor does it remove the right to take further action under Australia's consumer protection laws.

## 11. Student Complaints and Appeals

Julius Events College has a Student Complaints and Appeals policy that aims to resolve any issue between students and the college quickly, fairly, and efficiently. Julius Events College will act upon the subject of any complaint found to be substantiated. Julius Events College acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

### Step 1. Informal Resolution

It is in everyone's best interests for a dispute to be resolved amicably and at an early stage. Any difficulty should initially be discussed with the staff member concerned and a satisfactory outcome might be achieved through discussion. If the issue is not resolved within 5 working days then the student should proceed to Step 2.

### Step 2. Formal Resolution

The student should lodge a written complaint detailing the following:

- Student name, course and date of matter leading to the complaint.
- Name(s) of person(s), staff, trainers or other students involved in the complaint.
- Exact nature of the complaint, in as much detail as possible.
- If relating to an assessment, include copies of your work and any notes made in relation to the assessment.
- Student should submit the written complaint to the College Manager who will investigate the complaint. The college manager will: review documentation; review informal resolution process to date; and; notify student of recommendations in writing
- A satisfactory outcome might be achieved through conciliation.
- If the complaint is not resolved within 5 working days student may proceed to Step 3.

### Step 3. Appeal process

The student can appeal to the College CEO. The student must collate all correspondence to date, and submit to the CEO with a concise statement in writing as to all circumstances relating to the complaint within 14 days of receiving a response from the College Manager (Step 2) and must detail the nature of the matter, the grounds of the appeal, and the avenues of conciliation previously undertaken. The CEO shall rule within five working days of receipt of the Appeal from the student. The CEO will advise the student in writing of the decision. If the matter remains unresolved student can proceed to Step 4.

### Step 4. External 'Round Table Conference'

Julius Events College will organize a 'Round Table Conference' between the student, college representative and an independent mediator from the Australian Mediation Register. The college will pay the costs of the mediator.

Mediation Costs are to be split equally between Julius Events College and the Student.

The Mediation is usually held at a mediator's office. Both parties will commit to resolving the complaint. The Mediator will document all outcomes of mediation. At completion of the Mediation, both parties must sign an Agreement agreeing to the outcomes. This agreement does not remove the

right to take further action under Australia's consumer protection laws.

## 12. Student Records

By law, Julius Events College must record the details of any person that receives a statement of attainment for a period of thirty years. As a result, students may, at any time request a printout of the details we hold about you. However, only the person who attended the course is allowed to receive this information.

To ensure that private information is not sent to the wrong person, a request for a printout of your student record must be made by doing the following:

Submit a written request for the information. Details must include your name, the year and location of the course you attended, the name of the course you attended, your home address details and a daytime phone number. The request can be sent via:

- email to the Administrative Manager (training@juliusmedia.com)
- by fax to Julius Events College – (02) 9638-7181
- by mail to Julius Events College, Locked Bag 30, Epping NSW 1710

We will look you up in our database, and provide a printout of the student record if the details we have on file match the details you supply. If they do not, you will need to contact the college manager by phone to arrange an alternative verification. (02) 9638-5955.

Julius Events College will supply two copies of all results on request in the first 12 months following the enrolment. Any additional copies requested will be made available after payment of a \$40 administration fee for each qualification, statement of attainment, or results extract.

## 13. Privacy

Julius Events College takes the privacy of our participants very seriously and we will comply with all legislative requirements. These include the Privacy Act and National Privacy Principles (2001). In some cases as required by law and as required by the AQTF we will need to make your information available to others. In all other cases we ensure that we will seek the written permission of the participant.

Julius Events College abide by the ten Privacy Principles, which are defined below:

- Collection - We will collect only the information necessary for one or more of our functions. The individual will be told the purposes for which the information is collected.
- Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
- Data quality - We will take all reasonable steps to make sure that the personal information we collect, use or discloses is accurate, complete and up to date.

d. Data Security – We will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

e. Openness – We will document how we manage personal information and when asked by an individual, will explain the information we hold, for what purpose and how we collect, hold, use and disclose the information.

f. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. We will correct and up date information errors described by the individual.

g. Unique Identifiers - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. We will not assign unique identifiers except where it is necessary to carry out its functions efficiently.

h. Anonymity - Wherever possible, the organisations will provide the opportunity for the individual to interact with them without identifying themselves.

i. Trans-border Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.

j. Sensitive Information – We will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

## 14. Use of photographs, audio and video material, release of copyright and performance rights:

All students enrol on the basis they expressly agree that Julius Events College may use photographs or video or audio material of the student collected within the public areas of college premises, and photo's taken on college outings or learning excursions or work experience, in any way. This may include promotions and marketing of college activities. We also often need to capture and keep imagery in relation to assessments. Use of student assignment work shall not affect students rights to copyright over any intellectual property. Julius Events College may not sell, trade or transact student assignments without the express agreement of the student. All students acknowledge that video surveillance for security purposes is in use on college premises at all times.

## 15. Intellectual Disabilities, Impediments or Medical Conditions

Because Julius Events College delivers vocational training specific to the requirements of live performance and theatre, students would be expected to have sufficient intellectual ability to such employment. You must advise us about any kind of learning difficulty you may face – even if it is something like having problems with literacy, numeracy (numbers) or

exams. This way, we may be able to tailor the course to suit your specific needs.

You should note that it is always possible that this kind of issue may result in taking longer to reach competency, but we will endeavour to give you every opportunity to achieve competency within the course.

If you suffer any medical condition or syndrome that may affect you during your enrolment, including (but not limited to) epilepsy, aspergers, autism, diabetes, meniere's, vision or auditory issues, any psychological condition or adverse or allergic reactions to substances or food stuffs, you must advise us at the time of enrolment. These are generally not a barrier to enrolment but failure to advise us is a breach of these conditions.

Please be sure to note any such issue on the enrolment application.

### **16. Gender and Social Equity**

Julius Events College will train any person, regardless of gender or background.

### **17. Disciplinary Procedures**

Every effort is made to provide a harmonious learning environment for all and to prevent disruption in any course and activity while you are enrolled at Julius Events College. A disruptive student, or a student in breach of College Conduct will be counselled and may, depending on the circumstances, be suspended or expelled from college. Any decision made by the College Manager or CEO will be final.

### **18. College Conduct**

Julius Events College is a non denominational college run to high standards. During your time with us, and with any external work placement, we require you abide by these simple rules which all our staff follow as well:

- a. Always be alert and aware about safety: yours and others
- b. Respect and do not damage college property and equipment
- c. Dress appropriately, wearing proper enclosed footwear.
- d. Please read and understand our policy on Harassment, victimisation and bullying (see section 19)
- e. Always wear a shirt, and use deodorant.
- f. If wearing hair extensions of any kind, ensure hair is odour neutral.
- g. Do not swear or use inappropriate language at college.
- h. Respect other students beliefs and lifestyles.
- i. Do not make inappropriate – sexist, racist or biased – jokes or comments.
- j. Never harass or make inappropriate approaches or comments to other students.
- k. Be responsible for equipment or resources in your care.
- l. Do not download anything on to college computers without specific approval.
- m. Do not send, receive, search for, or download anything inappropriate (such

as porn, or items in poor taste) on college computers.

- n. Always be on time (or early) and advise college within one hour of lessons if late or ill. Otherwise you will be absent without permission.
- o. Never attend classes under the influence of drugs or alcohol.
- p. Do not smoke on college grounds.
- q. Bringing illegal drugs onto college property or any associated workplace, and/or using or possessing illegal drugs on site will result in immediate expulsion.
- r. Always pack up, clean up, and leave things as found or in a better state.
- s. Students must abide by Academic Conduct rules.
- t. Students must not wear headphones or earpieces in any class.

### **19. Harassment, victimisation and bullying**

We seek to provide a workplace and college that is free from all forms of harassment and discrimination (including victimisation and bullying)

Students should be aware of the following definitions:

- a. 'Bullying' - is unwelcome and offensive behaviour that intimidates, humiliates and/or undermines a person or group. Bullying involves a persistent pattern of behaviour over a period time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insult, spreading false or malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.
- b. 'Confidentiality' - refers to information kept in trust and divulged only to those who need to know.
- c. 'Discrimination' - is treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. Victimisation is also treated as another ground of discrimination.
- d. 'Harassment' - is any unwelcome and uninvited comment or action that results in a person being intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.
- e. 'Racial Harassment' - occurs when a person is threatened, abused, insulted or taunted in relation to their race, descent or nationality, colour, language or ethnic origin, or a racial characteristic. It may include derogatory remarks, innuendo and slur, intolerance, mimicry or mockery, displays of material prejudicial to a particular race, racial jokes, allocating

least favourable jobs or singling out for unfair treatment.

- f. 'Sexual Harassment' - is any verbal or physical sexual conduct that is unwelcome and uninvited. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.
- g. 'Victimisation' - includes any unfavourable treatment of a person as a result of their involvement in an equal opportunity complaint. Unfavourable treatment could include: adverse changes to the work environment; denial of access to resources or work. All staff and students have a right to work in an environment free of any form of harassment and discrimination. All reports of harassment and discrimination will be treated seriously, impartially and sensitively. Whenever possible, all complaints should be resolved by a process of discussion, cooperation and conciliation. Both the person making the complaint, and the person against whom the complaint has been made, will receive information, support and assistance in resolving the issue. Victimisation is unacceptable and will not be tolerated. No person making a complaint, or assisting in the investigation of a complaint, should be victimised. Harassment or discrimination should not be confused with legitimate comment and advice (including feedback) given appropriately by management or trainers. Complaints should be raised with the College General Manager.

### **20. Academic Misconduct**

The college regards this as a serious matter. Misconduct includes:

1. Taking un-authorized materials into an exam.
2. Improperly obtaining knowledge of an exam paper or assessment procedure.
3. Arranging for another person to sit an exam or assessment in your place.
4. Submitting work knowing it belongs to another.
5. Plagiarism.
6. Collusion.

### **21. Exam Policy for Students with Special Needs**

English Second Language (ESL) students may be granted an extra half hour in examinations. ESL students or students with writing restrictions may request the assistance of a scribe, who can record the student's answers to the exam questions. Students must give a minimum of two weeks prior notice before the exam to the College Manager if a scribe is required.

### **22. Course Requirements**

In order to successfully complete a given award, students are required to:

- a. Be assessed as competent in all units of competency required for the award.
- b. Comply with college rules and code of conduct.
- c. Participate in all aspects of the college program with a minimum of 80% attendance. Some Units require 100% attendance. You will be advised at commencement regarding attendance requirements.

### **23. Attendance is generally 100%**

Training takes place in a variety of settings, including timetabled lectures and training sessions at the college campus and at various venues and organisations where we have arrangements in place. Attendance at these is a requirement of the course. Attendance must equal or exceed 80% of each subject and unit of competency, or greater if required by the supervising trainer.

No student is allowed to pass a subject if the total of all absences (excused through sickness) or unexcused, falls under 80% in any term. Automatic failure in the subject or unit of competency will result.

Students will be advised in writing if their absences have resulted in a failure for that subject, unit or course if the lessons missed are part of a cluster crucial to the whole course outcome.

### **24. Maximum time for course completion**

The maximum time for students to complete a course from enrolment is three times the fulltime course load, unless special permission has been granted. By way of example, the full time Diploma is a one year full time course. The maximum allowable time to finish this qualification is 3 years.

### **25. Copyright**

Students must be aware of the copyright policies for printed material and music.

- a. Only 10% of any written work may be photocopied, and only for study or research.
- b. A copy of music can only be made when an original is already purchased or is owned by the teacher. Copies must be marked as 'copy', with the name of who owns the original and the purpose the copy is to be used for.

### **26. Submission of Assignments**

The following guidelines apply to submission of all assignments:

- a. It is the responsibility of the student to ensure that the assignment is received at Juliusmedia no later than 5pm on the due date.
- b. Students should retain a copy of all assignments.
- c. If assignments are submitted by mail or email, it is the responsibility of the student to confirm that the assignment has been received.
- d. Assignments should not be submitted by mail or email unless permission has been given by the trainer or College Manager.

- e. Late submission of assignments may result in a penalty mark or nil result, varying according to circumstance.
- f. Hand Submissions - During office hours, assignments can be placed in the locked Assignment box. They must not be handed to your trainer.
- g. All assignments must be completed and handed in by the due date.
- h. You are advised to obtain "proof of sending" of your assignment.

### **27. Assignments - Extensions**

Students may apply to their trainer for an extension. These may only be granted due to extraordinary circumstances, and only at the discretion of the College Manager. Any applications for extension must be received before the assignment due date.

### **28. Assignments - Due Date**

You are required to submit an assignment by the due date. As soon as possible and not more than 14 days after the due date, you will be assessed for the course. PLEASE NOTE – submissions after the due date may incur an additional assessment fee, as Julius Events College will need to employ your trainer in order to complete your assessment. The late assessment fee is currently \$50. This fee may be updated at any time. Assignments submitted for reassessment may also incur a fee.

### **29. Assignments will not be returned**

You must keep your own copy of the assignment if you wish to retain it.

### **30. Assignment Difficulties**

If you are having difficulties with your assignments, make an appointment to see your trainer. He/she should be able to assist you finding a way forward.

### **31. Incomplete and Not Yet Competent Assessments**

Provision is made in cases of incomplete and not yet competent assessments of assignments and/or subjects or units. The following procedure applies after results have been published:

- a. Students book then re-do the assessment task after establishing reasons for failure.
- b. Students book a re-assessment with the College Manager within four weeks of the results being published. An assessment cannot be done more than four weeks after the results date.
- c. A fee of \$50 is payable for a new assessment.
- d. If the student fails the new assessment, they will need to re-do the subject or unit, or apply for a regular RPL or RCC assessment at the prevailing cost.
- e. This process can only be undertaken once per subject or unit, after which students are required to repeat the subject or unit.

### **32. Academic Performance**

All students are required to maintain an acceptable standard of academic performance throughout each term in order to pass their course.

### **33. Assessments**

Students will be found either Competent or Not Yet Competent in each Unit of Competency. In order to obtain a qualification, students must be competent in all Units that relate to the qualification.

### **34. Exam attendance**

Failure to attend any exam will render a nil result. Failure to attend due to illness: apply in writing within 7 days of exam date to the college manager for a deferred exam. A medical certificate must be supplied and attached to the application. Approval for the deferred exam must be obtained from the College Manager, who will take into account a variety of factors including your performance in the relevant Unit to date; your performance at college generally; and any pattern or history of non attendance or disciplinary matters. The College Manager's decision is final.

Exam attendance is subject to any exam rules, published or broadcast at each exam.

### **35. Recognition of Qualifications Issued by other RTOs**

Julius Events College will recognise the AQTF qualifications and Statements of Attainment issued by any other RTO or higher education institution.

### **36. Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)**

Recognition of Prior Learning (RPL) is where we take a look at your previous training history and the history of your experience and do a formal assessment to establish whether you already meet the competency levels required for each course unit. RCC is another name for this; it stands for Recognised Current Competencies. The process of gaining a qualification by RPL (or RCC) assessment requires an interview with the applicant as well as the supplying of evidence to support the RPL. That evidence could include a verifiable CV, letters of endorsement, academic record information from a degree, statements of attainment from other RTO's (Registered Training Organisations). Assessment usually also requires practical demonstration of skills. After this interview, the evidence will be considered and the assessment made. If unsuccessful, the assessment will lead to a letter that will lay out reasons for the decision, methods for appeal and suggested alternatives for reaching competence.

### **37. Termination of Enrolment**

Termination will occur, unless otherwise determined by the college manager, if a student has:-

- a. Failed any unit in the course on three occasions.
- b. Exceeded the maximum time for completion of the course.
- c. Failed more than 75% of subjects over any six consecutive months.
- d. Breached discipline or conduct codes and been warned in writing.

**38. Change of address and contact details**

Please advise the College Manager within 7 days of any change to any of your contact details.

**39. Changes to these conditions**

You agree that the college may change these conditions of enrolment at any time, and that when any changes are made you will be supplied with the new conditions by mail. Any changes will not take effect until 14 days after the date that you have been mailed.