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| **Thank you for considering VACCHO as your training provider. VACCHO is a nationally recognised Registered Training Organisation (number 20739). 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:** | |
| * **Course/Qualification details** (available in our Qualification specific information on our website) | * **Course Eligibility Requirements** (discussed through your application process) |
| * **Course Fees and Student Incidental Charges** (available on the website) – you will receive indicative fee information in an **individualised Schedule of Fees** as part of your enrolment | * **VIC Government Subsidy Eligibility Requirements if relevant** (discussed through your application process), including any concession/fee exemptions that may apply |
| * **Traineeship Eligibility** (where relevant) |
| * **Your Course’s Learning & Assessment Strategies and Mode** (available in our Qualification specific section on our website) | * **Unique Student Identifier (USI) information**, including privacy of your details |
| * **Credit Transfer services** (available in the **Student Handbook and website**) | * **Recognition of Prior Learning services** (available in the **Student Handbook and website**) |
| * Our **Privacy Policy and Procedure** (available on our website) including **reporting requirements to governments, departments & other agencies** | * **How to lodge a Complaint or Appeal** (available on our website) |
| * **How to give us Feedback** on your experience at any stage (available on our website) | * **Student Withdrawal, Deferment and Refunds** (available on the website) |
| * **Student Handbook** – a summary of all policies that are important to our students (available on our website) and conditions of enrolment | * **Student Support services** – both academic and non-academic (available on our website) |
| * I understand that I will be undertaking **a Pre-Training Review (PTR) assessment of my suitability for this course prior to any final enrolment offer** *(subject to course applicability)* | * I understand that VACCHO is **responsible for my training and issuing my certification documentation** |
| 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 *Enrolment Form* so we may consider your application for enrolment promptly.  **Please advise VACCHO staff if you would like any further information or assistance by calling 03) 9411 9411. Or**  [**www.vaccho.org.au**](http://www.vaccho.org.au) | |