

ENROLMENT FORM



Family Name	
Given Name/s	
Residential Address	
	Post Code
Phone (h)	(m)
Email	
Emergency Contact Name	Phone

Please tick the appropriate box:

- Marine Drivers Licence (Boat Licence) Personal Water Craft (PWC) Licence (Jet Ski Licence) Marine Drivers Licence & PWC Licence (Boat & Jet Ski Licence)

Proof of Identity-please fill in the appropriate number:

Drivers Licence Number	18+Card Number
Birth Certificate Number	School ID Name & Number
Passport Number	Other
Date of Birth (DD/MM/YYYY)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Do you have any previous boating experience? (give brief description)	
If you cannot swim, do you require a PFD (Life Jacket) whilst on the training boat?	
Do you have any concerns regarding your Language/Literacy or Numeric skills?	

MEDICAL FITNESS SELF DISCLOSURE STATEMENT

I, _____ being the licence candidate declare that I have no medical or other impairments that would prevent me from discharging my general safety obligation as a operator of a recreational vessel or personal watercraft under the Transport Operations (Marine Safety) Act 1994. I make this declaration knowing that it is an offence under the Transport Operations (Marine Safety) Act 1994 for a person to give the chief executive, the general manager or an officer of the department or of Maritime Safety Queensland a document containing information the person knows is false or misleading in a material particular. Maximum penalty \$15,000.

Signature of the Licence Candidate _____ Date _____

For Students under the age of 18 – Parent or Guardian Signature required:

I, _____ being the licence candidate's parent or guardian declare that the licence candidate _____ has no medical or other impairment that would prevent him or her from discharging their general safety obligations as a operator of a recreational vessel or personal watercraft under the Transport Operations (Marine Safety) Act 1994. I make this declaration knowing that it is an offence under the Transport Operations (Marine Safety) Act 1994 for a person to give the chief executive, the general manager or an officer of the department or of Maritime Safety Queensland a document containing information the person knows is false or misleading in a material particular. Maximum penalty \$15,000.

Signature of Parent/Guardian _____ Date _____

INDEMNITY for either Marine Drivers Licence or Personal Watercraft Licence (Please read over page before signing)

I understand that although care and safety measures will be taken, Archie's Boat Licence Training Centre, their employees, agents and assistants are not under any liability whatsoever in respect of personal injury, loss or damage however caused while attending this course and I further agree to abide by the conditions printed over page. I also agree to abide by all rules imposed, in the interests of safety and courtesy.

Signature of the Licence Candidate _____ Date _____

HOW DID YOU HEAR ABOUT "ARCHIE'S"

(Old Transport-Family-Friend-Newspaper-Website-Yellow Pages-Boat Dealer-School-Work Related-Gift Voucher-Signage-Radio etc)

COURSE DESCRIPTION:

Boatsafe training and assessment is competency based and as such incorporates a blend of theory and practical. Training and assessment covers the range of competencies set by Maritime Safety Queensland under the Boatsafe Competency Standard, competencies that are a pre-requisite for the issue of a Recreational Marine Drivers Licence or Personal Watercraft Licence.

CONDITIONS:

1. By enrolling in the course or by embarkation on the vessel, the pupil (which term includes all persons named heron and his or her guardians, executors, personal representatives, heirs and children or a person in his or her care) agrees that the transportation and tuition provided for herein as well as all relations between the pupil and the master (as defined below) in every possible contingency, even in the event of unseaworthiness of the vessel at the inception of the voyage, or later, shall be subject to and governed by all conditions and regulations on this Agreement.
2. In this agreement the term "Master" means Archie's Boat Licence Training Centre and it is agreed that the provisions hereof extend to the benefit of the charterer, if any, of the carrying vessel, the vessel, or any substitute, its Master and any agent, employee or servant of the foregoing.
3. Notwithstanding the other conditions and terms whether express or implied and whether statutory or otherwise to which the Contract contained in or evidenced by this Agreement and its performance by or on behalf of the Master may or might otherwise be subject, the Master shall be exempt from all Liability in respect of any loss, expense, damage, sickness or injury of whatever kind, whenever and wherever occurring and however and by whomsoever caused of or to any property belonging to or carried by, with or for any pupil or such person or child. The above exemption from liability shall equally apply to any ancillary Contract or service made or provided during or in connection with the performance of the Contract contained in or evidenced by this Agreement.

PWC POLICY CONDITIONS:

1. In addition to the above conditions, Pupils acknowledge the practical component of the PWC course which requires the Pupil to ride a PWC with the master or other instructor riding directly behind on the same craft. This may require bodily contact and/or the Master or instructor holding onto the pupil to maintain balance. Notwithstanding the Master or instructor shall make every endeavour not to unnecessarily touch the Pupil in any inappropriate way. The exemption referred to in Clause 3 of the conditions shall expressly apply in full to the operation of the PWC.

CONDUCT:

1. Acceptable behavior and standard of dress is required during the training course delivery. The operation of recreational vessels and personal watercraft can be potentially dangerous, and licence candidates **must at all times** adhere to the Boatsafe training provider's directions.
2. Unacceptable and or dangerous behavior that causes a risk to the personal safety of others involved in training and assessment will not be tolerated and your Instructor or Instructor's will exercise their right to remove offenders from the Boatsafe course without refund.
3. If it found that a student arriving for the course is under the influence of a prohibited substance, he/she will be asked to leave.

FEE REFUND POLICY:

1. Pupils withdrawing from a course and giving less than seven days notice of such intention to withdraw will not be entitled to any refund of fees or deposits paid.
2. Deposits paid and receipted as such, to hold course places, will be refunded in full less a 10% administration deduction provided at least seven clear days notice of intention not to proceed with the course is received.
3. If a student is not fully satisfied with the course outcome and has a reasonable excuse a full refund will only be refunded if the instructor or management cannot meet the student's requirements.

CONCERNS and COMPLAINTS:

1. Participants who feel that they have a genuine complaint have the right to a fair hearing at which they must state their concerns.
2. In the first instance this should be taken to your instructor or assessor. If the concern cannot be resolved after it has been taken to Management Level then an independent outside body with appropriate professional standing will be asked to become involved. If the complaint is in relation to a course assessment, please refer to the procedures under APPEALS.

APPEALS and PROCEDURES:

Participants who do not agree with the results of an assessment have the right of appeal.

1. The process starts when the candidate asks the instructor or assessor for help with an appeal.
2. The instructor or assessor then reviews the decision with the candidate, clarifying why decisions were made and identifying the candidate's reasons for grievance.
3. If the candidate still feels that these are grounds for dispute, the instructor or assessor should be asked for help with the completion of the Appeal Form. New evidence or clarification of existing evidence should be included, because without it the interviewing panel has no reason to change its decision.
4. The completed form is passed to the panel, which will reappraise the assessment in the light of the new evidence.
5. Appeals and grievances will be accepted up to six months from the date the assessment was received.

LANGUAGE/LITERACY/NUMERACY:

1. If you have any concerns regarding your language, literacy or numeracy skills as they apply to your completion of the Boatsafe course of training and assessment please in form the Boatsafe training provider.
2. The Boatsafe training provider will assess the situation and every effort will be made to tailor course delivery to enable you to require and demonstrate the required skills and knowledge.
3. Boatsafe training providers can only issue Statement of Competency to licence candidates who demonstrate the competencies necessary to operate a vessel or personal watercraft safely.

ACCESS and EQUITY:

1. The organization is committed to the fair and equitable treatment of all persons regardless of their age, race, colour, gender, or political or religious preference. We will assist and support licence candidates whenever possible and ensure all candidates are treated equally.
2. Each student must be sixteen years of age to obtain the boat and or jet ski licence however a person age fifteen and six months may participate in the Boatsafe training and assessment during the lead up to their sixteenth birthday as the Boatsafe Statement of Competency remain valid for a period of six months. In this situation and in accordance with the law the licence candidate will not be able to apply for their Recreational Marine Drivers Licence until they turn sixteen years of age.

PRIVACY POLICY:

Information licence candidates provide to ARCHIE'S BOAT LICENCE TRAINING CENTRE and its Management and staff will be retained on file in accordance with the requirements of Maritime Safety Queensland. This information will be treated confidentially but may be made to Maritime Safety Queensland upon request to assist the Safety regulator to monitor the quality of training and assessment provided by our company and its staff.

COURSE COMPLETION:

Licence candidates who successfully complete the Boat and or Jet Ski training course, and demonstrate the required competencies, will be issued with a STATEMENT OF COMPETENCY. This statement must be presented to a Queensland Transport Customer Service Centre (within 6 months from the day of course completion), when application for the marine licence is made. Licence applicants will also need to pay the prescribed application fee and satisfy the evidence of identity requirements.

PLEASE INFORM A MEMBER OF STAFF IF YOU HAVE A PRE-EXISTING MEDICAL CONDITION OR ISSUE THAT MAY ARISE DURING THE COURSE OF THE DAY THAT YOU THINK WE SHOULD BE AWARE OF.

(e.g. diabetes/heart condition/recent surgery/pregnancy)