

## Student Enrolment Form

### Select course

- Diploma of Leadership and Management BSB50420
- Advanced Diploma of Leadership and Management BSB60420

### Section A - Personal Details

<b>Title:</b>		<b>Gender:</b>	
<b>Surname:</b>		<b>Middle name:</b>	
<b>Given Name:</b>			
<b>Date of Birth:</b>		<b>Nationality:</b>	
<b>Passport Number:</b>		<b>Expiry Date:</b>	
<b>Email Address:</b>			
<b>Street Address:</b>			
<b>Suburb / Town:</b>		<b>State:</b>	
<b>Country:</b>		<b>Postcode:</b>	
<b>Postal Address:</b> (if different from above)			
<b>Current Location:</b>	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		
<b>Country of Birth:</b>		<b>Town / City of Birth:</b>	
<b>Australian Visa Type:</b>		<b>Visa Subclass:</b>	
<b>Visa Number:</b>		<b>Visa Expiry date:</b>	

### Section B – Emergency Contact Details

<b>Contact Name:</b>		<b>Relationship:</b>	
<b>Contact Number:</b>			

### Section C – English Language Proficiency

<b>Assessment Type:</b>	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Others			
<b>Score Achieved:</b>		<b>Date:</b>		

Not Required. I am from a Level I country. (You will be required to undertake Placement Assessment if you are not from the list of exempted countries. Refer Entry requirement policy)

### Section D – Overseas Student Health Cover

Do you require the Australian Institute of Trade and Training to arrange Overseas Student Health Cover for you (OSHC)?  Yes  No

If No: Please Provide your existing OSHC Membership Number:		Policy Expiry Date:	
If Yes: What type of OSHC policy will you require?	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family
For more information please visit: <a href="https://oshcaustralia.com.au">https://oshcaustralia.com.au</a>			

### Section E – Education and experience

Highest COMPLETED school level:

<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 10 or below	<input type="checkbox"/> N/A
Year completed:		Country:	

#### Other Completed Qualifications:

Have you successfully completed any of the following qualifications?

No  Yes (if yes, please tick all applicable box)

<input type="checkbox"/>	Bachelor's degree or higher degree	<input type="checkbox"/>	Advanced diploma or associate degree	<input type="checkbox"/>	diploma or associate diploma
<input type="checkbox"/>	Certificate IV	<input type="checkbox"/>	Certificate III	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Other Education (please specify):		
Is your qualification:		<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International	

Select one category which best describes the main reason you are undertaking study:

<input type="checkbox"/>	To get a job	<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	To develop my existing business
<input type="checkbox"/>	To try a different career	<input type="checkbox"/>	I want extra skills for my job	<input type="checkbox"/>	It was a requirement of my job
<input type="checkbox"/>	Other (please specify):				

Select the option that best describes your current employment status:

<input type="checkbox"/>	Full time employee	<input type="checkbox"/>	Part time employee	<input type="checkbox"/>	Self employed
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not employed/not seeking employment	<input type="checkbox"/>	Unemployed/ seeking employment

### Section F – Course Information

Course Code	Course Name	Duration
BSB50420	Diploma of Leadership and Management	58 Weeks

BSB60420	Advanced Diploma of Leadership and Management	64 Weeks
<b>Section G – Recognition of Prior learning/ Credit Transfer</b>		
Do you want to apply for credit transfers from previous studies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to apply for RPL?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, you must attach certified translated (English) copies of your supporting documents (e.g., employment letter, position descriptions, Statement of Attainment, etc.). so that AITT can assess your eligibility for RPL/Credit Transfer</i></p> <p><i>Complete RPL/CT form available at our reception and website.</i></p>		
<b>Section H – Special Needs</b>		
Do you need any special support such as Language, Literacy and Numeracy?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you suffer from any physical / mental disability that may affect your participation in the course? <i>(If yes, direct it to our administration Department who will assist you on the support option available to you)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section I – Unique Student Identifier (USI)</b>		
<p>From 1 January 2015, Australian Institute of Trade and Training is required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly by visiting <a href="http://www.usi.gov.au">www.usi.gov.au</a>. You may already have a USI if you have done any nationally recognized training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organization. It is important that you try to find out whether you already have a USI before trying to create a new one. You must not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website:</p> <p style="text-align: right;"><a href="http://www.usi.gov.au/faws/i-have-forgotten-my-usi/">www.usi.gov.au/faws/i-have-forgotten-my-usi/</a>.</p>		
<b>Your USI</b>		
<b>USI application through Australian Institute of Trade and Training</b> <i>(If you do not already have one)</i>		
<p>If you would like Australian Institute of Trade and Training to apply for a USI on your behalf, you must authorize us to do so and declare that you have read the privacy policy information at: <a href="http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a>.</p> <p>I (name) authorize Australian Institute of Trade and Training to apply pursuant to sub-section 9(2) of the <b>Student Identifiers Act 2014</b>, for a USI on my behalf.</p> <p>We are required to verify your identity to create the USI. We will use the personal details you provided in Section A of this enrolment form.</p> <p>In accordance with Section 11 of the <i>Student Identifiers Act 2014 (Cth)</i>, we will securely destroy any personal information collected solely for the purpose of applying for a USI on your behalf as soon as it is practicable after the application has been made or the information is no longer needed for that purpose—unless we are required by law to retain it.</p>		
<p><input type="checkbox"/> I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-theirbehalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-theirbehalf</a></p>		

## Section J – Privacy Statement

Under the Data Provision Requirements 2012, Australian Institute of Trade and Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the institute for statistical, regulatory and research purposes. Australian Institute of Trade and Training may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorized agencies.
- NCVER.
- Organizations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification and populating Authenticated VET Transcripts.
- facilitating statistics and research relating to education, including surveys.
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

## Section K – Student Declaration and Consent

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read and understood Australian Institute of Trade and Training's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing [info.aittcollege@gmail.com](mailto:info.aittcollege@gmail.com)
- I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at Australian Institute of Trade and Training. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
- Use of personal information:
- I understand that Australian Institute of Trade and Training may distribute my personal details as indicated in the statement:
- "Information is collected on this form and during your enrolment to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law.”

Student Name:			
Student signature:		Date:	

### Section L – Application Checklist

<input type="checkbox"/>	Completed all sections of this application	<input type="checkbox"/>	Attached certified true copies of your VISA
<input type="checkbox"/>	Attached certified true copies of your qualification	<input type="checkbox"/>	Attached certified true copies of your Passport
<input type="checkbox"/>	Attached certified true copies of your English Proficiency	<input type="checkbox"/>	Attached any other relevant documentation
<input type="checkbox"/>	Copy of your current OHSC	<input type="checkbox"/>	Read and sign the declaration

### Section M – Application Checklist

Agency Name:	
Agent Name:	
Agent’s Email address:	

**Agent declaration:** (Please click all the circles to indicate your agreement)

As the Education Agent of this student seeking to apply for enrolment at Australian Institute of Trade and Training, I confirm:

- That I comply with the standards of the ESOS framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- That the information contained within this application form is accurate, and that the supporting documentation included, but not limited to the "certified copy" of the applicant's academic record is correct and has not been altered in any way.
- I understand the Australian Institute of Trade and Training expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Australian Institute of Trade and Training so that Institute can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate.
- I understand that the Australian Institute of Trade and Training expects Education Agents to ensure that each student applying for entry to Australian Institute of Trade and Training is familiar with the information contained in: The Application Form, Overseas Student Pre-Enrolment Information and the student Handbook.
- I confirm the student has signed this application form.
- I have provided the student’s personal email address and residential address, as disclosed to me by the student.

Agent Signature / Stamp:			
<b>Office Use Only</b>			
Date Received:		Staff Signature:	
<b>Application Submission:</b> Please submit your application via email to: <a href="mailto:info.aittcollege@gmail.com">info.aittcollege@gmail.com</a> <b>OR</b> In person/by post to: <b>Australian Institute of Trade and Training</b> 102–104 High Street, Shepparton, VIC 3630			