

Student Details: <small>* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please refer to the USI section of the form for information on how to apply for a USI. You must write your name, including any middle names, exactly as written in the identity document you choose to use for applying for a USI.</small>			Application Date: <input type="text" value="Select"/>
First Name: <input type="text" value="Enter Text"/>	Last Name: <input type="text" value="Enter Text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Home Address: <input type="text" value="Enter Text"/>			Date of Birth (DD/MM/YY): <input type="text" value="Select"/>
Suburb: <input type="text" value="Enter Text"/>	State: <input type="text" value="Select"/>	Post Code: <input type="text" value="Enter Text"/>	Age Declaration: <input type="checkbox"/> I am at least 18 years of age <small>Note: Australasian College of Technical Education does not enrol students below 18 years of age. Please contact Student Support Services if you have questions.</small>
Postal Address: <input type="text" value="Enter Text"/>			<small>Note: Australasian College of Technical Education does not enrol students below 18 years of age. Please contact Student Support Services if you have questions.</small>
Suburb: <input type="text" value="Enter Text"/>	State: <input type="text" value="Select"/>	Post Code: <input type="text" value="Enter Text"/>	
Home Phone: <input type="text" value="Enter Text"/>	Work Phone: <input type="text" value="Enter Text"/>	Mobile #: <input type="text" value="Enter Text"/>	
Email Address: <input type="text" value="Enter Text"/>			
Language and Cultural Diversity			
Country of Birth: <input type="text" value="Enter Text"/>		City of Birth: <input type="text" value="Enter Text"/>	
Main Language Spoken: <input type="text" value="Enter Text"/>			
Do you speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes, other: <input type="text" value="Enter Text"/>			
Are you Aboriginal and/or Torres Strait Islander? (please tick all that applies) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Disability: <small>Please see Disability Supplement section (page 7)</small>			
Do you have any disability, impairment, or long-term condition which may affect your course? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you live with any physical/mental disability that may affect your participation in the course?			
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellect	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision	<input type="checkbox"/> Learning	<input type="checkbox"/> Other: <input type="text" value="Enter Text"/>
<input type="checkbox"/> Acquired brain impairment			
Do you require additional support?		<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: <input type="text" value="Enter Text"/>)	
Education and Training Details:			
Are you able to read, write, and understand English? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What if your highest COMPLETED school level? (tick one only) <small>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, the Highest school level completed is Year 9.</small>			
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 8 or below	
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school	
Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No			In which YEAR did you complete that school level? <input type="text" value="Enter Text"/>
Have you successfully completed any of the following qualifications? (please select all that apply)			

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Bachelor's degree or Higher
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)
<input type="checkbox"/> Certificate III (Trade Cert)	<input type="checkbox"/> Advanced Diploma/Associate Degree	<input type="checkbox"/> None

Employment Details:

Employer Business Name: Enter Text	Employer Contact: Enter Text
Employer Address: Enter Text	

Employment Status:	<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed - employing others	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Unemployed - not seeking employment

Reason for Study:

Of the following categories, which BEST describes your main reason for undertaking this course?

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get skills for community/voluntary work	<input type="checkbox"/> Other reasons	

Existing Skills and Knowledge:

Please describe any related work or industry experience (job role, description of responsibilities, inclusive dates, etc.) you have, if any:

Enter Text

Please list down any related qualifications you currently hold, if any:

Qualification Title and Code	Provider Name	Date Studied
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select

Course Enrolment Details: (See Course Outline for delivery mode and available durations)	
Course Name: Certificate III in Business	Course Code: BSB30120
Course Delivery: Online	Course Duration: 12 months
Course Start Date: Enter Text	Do you want to apply for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly explain/outline the skills and experience you believe you have that relates to the course in which you are enrolling:	
Enter Text	
Additional Information: (please answer all questions)	
Do you have access to a computer and the internet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What level of computer literacy do you have? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> Poor	
How do you rate your numeracy skills? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> Poor	
Do you require additional support?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: Enter Text)
I understand that I will receive my results and student correspondence online <input type="checkbox"/> Yes, I understand	

IMPORTANT NOTE:

Australasian College of Technical Education will provide access to additional support services where required, as described in the Additional Support Policy and Procedures. However, where a student is unable to meet minimum course entry requirements such as corresponding Learning, Literacy and Numeracy Skills and/or Physical Fitness requirements of a course, Australasian College of Technical Education reserves the right to defer/terminate enrolment. If you are in doubt, please ask us about it.

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we Australasian College of Technical Education can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are 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 at <https://www.usi.gov.au/your-usi/create-usi> on computer or mobile device.

For more details, please refer to “Unique Student Identifier (USI)” www.usi.gov.au

1. Enter your Unique Student Identifier (if you already have one)
Unique Student Identifier (10 digits): Enter Text
2. If you don't have a USI number, you can apply for one by going to the USI website: www.usi.gov.au and follow the steps here: <https://www.usi.gov.au/your-usi/create-usi>

You may already have a USI if you have done any nationally recognised 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 organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the ‘Forgotten USI’ link on the USI website at <https://www.usi.gov.au/faqs/find-your-usi>

If you have an objection to being assigned a Unique Student Identification Number (USI), you are able to apply for an exemption, directly to the Student Identifiers Registrar at www.usi.gov.au. Where the USI exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

Privacy Notice

Why we collect your personal information:

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. The RTO will not be able to enrol students who fail or refuse to provide personal information.

How we use your personal information:

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information:

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information:

The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us at enquiries@acte.com.au to obtain a copy of the notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Australasian College of Technical Education to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Refund Policy

Details of the Australasian College of Technical Education Fees and Charges / Refund Policy can be found in the Fee Administration and Refund Policy, Student Handbook and Australasian College of Technical Education website.

Declaration

I, First Name Middle Name Last Name
of Current Residential Address
with date of birth: Select

Would like to apply for enrolment in the above course with Australasian College of Technical Education (RTO #00000). I have read and understood the entry and course requirements and other course information on Australasian College of Technical Education website. I have read the Australasian College of Technical Education Student Handbook including the Privacy Policy, Fee Administration and Refund Policy, and other policies and procedures prior to enrolling.

I understand that I will be required to supply a USI to Australasian College of Technical Education in accordance with national legislation. I declare that I have answered all questions truthfully to the best of my knowledge. I understand that all my personal details including my USI, are confidential and are protected by relevant privacy laws. I give my consent to Australasian College of Technical Education to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed in the [Privacy Notice](#) section of this form and the RTO's Privacy Policy found in the Australasian College of Technical Education website.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Printed Name:
 Enter Text

Date:
 Select

Student Signature (attach eSignature or print the form and sign):



Once this form is completed, please return to Australasian College of Technical Education:

Email: enquiries@acte.com.au | Phone: 07 3463 1300

Payment Options

Full course fee: Only \$3,299.00

(Initial deposit of \$1500 to be paid upfront upon enrolment. Remaining balance to be paid through monthly installments of \$163.55 for eleven months or prior course completion whichever is earliest.)

Payment Details: (Select ONE Payment Method)

Cheque

Direct Debit

Credit Card

Electronic Transfer

Account Name:

BSB:

Bank:

Account Number:

Credit Card Authorisation

I, authorise Australasian College of Technical Education to debit from the following credit card for the purpose of enrolling into training. For both upfront payments and payment plan amounts, please debit my card as per the selected payment option above according to the following details:

Card Type: (tick one only)	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard
Card Number:	<input type="text"/>	
Expiry:	<input type="text"/>	
Card Holders Name:	<input type="text"/>	
Signature:	<input type="text"/>	
	Date:	<input type="text"/>

Office Use Only:	Student #: <input type="text"/>	Enrolment #: <input type="text"/>
<input type="checkbox"/> Entered	<input type="checkbox"/> Receipt	<input type="checkbox"/> Access Granted
<input type="checkbox"/> Invoice	<input type="checkbox"/> Upload Form	<input type="checkbox"/> VP Checklist
Enrolment Coordinator: <input type="text"/>	<input type="checkbox"/> Welcome Pack Sent _/_/_	

Disability Supplement

Introduction:

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.