

# Enrolment Application Form

## 1 COURSE

- The course you are applying for ▶
- BSB51918 Diploma of Leadership and Management
  - BSB61015 Advanced Diploma of Leadership and Management
  - CPC30211 Certificate III in Carpentry
  - CPC40110 Certificate IV in Building and Construction (Building)
  - HLTAID003 Provide First Aid

## 2 MODE OF DELIVERY

Choose the preferred mode of delivery ▶

In following categories, which BEST describes your requirement? ▶

- Face-to-Face
- Blended
- Distance Learning
- Work based
- On-site at your address/Recognition of Prior Learning

## 3 PERSONAL DETAILS

Title ▶  Mr.  Mrs.  Miss  Dr.  Other

Family Name ▶

First Given Name(s) ▶

Second Given Name(Middle) ▶

Gender ▶  Male  Female  Other

Date of Birth ▶

(Day/Month/Year)

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CONTACT DETAILS

**Residential Add.**  
**Building/property name** ▶

**Flat/Unit Details** ▶  **Street/Lot Number** ▶

**Street Name** ▶  **Suburb, locality/town** ▶

**State** ▶  **Post Code** ▶

**Postal Address (if different from above)**  
**Building/property name** ▶

**Flat/Unit Details** ▶  **Street/Lot Number** ▶

**Street Name** ▶  **Suburb, locality/town** ▶

**State** ▶  **Post Code** ▶

**Home Phone** ▶  **Mobile** ▶

**Work Phone** ▶

**Email** ▶

**Alternative Email (Optional)** ▶

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EMERGENCY CONTACT DETAILS

**Name** ▶

**Address** ▶

**Telephone** ▶  **Relationship** ▶

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RESIDENCY & VISA INFORMATION

**Nationality** ▶  **Passport No.** ▶

**Issue Date** ▶  **Expiry Date** ▶

**Visa type** ▶  **Sub Class** ▶

If not Australian Citizen  
**Expiry Date** ▶  **Study Rights** ▶  Yes  No  
In Australia

**Applied for Australian Permanent Residency** ▶  Yes  No

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SCHOOLING

Still enrolled in secondary or senior secondary education ▶

Yes     No

Highest completed School Level ▶

Year 12 or equivalent	<input type="checkbox"/>	Tick
Year 11 or equivalent	<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>	
Year 9 or equivalent	<input type="checkbox"/>	
Year 8 or below	<input type="checkbox"/>	
Never attended school	<input type="checkbox"/>	

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PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the qualifications listed below ▶

Never completed any primary or secondary level education – go to question 8

Yes     No

Highest Qualification completed Equivalent ▶

Qualification level	Tick
Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

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LANGUAGE AND CULTURAL DIVERSITY

Birth Country ▶

Australia     Other, please specify

Spoken Language (at home) ▶

**Other than English** ▶  No, English Only     Yes, please specify

English Language ▶

**How well do you speak English?** ▶  Very Well     Well  
 Not Well     Not at all

Are you of Aboriginal or Torres Islander Origin ▶

Aboriginal     Torres Strait Islander     No     Both

## Enrolment Application Form

### 10 DISABILITY

**Condition ▶** Do you consider yourself to have a disability, impairment or long-term condition?  ▶  No  Yes, please indicate the areas of condition:

*If you answered 'Yes', you can contact SIA for further support services available*

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other

### 11 EMPLOYMENT

**Employment Status ▶** In following categories, which BEST describes your current employment status? Tick one box only▶

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Self employed – employing others
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

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STUDY REASON

**Main Reason ► In following categories, which BEST describes your main reason for undertaking the course(s) with SIA? (Tick one Box only) ►**

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

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RPL / CREDIT TRANSFER

**Requirement ► Are you seeking Recognition of Prior Learning or Credit Transfer? ►**

- No  Yes

If 'Yes', then please contact SIA for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

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USI

**Unique Student Identifier ►**

From 1 January 2015, we 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device. Once created, please provide the same to Admissions department. If you want SIA to create USI on your behalf, please contact Admissions department, email at [info@shewrwood.edu.au](mailto:info@shewrwood.edu.au) or call us for further guidance.

**Have you applied for Unique Student Identifier (USI) before?**

- Yes  No

If 'Yes', please provide your USI

If you want SIA to apply for USI on your behalf, please the Application to apply for USI through SIA.

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FEE STATEMENT  
AND REFUNDS

**Fees Policy Statement** ▶

The policy of the organisation is at all times to be fair and equitable to registered students. Applications for refunds can be made according to the fees and Refund Policy in Student Handbook. Please go through Student Handbook for detailed policy and procedure. SIA makes sure that all stakeholders are informed about fees and charges for all courses on our scope. It identifies the processes in place to protect the fees paid by students in advance and also includes implementing the course fee outline. Please contact us for the updated fees.  
SIA does not charge more than AUD1500 towards the tuition fees in advance. There is 10 days of cooling off period prior to commencement of the course.

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FEE PAYMENT

**Payment Method** ▶

Cash       Direct Deposit in SIA's Bank Account       Credit Card

**Bank Details** ▶

<b>Bank</b>	ANZ
<b>BSB</b>	014257
<b>Account Number</b>	381691094
<b>Account Name</b>	EXECUTIVE SECURITY TRAINING PTY. LTD. trading as SHERWOOD INSTITUTE OF AUSTRALIA

*(Please put your full name in description of direct deposit payment)*

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FEE PAYMENT  
(Cont.)

**Credit Card** ▶

I give permission for fee to be charged to my Credit Card for the selected course.

Visa Card       Master Card      Card Expiry date

Card Number

CVV   
(last 3 digits located on back)

Amount to be charged

Card Holder's Name

Card Holder's Signature

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POLICIES & PROCEDURES

**Information** ▶

To ensure that you, as a student, understand your obligations and commitments to this course, we have developed our Sherwood Institute of Australia **Student Handbook**.

It is important that you read our handbook prior to submitting these documents. As part of the enrolment process, SIA delegate will summarise this and ask you to confirm your knowledge and understanding as well as your commitment and obligations.

**Policies & Procedures access** ▶

Please refer to SIA's **Student Handbook** for the policies and procedures:

## ENROLMENT DECLARATION

Please go through the eligibility criteria carefully before submission of the documents. The information is provided on our website <http://sherwood.edu.au/> and Student Handbook.

### Student Privacy Information

Sherwood Institute of Australia (SIA) is required to provide both State and Commonwealth Government, with student and training activity data which may include information you provide in this enrolment application form. Information is required to be provided for statistical purposes and in accordance with Information and Privacy Policy. The Education and Training Reform Act 2006, the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth) require and Sherwood Institute of Australia to collect and disclose student personal information for a number of purposes including Commonwealth's Unique Student Identifier (USI). For more information in relation to how student information may be used or disclosed, please refer to Sherwood Institute of Australia's Personal Information & Privacy Policy and Procedure (website) or contact Sherwood Institute of Australia on phone.

### Privacy Notice

Under the *Data Provision Requirements 2012*, Sherwood Institute of Australia (SIA) 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), may be used or disclosed by SIA for statistical, administrative, regulatory and research purposes. SIA may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

### Enrolment Declaration

- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I confirm that I have conducted a pre-training review in which I have discussed all my training options including RPL and CT with Sherwood Institute of Australia and that the elected course/s is the appropriate training option for me.
- I confirm and accept Sherwood Institute of Australia's recommended learning pathway as my training program.
- I have read and understood Sherwood Institute of Australia's Personal Information & Privacy Policy Procedure.
- I have been provided with information about/and access to Sherwood Institute of Australia's Student Handbook, course training plan and schedule, assessment due dates and a current Statement of Fees.
- I have been informed of my rights and obligations as a student with Sherwood Institute of Australia, and agree to abide by all rules and regulations of Sherwood Institute of Australia. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Sherwood Institute of Australia can withhold my academic results until my debt is fully paid and any property belonging to Sherwood Institute of Australia has been returned.
- I authorise Sherwood Institute of Australia, in the event of illness or accident during any organized activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.

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(Optional) I hereby give my permission to Sherwood Institute of Australia to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Sherwood Institute of Australia. I understand that:

- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
- The above permission will apply for three years from the date of signing this form.
- I will not receive any compensation or payment for the above.
- Once my personal information has been published on the internet, Sherwood Institute of Australia has no control over its subsequent use and disclosure.

A student's USI may be used for specific VET purposes including the verification of student data provided by SIA, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.

I agree to the Fee Refund Policy and Procedure.

I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.

I have completed the language literacy and numeracy indicator tool, or been given the opportunity to.

I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.

I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.

I have read and understood the fees and refund policy and procedure.

**Applicant's Name**

**Applicant's Signature**

**Date**



## FOR OFFICE USE ONLY

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, and Numeracy assistance required to achieve workplace competency?

Yes       No

Review deems proposed assessment instruments, learning material and strategies as appropriate.

Yes       No

Review deems proposed assessment instruments, learning material and strategies require adjustment. Additional language, literacy or numeracy support will be required.

Yes       No

What is applicant's capacity to benefit?

Poor       Fair       Good       Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)

Yes       No

Based on the information provided in the Pre-training review I believe the course selected is suitable for the learner.

Yes       No

I have assessed this applicant;

I find that the applicant is competent in language, literacy and numeracy.

I find that the applicant is not competent in language, literacy and numeracy.

*Comments if any:*

## Document Checklist

- Proof of Australian citizenship/residency status or New Zealand citizenship
- Photo identification
- Proof of residential address
- Proof of age, if no Australian Driving License
- Enrolment Application Form filled and signed

## For SIA Official

I confirm that the applicant has been informed of entry requirements for the course and eligibility requirements and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.

Date Received:

Date Approved:

Approved by:

Signature: