

# ENROLMENT FORM

## Instructions:

Fill in all sections clearly and carefully by writing in block letters. The form is to be returned to Western Business School with any supporting documents required.

Information requested on this form is for national database and tracking purposes. All information is confidential and is not forwarded to any other party except as required under the Standards for NVR Registered Training Organisations 2015, Government Contracts or by law.

## 1 PERSONAL DETAILS

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 and want WBS to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Title: (Please tick) Mr  Ms  Miss  Mrs  Other  \_\_\_\_\_

Surname (Legal Family Name): \_\_\_\_\_

First Name (Legal Given Name): \_\_\_\_\_

Middle Name (Legal Middle Name): \_\_\_\_\_

Gender:  Male  Female  Indeterminate/Intersex/Unspecified **Date of Birth:** \_\_\_\_\_

In which town or suburb were you born in? \_\_\_\_\_

## 2 UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we Western Business School can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI).

Enter your Unique Student Identifier (USI) or

I do not remember my USI

I do not have a USI.

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device or WBS can create one on your behalf. Refer to the privacy and consent declaration outlined in Section 19 of this enrolment form.

## 3 EMPLOYER DETAILS

Legal Name: WPC Group Pty Ltd Telephone: 03 9321 0800

Address: Suite 9, 651 Victoria Street Abbotsford Victoria 3067

Workplace Supervisor: \_\_\_\_\_

Supervisor's Contact Email: \_\_\_\_\_

## 4 PERSONAL CONTACT DETAILS

Phone Numbers: Mobile \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Email address: *MUST be provided*  
Primary \_\_\_\_\_

Secondary \_\_\_\_\_

## 5 VICTORIAN STUDENT NUMBER

Enter your Victorian Student Number (VSN)

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

Yes - I have attended a Victorian school since 2009 Name of School \_\_\_\_\_

and/or  Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

---

## 6 EMPLOYMENT CLASSIFICATION

Which of the following classifications BEST describes your **CURRENT** or recent occupation? (Tick ONE box only)

*If never employed go to next question*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Managers      | <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Clerical and Administrative Workers    | <input type="checkbox"/> Labourers                       |
| <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Technicians and Trade Workers          | <input type="checkbox"/> Other                           |

Which of the following classifications BEST describes the industry of your current or previous Employer? (Tick ONE box only)

*If unemployed continue to next question*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Manufacturing          | <input type="checkbox"/> Professional scientific and technical services | <input type="checkbox"/> Agriculture, Forestry & Fishing              |
| <input type="checkbox"/> Wholesale Trade        | <input type="checkbox"/> Information media & telecommunications         | <input type="checkbox"/> Electricity, Gas, Water & and Waste Services |
| <input type="checkbox"/> Retail Trade           | <input type="checkbox"/> Accommodation & food services                  | <input type="checkbox"/> Transport, postal and warehousing            |
| <input type="checkbox"/> Construction           | <input type="checkbox"/> Financial & insurance services                 | <input type="checkbox"/> Rental, hiring & real estate services        |
| <input type="checkbox"/> Mining                 | <input type="checkbox"/> Administrative and Support Services            | <input type="checkbox"/> Public Administration and Safety             |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Health Care and Social Assistance              | <input type="checkbox"/> Arts and recreation Services                 |
| <input type="checkbox"/> Other Services         |   |   |

## 7 EMERGENCY CONTACT DETAILS

Emergency / Next of Kin Name: \_\_\_\_\_  
Contact Details: Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## 8 USUAL RESIDENTIAL & POSTAL ADDRESS

**Residential Address:** Unit Number: \_\_\_\_\_ Building Name: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: VIC Post Code: \_\_\_\_\_

Is your postal address the same as your residential address? Please tick Yes  No  Add details below

**Postal Address:** Unit Number: \_\_\_\_\_ Building Name: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

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## 9 CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

*(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)*

In which country were you born?  Australia  Other - please specify \_\_\_\_\_

Are you an Australian Citizen  or Permanent Resident

Do you speak a language other than English at home?

No, English only *(Go to next section 15 Study reason)*  Yes, other – please specify \_\_\_\_\_

## 10 SECONDARY EDUCATION

Are you still attending secondary school?  Yes  No

What is your highest completed school level?

Completed year 12  Completed year 11  Completed year 10  
 Completed year 9 or equivalent  Completed year 8 or lower  Never attended school

## 11 EMPLOYMENT STATUS

Of the following categories, which best describes your **CURRENT** employment status? *(Tick ONE box only) (The role you are about to commence)*

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

## 12 DISABILITY SUPPORT

Western Business School is an equal opportunity organisation and we would like to provide you with a learning environment suitable to your needs. To enable us to meet these needs, it is important we have an understanding of the best way to support you during your study. The questions in this section are designed to assist us determine how we can support you.

Do you consider that you have a disability, impairment or long-term condition? Yes No - *(Go to next section 13 Education)*

If Yes, please indicate the areas of disability, impairment or long term condition: *(You may indicate more than one area.)*

Vision	Hearing/Deaf	Medical Condition	Physical	Acquired Brain Impairment
Learning	Intellectual	Mental Illness	Other	

If you have answered yes, would you like to discuss this with us before your training commences? Yes No

If yes, who would you like to discuss this with?

Your Industry consultant (WPC Group employees only)	Your trainer
Your workplace supervisor	A WBS representative

Would you like your discussions to be through: a phone call an email a face to face meeting

## 13 FURTHER EDUCATION

Read the qualification type below and answer the following questions

Have you **SUCCESSFULLY** completed any qualifications?

No (Go to next section Language)

Yes. Tick the relevant Prior Education Achievement Recognition Identifier.

Priority Order 1. A=Australian 2. E=Australian Equivalent 3. I = International

A	E	I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bachelor Degree or Higher Degree

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Advanced Diploma or Associate Degree

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Diploma (or Associate Diploma)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Certificate IV (or Advanced Certificate/Technician)

A	E	I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certificate III (or Trade Certificate)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Certificate II

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Certificate I

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Certificates other than the above

Were any of the qualifications completed while at Secondary School?

No

Yes - provide details below

The qualification I achieved while at school was \_\_\_\_\_

## 14 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this Traineeship? (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

Other reasons

To get skills for community/voluntary work

## 15 COURSE QUALIFICATION DETAILS - \*Qualifications in transition – must complete by 18<sup>th</sup> April 2022

BSB30115\* Certificate III in Business

BSB40215\* Certificate IV in Business

Other

Code \_\_\_\_\_

Title \_\_\_\_\_

## 16 RPL and CREDIT TRANSFER

Credit Transfer (CT) and Recognition of Prior Learning (RPL) are opportunities for your prior skills and knowledge to be recognised. You have been provided information previously about Credit Transfer and RPL through the Pre-training review, our website and the student hand book. Confirm you have been provided the opportunity to apply for Credit transfer and Recognition of Prior Learning,

Western Business School have provided me with information relating to Credit Transfer and RPL, The information provided on my Pre-training review is correct.

I have/will apply for Credit Transfer/Recognition of Prior Learning and agree to provide the correct evidence required before the commencement of my course.

## 17 PAYMENT OF COURSE FEES

Please indicate below the payment method that will be used to pay for your tuition fees (tick appropriate box):

Sponsored and/or

Salary Deduction Request – (Salary Deduction Form will be provided on the first day of training)

**The salary deduction form comes into effect at course commencement**

Employer Sponsored - Invoicing Request

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## 18 REFUNDS

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to RTO Administration. Approved applications will be processed within 14 days from the date of application.

The assessment of refund applications shall be granted as indicated below:

Outline of Refunds	
Withdrawal prior to agreed start date	Full refund
Withdrawal after the agreed start date	50% refund of unused tuition fees
Course withdrawn by RTO	Full refund
The RTO is unable to provide the course for which the original enrolment and payment has been made	Full refund

### **Extenuating circumstances**

Students may have extenuating circumstances that prevent them from attending scheduled workplace visits.

These circumstances may include (but are not limited to):

- Illness
- Family or personal matters
- Other extraordinary reasons

Where evidence can be successfully provided to support the Student's/Student's circumstances, a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances shall be assessed on a case by case basis.

**Please note: where the Student breaches the conditions of enrolment no refund is payable.**

## 19 UNIQUE STUDENT IDENTIFIER - PRIVACY & CONSENT STATEMENT

Western Business School must have your consent to access your private information in order to create and or verify your USI.

### **USI Privacy Notice**

If you do not already have a Unique Student Identifier (USI) and you want Western Business School to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Western Business School will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, drivers' licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar. In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Western Business School to make an application for a student identifier on your behalf, Western Business School will declare they have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Western Business School has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
- education related policy and research purposes; and
- to assist in determining eligibility for training subsidies;
- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

**The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI**

### Privacy and complaints policies

You can find further information on how the Registrar collects, uses and discloses the personal information about you at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> or by contacting the Registrar on 1300 857 536. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Western Business School collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Western Business School's privacy policy which can be found at [www.wbs.org.au](http://www.wbs.org.au)

Please sign in the next section to confirm your understanding of the USI information provided above.

Read the Privacy notification below, provided by the Federal Government, the Victorian Government and WBS

### Federal Government Privacy Notice

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed.

The following is minimum mandatory content for inclusion in a Privacy Notice and Student Declaration.

#### Privacy Notice

Under the *Data Provision Requirements 2012*, Western Business School 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 Western Business School for statistical, regulatory and research purposes. Western Business School may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations 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)).

### Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

#### Collection of your data

Western Business School is required to provide the Department with student and training activity data. This includes personal information collected in the Western Business School enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Western Business School provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx> .

#### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

#### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

## Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

## Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

## Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

## Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Western Business School's Privacy Officer in the first instance by phone 1300 656 461 or email [rto@wpcgroup.org.au](mailto:rto@wpcgroup.org.au).

## Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

## Western Business School Privacy Statement

In accordance with our Privacy policy, we are committed to protecting the privacy and personal information of all of our participants. Except as required under the Standards for NVR Registered Training Organisations 2015, Government Contracts or by law, information about a participant will not be disclosed to a third party without the consent of the participant. We will only collect personal information that is required for the purposes of employment or education, or in meeting both Federal and State government reporting requirements. We will take all reasonable steps to maintain the privacy and security of personal information. Personal information as collected through the enrolment form or through other means will be passed on to government regulators as per legal data collection requirements. This personal information may also be accessed for the purposes of an audit by ASQA.

A copy of the Privacy Policy Statement is available in the Participant Handbook and on the website for further information <http://www.wbs.org.au/privacy>

I ..... acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice, the Federal Government Privacy Notice and Western Business School Privacy Notice. I have read, understand and consent to the collection, use and disclosure of my personal information by Western Business School (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> (also outlined above) and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au). I declare that the information I have provided to the best of my knowledge is true and correct.

I understand, acknowledge and agree to the terms described in this privacy statement at items 19 and 20 above.

Student signature\*: ..... Date:

\*If under 18 Parent/guardian to sign

Parent / Guardian Name: .....

Parent / Guardian signature \*: ..... Date:



## 21 VICTORIAN FUNDING - SKILLS FIRST ELIGIBILITY DECLARATION

### SECTION A - EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

To be completed by an authorised delegate of the Training Provider

**DO NOT LEAVE ANY SECTIONS BLANK**

I confirm that in relation to:  
(student's full name):

I have sighted **ONE** of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract)   | <input type="checkbox"/> Current Australian Passport   |
| <input type="checkbox"/> Current New Zealand Passport   | <input type="checkbox"/> Australian Citizenship Certificate  |
| <input type="checkbox"/> Current green Medicare card  | <input type="checkbox"/> Australian Certificate of Registration by Descent   |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 – 2.16 of the Guidelines About Eligibility (the Eligibility Guidelines) | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="checkbox"/> a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross                       |  |

By Either:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.5(c) of the Eligibility Guidelines]; OR
- viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device [in accordance with Clause 2.5(d) of the Eligibility Guidelines]; OR
- relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the Eligibility Guidelines] OR

And I have retained **ONE** of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in Clause 2.5(c) of the Eligibility Guidelines [where verified through the DVS]; OR
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Eligibility Guidelines]; OR

And if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> current drivers licence | <input type="checkbox"/> 'Keypass' card    | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> current learner permit  | <input type="checkbox"/> Proof of Age card |   |

## SECTION B1 – EDUCATION HISTORY ENROLMENT IN A QUALIFICATION

To be completed by the student

**DO NOT LEAVE ANY SECTIONS BLANK – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DO NOT UNDERSTAND A QUESTION**

A 'skill set' means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence', 'Infection control Skill Set (Retail)'). A 'qualification' means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

**Q1** What is the highest qualification (not including secondary or high school) that you have **completed**, or **expect to complete** at the time the training you are applying for is scheduled to start?

*(include code and full title of qualification if possible, for example, Certificate III in Aged Care. If you have not completed any qualification, tick 'none')*

none

**Q2** How many other **Skills First funded** qualifications have you enrolled in that have started, or will start in the **same calendar year** as the qualification/s you are applying for now? (**Don't** include the qualification/s you are applying for now. **Do** include other qualification/s at this and other training providers you've enrolled in, but haven't started yet).

0            1            2            3            4+    *(circle number)*

**Q3** Not including the qualification/s you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

0            1            2            3            4+    *(circle number)*

**Q4** In your lifetime, how many **government funded** qualifications have you started that are at the same level as the one you are applying for now? *If you are applying for a qualification on the Foundation Skills List, tick 'not applicable'.*

0            1            2            3            4+    *(circle number)*     not applicable

## SECTION B2 – EDUCATION HISTORY – STUDENT DECLARATION

### Student declaration

I \_\_\_\_\_, in seeking to enrol in

*(Student's full name)*

BSB30115\* Certificate III in Business     BSB40215\* Certificate IV in Business

or if enrolling into another qualification, add the full title of qualification \_\_\_\_\_

*(Include full title of qualification/s in which you are seeking to enrol)*

*\*Qualification is in transition*

**declare the following to be true and accurate statements:**

- I \_\_\_\_\_ enrolled in a school, including government, non-government, independent, Catholic or home school. *(circle appropriate response)*
- I \_\_\_\_\_ enrolled in the Commonwealth Government's *Skills for Education and Employment* program. *(circle appropriate response):*
- I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the *Skills First* Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the *Skills First* Program.
- I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Western Business School Provider ID 4183

Authorised by: General Manager

Document Owner: RTO Administration Manager

Original Issue: 01/01/2014

Current Version: 14/12/2022

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Review Date 14/12/2021

## SECTION C – TRAINING PROVIDER DECLARATION

To be completed by the Training Provider

**DO NOT LEAVE ANY SECTIONS BLANK**

Number of qualifications student is currently eligible for:  0  1  2

Eligibility exemption granted:  Yes  No

- Based on discussion with the student,
- the evidence I have sighted (and retained a copy of) in Section A, and
- the information provided to me by the student in Section B of this form

I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the following program/s

BSB30115\* Certificate III in Business

BSB40215\* Certificate IV in Business

or if enrolling into another qualification, add the full title of qualification \_\_\_\_\_

(Include full title of qualification/s in which the student is seeking to enrol) \*Qualification in Transition

Where applicable I have also sighted and retained relevant evidence required to grant an exemption from eligibility requirements or other limits under any initiatives in Part C of Schedule 1 of the Contract and as specified in Attachment 4 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed Sections A and B and have confirmed they have been completed in full.

**Authorised Training Provider delegate:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: : \_\_\_\_\_

**Notes** Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured in Sections A, or B.

If there are no notes, write/check N/A  Not applicable

- ✓ The student has been informed of fees and charges prior to the pre-training review.
- ✓ The student has received a Statement of fees.
- ✓ Enrolment into the course will only be finalised upon successful completion and assessment of Pre-training review processes, including LLN.
- ✓ The student has completed a salary deduction form. The salary deduction form does not come into effect until the first day of course commencement. To be clear, course commencement is the first day of training.
- ✓ Until course commencement, the student may choose not to progress with their enrolment and will not be liable for any fees or charges
- ✓ This enrolment form is unconditional until the first day of training.
- ✓ Once the Student commences the nominated course, Western Business School will deliver the Training Program using competency based training principles and practices in accordance with Australian Skills Quality Authority (ASQA) and Standards for NVR Registered Training Organisations 2015.
- ✓ WBS and the Student agree to work together to produce a unified approach in the Student achieving the relevant qualification.
- ✓ The course fees payable to Western Business School include the provision of the following services:
  - Training and Assessment
  - Ongoing Administration Processes
  - Certification/Statement of Attainment
- ✓ Where a Student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/ subject.
- ✓ A request for WBS to provide a duplicate Certificate of Qualification and Record of Results or Statement of Attainment should be completed in writing to the General Manager of Western Business School and a charge of \$50 will apply.
- ✓ The RTO reserves the right to accept or reject any application for enrolment at its discretion.
- ✓ WBS reserves the right to cancel any course prior to the commencement date of the course should it be deemed necessary and in that event, shall refund all payments received from the Student, if applicable. Please refer to our refund policy.
- ✓ Refunds are made when a Student/Student application supports a valid reason for a refund. Any refundable amounts found to be due to the Student will be made within 14 days.
- ✓ If false or inaccurate information is provided at the time of enrolment in regards to eligibility of Concession, any decision made as a result may be reversed and the Standard fee will be required to be paid without delay.
- ✓ Students who become unemployed during the term of the traineeship may continue to receive training towards the completion of the qualification for three (3) months, or to the end of the enrolment period for which the Student's tuition fees have been paid, whichever is the greater.

## 23 ENROLMENT CONFIRMATION - STUDENT DECLARATION

### In signing and submitting this 'Enrolment Form' the student acknowledges:

- ✓ That the information provided is complete and correct.
- ✓ Opportunities for Recognition of Prior Learning and Credit Transfer have been discussed prior to enrolment and course commencement.
- ✓ Information relating to traineeships, the qualification they are undertaking, the study requirements, RTPL/CT, course timeframes, fees charges, payment methods, complaints, course suitability and testing has been completed prior to enrolment and course commencement.
- ✓ A Pre-training review, including a Language, Literacy and Numeracy test has been conducted prior to enrolment and course commencement.
- ✓ Undertaking a traineeship requires me to completed study in the workplace and is a requirement of my job.
- ✓ I agree to be bound by the WBS rules and regulations and any amendments made to the rules and regulations.
- ✓ Any other pre-requisites identified through the enrolment process will be adhered to.
- ✓ In the event contact details change while studying with WBS, I, the student, will advise WBS of these changes within 7 days. These details include but are not limited to details such as e-mail address, residential address, and contact phone details.
- ✓ **Fees and Charges**
  - A statement of fees was provided to me prior to the pre training review and enrolment. I have had ample opportunity to review the fees and was made aware of the payment method. I am aware I can download fees and charges from the website.
  - The process for payment of fees and charges has been explained and I consent for salary deduction to commence from the time of course commencement has been provided (where applicable).
  - **I understand I have completed a salary deduction form. The salary deduction form does not come into effect until the first day of course commencement. To be clear, course commencement is the first day of training.**

- I understand I may cancel my enrolment into the course any time before commencement and will not be liable for any fees, charges or salary deductions.
- ✓ In the event I cancel or cease training, 50% of any unused paid tuition fees shall be refundable when I make a request in writing within 30 days of cancellation.
- ✓ I have read and understand The Participant Information Handbook provided before commencement
- ✓ I have read and understand the RTOs Privacy Policy, the Complaints and Appeals Policy and process as outlined on the website [www.wbs.org.au](http://www.wbs.org.au) and the Participant Information Handbook.
- ✓ Where subsidised training is accessed through the Skills First Program, I, the Student, acknowledge and understand I am undertaking a traineeship/training course which is subsidised by the Victorian Government. **Accessing this funding will impact** on future opportunities to access the Skills First Program. The eligibility requirements of:
  - a. commencing 2 funded courses at the same time. This means you can't commence more than 2 funded courses in the same year
  - b. undertaking 2 funded courses at the same time. This means you can't be studying more than 2 funded courses at the same time
  - c. undertaking no more than 2 qualifications at the same level in a lifetime. Successfully completing this traineeship will exhaust your opportunity to complete another qualification at the same level with government funding. This means you can only study 2 funded courses at the same level in your lifetime \*exemptions can apply.
- ✓ I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and consent to sharing of that information.
- ✓ I understand I may be contacted by the Government; State or Federal to participate in a survey relating to their training.
- ✓ I agree to the Enrolment Conditions (listed above in this document).
- ✓ I understand making a false declaration has serious consequences which may result in the Trainee/student having to pay full course fees.
- ✓ I have made and informed decision and understand the training contract I have entered into.

## 24 SUPPORTING DOCUMENTATION

Please tick any of the following applicable statements:

- |   |  |
|---|--|
| <input type="checkbox"/> I have presented my Health Care/Pension Concession Card                      | <input type="checkbox"/> I have a Digital Wallet       |
| <input type="checkbox"/> I am applying for a concession card  | <input type="checkbox"/> I am applying for Sponsorship |
| <input type="checkbox"/> I am not eligible for a Health Care/Pension Concession Card                  |  |
| <input type="checkbox"/> I have provided evidence of identification for the purposes of gathering USI |  |

I have read and understand all information in this enrolment form and declare the information provided is true and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OFFICE USE ONLY

Please tick any of the following applicable statements:

- |  |   |
|--|---|
| <input type="checkbox"/> Concession Health Care/Pension Card is retained       | <input type="checkbox"/> Sponsorship form completed                                   |
| <input type="checkbox"/> Salary Deduction Request form                         | <input type="checkbox"/> Evidence of identification for the purposes of gathering USI |
| <input type="checkbox"/> Health Care/Pension Concession Card is Digital Wallet | <input type="checkbox"/> Medicare Card is on file                                     |
| <input type="checkbox"/> Drivers licence/Learner Permit is on file             | <input type="checkbox"/> Other relevant evidence is on file                           |

### Enrolment application completed

**RTO Delegate Name**  Sandy Carzino **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Other \_\_\_\_\_

## Administration to finalise enrolment when PTR & LLN review by assessor has been completed

- |   |  |
|---|--|
| <input type="checkbox"/> PRT successful   | <input type="checkbox"/> LLN outcomes successful   |
| <b>Record Funding Source Code</b> <input type="checkbox"/> L Traineeship - Funded | <input type="checkbox"/> P non traineeship – Funded <input type="checkbox"/> F – Fee For service |

### Enrolment finalised and accepted

**RTO Delegate Name**  Sandy Carzino **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Other \_\_\_\_\_

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Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.