

Student Enrolment Form – Offshore

Applicant Details:

Surname:		Title:	
Given Names:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
	Date of Birth:		
Phone Number:		Mobile Number:	
Email Address:			
Residential Address:			
Postal address (if different from above):			

Course details:

Course being applied for:	<input type="checkbox"/> CHC33021 Certificate III in Individual Support	
Preferred Start Date:	<input type="checkbox"/> As soon as possible	<input type="checkbox"/> From: ___/___/___
Have you ever studied at Australian Community and Management College before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Emergency contact details:

Full name:			
Daytime Number:		Mobile Number:	
Relationship:		Email Address:	

Personal details:

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (Please specify):
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify):
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
Are you of Aboriginal or Torres Strait Islander origin? (tick one)		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander		
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes Please select for the area listed below)		
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Vision	<input type="checkbox"/> Learning	<input type="checkbox"/> Physical
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other

What is your highest COMPLETED school level? (Tick ONE box only.)	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> 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.	
In which year did you complete secondary school?	
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Bachelor’s Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
Of the following categories, which best describes your main reason for undertaking this course? (Tick ONE box only.)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

Your Personal Statement:

Why are you choosing this course?	
Do you have a specific career aim or job in mind for the future?	
Do you have adequate literacy and numeracy skills to undertake the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are you seeking recognition of prior learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are there any individual needs you have that we should be aware of so we take these into account when planning your training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, please provide us with a little more information:	

Payment Options

Direct Deposit	Account Name: Australian Community and Management College Pty Ltd BSB: 032071 Account No: 628483 Swift Code: WPACAU2S Use your name as reference.
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Proof of Identification

As part of the application process, Australian Community & Management College requires all applicants to provide 100 points of identification. At the end of this document is an attached form that outlines the type of information required to achieve 100 points of identification. The proof of identification copies and this completed application form will be provided.

All proof of identification documents will only be handled by admissions staff and will be uploaded into your student record on our student management system. This information is not shared with third parties other than the organisations listed in the privacy statement below.

Privacy Statement

Under the Data Provision Requirements 2012, Australian Community & Management College is required to collect personal information about me 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 my training activity data) may be used or disclosed by Australian Community & Management College for statistical, regulatory and research purposes. Australian Community & Management College may disclose my 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. I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my 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).

Student Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have received and or accessed and read the Student Handbook and understand my rights and responsibilities as an Australian Community and Management College student.
- I decided to complete and submit this enrolment form without any form of coercion.
- I have provided 100 points of identification with this application.
- I have received and or accessed Australian Community & Management College's fee schedule.
- I have read and understand Australian Community & Management College's refund policy.
- I have been given sufficient information on this qualification's delivery and assessment arrangements.
- I consent to have my personal information used in accordance with Australian Community & Management College's privacy policy and privacy statement above.
- I have been informed of, and hereby agree to abide by, Australian Community & Management College policies and procedures relating to fees, charges, rules and regulations of the organisation.
- I grant permission for Australian Community & Management College to utilise any photos or videos of myself in marketing material, including social media accounts, Australian Community & Management College's website and printed publications, including assessment items and training material.
- I agree that it is my responsibility to retain a copy of this completed enrolment as supplied by Australian Community & Management College and receipts of any payments of tuition fees or non-tuition fees.
- I declare that the information supplied on this form is correct and complete.

Student Name*: _____

Signature: _____ Date: ____ / ____ / ____

Completed enrolment form along with 100 points identification are to be sent to reception@acmcollege.edu.au

Terms and Conditions of Enrolment

Enrolment & Selection

1. Courses are open to all adults 18 years and over.
2. The student is responsible for notifying Australian Community & Management College if they have a medical condition or disability or require assistance in their training.
3. A deposit must accompany enrolment to secure a placement.
4. It is the student's responsibility to note the course's date, time and location as advertised.
5. Courses with low enrolments may be cancelled, every effort will be made to contact students; please ensure your contact details are correct.
6. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered, and every effort will be made to ensure placement into an alternative course.
7. Suppose you are unable to complete your course, due to changed personal circumstances. In that case, Australian Community & Management College will make every effort to ensure you are placed into an alternative pre-scheduled course.
8. Students can only join after the course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
9. Australian Community & Management College reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
10. Students participate in courses involving physical activity, field trips, practical demonstrations etc. and do so at their own risk. Australian Community & Management College's students are covered by public liability insurance whilst working within Australian Community & Management College's premises.

Training Guarantee

Australian Community & Management College will guarantee to complete all training and or assessment once the student has commenced study in their chosen qualification or course of study unless the student submits a formal Letter of Withdrawal notifying Australian Community & Management College that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for six months from the initial course commencement date.

Proof of Identification

Australian Community & Management College requires all applicants to provide 100 points of identification at enrolment. Information on the types of acceptable identification is provided at the end of this document.

Course Fees, Payments and Refunds

1. Please refer to www.acmcollege.edu.au for information on all fees, including course fees; administration fees; materials fees and any other charges.
2. A non-refundable deposit of \$500 must be paid before course commencement to confirm a place into a course.
3. Certificates and Statements of Attainment are issued to students assessed as competent in completed units. The cost of the certificates is included in the course fees. Certificates and Statements of Attainment will not be issued till all outstanding course fees have been paid.
4. Deposits are non-refundable but can be transferred to another course.
5. Refunds may be made in the following circumstances:
 - a. Participants have overpaid the administration charge
 - b. Participants enrolled in training that has been cancelled by Australian Community & Management College
 - c. Participant advises Australian Community & Management College prior to course commencement that they are withdrawing from the course.
 - d. If the participant withdraws from a course or program due to illness or extreme hardship as determined by Australian Community & Management College
6. An administration fee of \$250 will be charged to any student who withdraws from a course in excess of 3 working days prior to course commencement.
7. No refunds will be issued once the course has commenced
8. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of \$50 will be charged.

Course Fees paid in Advance

Australian Community & Management College requires a minimum deposit, which will not exceed \$1500 per individual student, prior to course commencement. If the full course fees are below \$1000, the full fees may be required prior to course commencement. Please refer to www.acmcollege.edu.au for deposits and course fees.

Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are over \$1500) or in full (if the remaining fees are below \$1500) for tuition and other services yet to be delivered.

Complaints and Appeals

Australian Community & Management College recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned, and the following steps are implemented to ensure this happens.

1. Inform Australian Community & Management College if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform Australian Community & Management College if you think you have been treated unfairly or unjustly. Australian Community & Management College will discuss the matter with you and try to resolve the problem.
3. If you are not satisfied with the resolution, we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution, you have the right to seek representation and appeal under the relevant State or Federal Law.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process to evaluate a person's skills, knowledge and experience gained through work skills and exposure to your industry, paid or unpaid experience and other community experience to meet industry standards. RPL can provide credit towards a nationally recognised Australian qualification and can often shorten the time required to complete a qualification. Australian Community & Management College offers RPL to all students at time of enrolment.

Literacy, Numeracy and Numeracy (LLN)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning should be identified upon enrolment. Trainers and staff within Australian Community & Management College can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment.

Support Services

Australian Community & Management College caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage. Australian Community & Management College will analyse who the target candidates are and whether an individual, a specific group or a broad target group and will determine the key characteristics and needs of candidates.

Australian Community & Management College is committed to providing clients requiring additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, Australian Community & Management College provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with Australian Community & Management College for further counselling.

Access to Records

All student records, such as personal details and records of participation and progress, are kept within a secure area (both electronic and hard files). An electronic record of each student's enrolment and participation is kept on the Student Management System for a period of 30 years, this record is password protected and is only accessible by employees of Australian Community & Management College.

All students have the right to access their record of participation and progress on time; for a student to access their records, they are required to forward a request in writing to Australian Community & Management College. If the student wishes to provide third-party access to their records, they should state this in their formal request in writing.

Australian Community & Management College will provide, within 48 hours of receiving the written request, a transcript of the student's participation and progress.

Legislative and Regulatory Requirements

All students will undergo an induction with Australian Community & Management College, including the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued a Student Handbook, which includes the rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe Australian Community & Management College's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

Workplace Health & Safety

Our RTO is committed to providing and maintaining a safe and healthy environment for all clients, visitors and employees. Australian Community & Management College monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and State rules and regulations of the NSW Workplace Health and Safety Act 2011.

Considering all Australian Community & Management College clients and students, adherence to all legislative acts and regulations must be observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it must be brought to the attention of Australian Community & Management College's management.

Employment

Undertaking your chosen qualification does not provide you with direct employment. Your qualifications will provide you with all the required skills and knowledge to gain employment within your chosen field.

Work Placement

Depending on the qualification you are undertaking, it may contain a mandatory component for completing a period of work placement with a host employer. All students are required to undertake this part of their qualification. We will organise appropriate work placement for students, and attendance at work placement will be recorded against students’ course progress and attendance requirements.

Work-Based Training

Students undertaking a work-based training version of their selected qualification must attend block training as defined within their course timetable. When they are not attending block training, they will be required to attend work with their host employer at the times and shifts as defined by the host employer.

Student Declaration

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to Australian Community & Management College’s enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Student Handbook.

Student Name: _____

Signature: _____ Date: ____ / ____ / ____

100-Point Identification Guide

The table below is based upon a National Police Check 100 Point Checklist for Identification Documents.

Each applicant **MUST** provide 100 points of identification from the list below.

Note: All documentation supplied must be translated into English

Primary Documents	
Foreign Passport (current)	70
Australian Passport (current or expired within last 2 years but not cancelled)	70
Australian Citizenship Certificate or Overseas Similar document	70
Full Birth certificate (not birth certificate extract)	70
Australian or Foreign Driver's Licence/Learner's Permit	40
Current (Australian) Tertiary Student Identification Card issued by TAFE or a University	40
Photo identification card issued for Australian or Overseas Country regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	40
Proof of Age Card	40

Secondary Documents	
Birth Certificate	25
Birth card	25
Medicare card or similar	25
Credit card or ATM (Debt) card	25
Marriage certificate	25
Decree Nisi / Decree Absolute	25
Change of name certificate	25
Bank statement showing current address	25
Property lease/ rental agreement - current address	25
Taxation assessment notice	25
Utility Bill - electricity, gas, telephone - Current address (less than 12 months old)	20