

Wakefield International College Pty Ltd

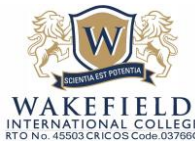
Address: Level 2 40 Mann Street Gosford NSW 2250

Phone: +61 2 4302 7899 Email:

admissions@wic.sa.edu.au

Student Application for Enrolment

Hospitality Program – Year 1



Taufa'ahau Road

Maseia Plaza Building

Nuku'alofa

Kingdom of Tonga

Email: cupinfo.tonga@gmail.com Ph: +676 28 125

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: Hospitality Program – Year 1

Course Name:	SIT30812 Certificate III in Commerical Cookery		
Have you ever studied at Wakefield International 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 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
Which of the following categories 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 to undertake this course?	
Do you have a specific career aim or job in mind for the future?	
Do you consider that 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 credit for previous training or 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: Wakefield International College Pty Ltd BSB: 062 595 Account No: 1058 1637 Use your name as a reference.
----------------	--

Proof of Identification

As part of the application process, Wakefield International College requires all applicants to provide 100 points of identification. At the end of this document is an attached form that outlines the 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, Wakefield International College must collect personal information about me and 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 Wakefield International College for statistical, regulatory and research purposes. Wakefield International 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 a student of Wakefield International College.
- My decision to complete and submit this enrollment form has been made without coercion.
- I have provided 100 points of identification with this application.
- I have received and or accessed Wakefield International College's fee schedule.
- I have read and understand Wakefield International 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 per Wakefield International College's privacy policy and privacy statement above.
- I have been informed of, and hereby agree to abide by, Wakefield International College policies and procedures relating to fees, charges, rules and regulations of the organisation.
- I grant permission for Wakefield International College to utilise photos or videos of myself in marketing material, including social media accounts, Wakefield International 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 Wakefield International 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: ____ / ____ / ____

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 Wakefield International 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 enrollment numbers may be cancelled, and 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, Wakefield International 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. Wakefield International 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., at their own risk.

Training Guarantee

Wakefield International College will guarantee the completion of all training and/ or assessments once the student has commenced study in their chosen qualification or course of study unless the student submits a formal Letter of Withdrawal notifying Wakefield International College that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of six months from the initial course commencement date.

Proof of Identification

Wakefield International College requires all applicants to provide 100 points of identification at the time of enrolment. Information on the types of acceptable identification is provided at the end of this document.

Course Fees, Payments and Refunds

1. All students are quoted and payable in Australian dollars.
2. Please refer to <https://wakefield.edu.au/gosford> for information on all fees, including course fees, administration fees, materials fees and any other charges.
3. A non-refundable deposit must be paid prior to course commencement to confirm a place in a course.
4. 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.
5. Deposits are non-refundable but can be transferred to another course.
6. Refunds may be made in the following circumstances:
 - a. Participants have overpaid the administration charge
 - b. Participants enrolled in training that Wakefield International College has cancelled
 - c. The participant advised Wakefield International College prior to course commencement that they were withdrawing from the course.
 - d. If the participant withdraws from a course or program due to illness or extreme hardship, as determined by Wakefield International College
7. An administration fee will be charged to any student who withdraws from a course more than three working days before course commencement.
8. No refunds will be issued once the course has commenced
9. Students are responsible for safely storing their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of \$20 will be charged.

Course Fees Paid in Advance

Wakefield International College requires a minimum deposit before course commencement, which will not exceed \$1000 per individual student. If the full course fees are below \$1000, the full fees may be required before 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

Wakefield International 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 Wakefield International College if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform Wakefield International College if you think you have been treated unfairly or unjustly. Wakefield International 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.

Credit Transfer

Wakefield International College recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation. Credit transfer will be awarded for all units of competencies that directly align with units from the qualification in which the student has enrolled. Evidence of competencies achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript). Please refer to the Student Handbook or contact administration for the procedure on how to apply for a Credit Transfer.

Literacy, Numeracy and Numeracy (LLN)

LLN support is available to provide students with advice and support services in language, literacy, and numeracy assessment services. Students needing assistance with their learning should be identified upon enrolment. Trainers and staff within Wakefield International College can support students and assist them 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

Wakefield International 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. Wakefield International College will analyse who the target candidates are and whether an individual, a specific group or a broad target group will determine the candidates' key characteristics and needs.

Wakefield International 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, Wakefield International 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 schedule an appointment with Wakefield International College for further counselling online.

Access to Records

All student records, such as personal details and records of participation and progress, are kept in a secure area (electronic and hard files). An electronic record of each student's enrolment and participation is held on the Student Management System for 30 years; this record is password-protected and is only accessible by employees of Wakefield International College.

All students have the right to access their records of participation and progress in a timely manner. For a student to access their records, they are required to forward a request in writing to Wakefield International College. If the student wishes to provide a third party with access to their records, they should state this in their formal request.

Within 48 hours of receiving the written request, Wakefield International College will provide a transcript of the student's participation and progress.

Legislative and Regulatory Requirements

All students will undergo an induction with Wakefield International 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 also includes the rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe Wakefield International 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 the benefit of all clients, visitors and employees.

Wakefield International College monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and State laws and regulations for Workplace Health and Safety.

In consideration of all Wakefield International 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 is important it is brought to the attention of Wakefield International College's management.

Completion of Year 1

At the completion of the program's first year, all students will receive a SIT30821 Certificate III in Commercial Cookery.

Those students who did not complete the program at the end of year one will be issued with a Statement of Attainment for all units in which they have been declared competent.

Continuing Studies

Students who want to continue their studies and complete the second and third year of the Hospitality Program in Australia must complete a separate enrolment application to Wakefield International College approximately four months before the program's first year is completed.

The application submission must be accompanied by supporting documentation defined on the application form. Students will be issued with a Confirmation of Enrolment that they must submit along with their visa applications for a student visa in Australia.

It must be noted that Wakefield International College does not guarantee that your visa application will be successful, as all decisions on granting all student visa applications to Australia are at the discretion of the Australian Department of Home Affairs.

Student Declaration

I have read and understood the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to Wakefield International 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

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

Primary Documents	
Foreign Passport (current)	70
Full Birth certificate (not birth certificate extract)	70
Driver Licence	40

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