

ENROLMENT AGREEMENT FORM



PERSONAL DETAILS (Legal name as per photo ID, which will need to be sighted to verify legal name)

1) FAMILY NAME _____
 GIVEN NAME _____

2) DATE OF BIRTH ___/___/____ Town & city of birth _____ 3) SEX (Tick ONE box only) Female Male

4) POSTAL ADDRESS _____

5) SUBURB _____ STATE _____ POSTCODE _____

PHONE Home _____ Work _____ Mobile _____
 Email _____ Fax _____

USI I give permission for Sydney Business Institute Pty Limited to access my Unique Student Identifier (USI) for the purpose of recording my results. If I do not have a USI in place, I am willing for Sydney Business Institute Pty Limited to set up my USI on my behalf. USI _____

COURSE OF ENROLMENT

COURSE CODE INSERT UNIT OR QUALIFICATION CODE _____ START DATE – From ___/___/____

COURSE TITLE INSERT UNIT OR QUALIFICATION TITLE _____ END DATE – To ___/___/____

Where did you hear about this course? Newspaper Website Internet Yellow Pages Word of Mouth Radio Google

EMERGENCY CONTACT DETAILS

Full Name _____ Relationship _____
 Contact number _____ Mobile _____

In the event of an emergency do you give the RTO permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? **YES / NO**

AVETMISS DATA COLLECTION

LANGUAGE & CULTURAL DIVERSITY	DISABILITY	SCHOOLING
6) In which country were you born? Australia <input type="checkbox"/> ¹¹⁰¹ Other – please specify _____	10) Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 12	12) What is your highest COMPLETED school level? (Please tick ONE box only) Year 12 or equivalent <input type="checkbox"/> ¹² Year 11 or equivalent <input type="checkbox"/> ¹¹ Year 10 or equivalent <input type="checkbox"/> ¹⁰ Year 9 or equivalent <input type="checkbox"/> ⁰⁹ Year 8 or below <input type="checkbox"/> ⁰⁸ Never attended school <input type="checkbox"/> ⁰²
7) Do you speak a language other than English at home? No, English only <input type="checkbox"/> ¹²⁰¹ English only – Go to Question 9 Yes, other – please specify _____	11) If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one) Hearing/Deaf <input type="checkbox"/> ¹¹ Physical <input type="checkbox"/> ¹² Intellectual <input type="checkbox"/> ¹³ Learning <input type="checkbox"/> ¹⁴ Mental Illness <input type="checkbox"/> ¹⁵ Acquired brain impairment <input type="checkbox"/> ¹⁶ Vision <input type="checkbox"/> ¹⁷ Medical condition <input type="checkbox"/> ¹⁸ Other <input type="checkbox"/> ¹⁹	13) In which YEAR did you complete that School level? _____
8) How well do you speak English? Very well <input type="checkbox"/> ¹ Well <input type="checkbox"/> ² Not well <input type="checkbox"/> ³ Not at all <input type="checkbox"/> ⁴		14) Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/>
9) Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>		

PREVIOUS QUALIFICATIONS ACHIEVED	EMPLOYMENT	STUDY REASON
15) Have you SUCCESSFULLY completed any of the following qualifications? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 17	17) Of the following categories, which BEST describes your current employment status? (Tick ONE box only) Full-Time employee <input type="checkbox"/> ⁰¹ Part-Time employee <input type="checkbox"/> ⁰² Self employed - not employing others <input type="checkbox"/> ⁰³ Employer <input type="checkbox"/> ⁰⁴ Employed - Unpaid worker in a family business <input type="checkbox"/> ⁰⁵ Unemployed – Seeking full-time work <input type="checkbox"/> ⁰⁶ Unemployed – Seeking part-time work <input type="checkbox"/> ⁰⁷ Not employed – Not seeking employment <input type="checkbox"/> ⁰⁸	18) Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/apprenticeship? (Tick ONE box only) To get a job <input type="checkbox"/> ⁰¹ To develop my existing business <input type="checkbox"/> ⁰³ To start my own business <input type="checkbox"/> ⁰³ To try for a different career <input type="checkbox"/> ⁰⁴ To get a better job or promotion <input type="checkbox"/> ⁰⁵ It was a requirement of my job <input type="checkbox"/> ⁰⁶ I wanted extra skills for my job <input type="checkbox"/> ⁰⁷ To get into another course or study <input type="checkbox"/> ⁰⁸ For personal interest or self-development <input type="checkbox"/> ¹² Other reasons <input type="checkbox"/> ¹¹
16) If YES, please tick ANY applicable boxes Bachelor Degree or Higher Degree <input type="checkbox"/> ⁰⁰⁸ Advanced Diploma or Associate Degree <input type="checkbox"/> ⁴¹⁰ Diploma (or Associate Diploma) <input type="checkbox"/> ⁴²⁰ Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> ⁵¹¹ Certificate III (or Trade Certificate) <input type="checkbox"/> ⁵¹⁴ Certificate II <input type="checkbox"/> ⁵²¹ Certificate I <input type="checkbox"/> ⁵²⁴ Certificates other than the above <input type="checkbox"/> ⁹⁹⁰		

OFFICE USE ONLY	COMMENTS
Fees Paid \$ _____ Receipt No _____	

STUDENT SIGNATURE: _____ COURSE COST: _____ DATE: ___/___/____
 PHOTO ID SIGHTED: Drivers Licence Passport Other, please state _____

TERMS & CONDITIONS OF ENROLMENT

Enrolment & Selection

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

Course Fees, Payments and Refunds

1. Please refer to the course flyer or SBI website for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
2. In line with the SBI's Fee Protection Policy, SBI will not collect more than \$1,500 prior to course commencement.
3. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
4. Please refer to SBI's Refund Policy for information on refunds and eligibility.
5. A deposit of no more than \$1,500 is required prior to course commencement; this deposit is to confirm a place in the course. Please refer to the Course Flyer or Website for the deposit amount required.
6. An **application fee** is required to be paid prior to course commencement which is included within the deposit fee, which is non-refundable. The Application Fee is \$200 for Domestic, and \$250 for International Students.
7. No refunds will be issued once the student has commenced the course. If an exceptional circumstance exists, a refund will be given on a case by case basis (after deduct the application fee).
8. Students who apply for RPL's will be charged an RPL Assessment Fee of **\$120 per RPL application**.
9. 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, a **certificate re-issue fee of \$25** will be charged.
10. If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.
11. If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment. A **re-assessment fee of \$100 applies**.
12. If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued and the student will be given a six-month period to undertake reassessment if required.
13. A **late submission fee of \$50** applies is a student has submitted an assessment, but failed to achieve

Fee Protection

Sydney Business Institute Pty Limited requires a minimum deposit, which will not exceed \$1,500 per individual student, prior to course commencement. If the full course fees are less than \$1,500, the full fees may be required to be paid prior to course commencement. Please refer to the course flyer for an outline of all course fees.

Following course commencement, full fees will be required to be paid by either instalment (if remaining fees are more than \$1500), or in full (if the remaining fees are below \$1500) for training and other services yet to be delivered.

SBI fully complies with the ESOS Act 2000 and its amendments including the Tuition Protection Service (TPS).

Changes to Agreed Services

Where there are any changes to the agreed services that will affect the learner, including in the event of SBI closing down, SBI will advise the learner as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third party arrangements.

IMPORTANT INFORMATION

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions of enrolment with specific reference to the SBI's enrolment and selection, USI, course fees, payments and refunds, course requirements, Language Literacy and Numeracy requirements, complaints and appeals, Workplace Health and Safety, support services that will be provided for me, legislative and regulatory policies and procedures, which are also provided to me in the Student Handbook. By signing this document, I also give permission for SBI to access my Unique Student Identifier for the purpose of my training.

Consumer Guarantee

Sydney Business Institute Pty Limited guarantees that the services provided by the RTO will be:

- provided with due care and skill;
- fit for any specified purpose (express or implied);
- provided within a reasonable time (when no timeframe is set for the training).

Complaints and Appeals

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. SBI administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint, they are required to complete a Complaints and Appeals Form, which can be found on SBI's website or at the SBI Reception. Once the form has been completed, the form should be submitted to SBI for actioning. Please refer to the Student Handbook for more details on the complaints and appeals process.

Credit Transfer

SBI 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 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 the office for the procedure on how to apply for a Credit Transfer.

Language, Literacy 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 is to be identified upon enrolment. Trainers and staff within SBI 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

SBI caters to diverse student learning needs and aims to identify and respond to the learning needs of all students. All students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage. SBI is committed to providing students requiring additional support, advice or assistance while training. are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with an SBI manager to discuss support services.

Genuine difficulties for a learner to complete a program in the allotted timeframe are to be brought to the attention of an SBI manager at the first available opportunity. Support Services at SBI are monitored and improved through Opportunity for Improvement and the Quality and Compliance Meetings.

Please refer to the Student Handbook for more information.

Legislative and Regulatory Requirements

All students will undergo an Orientation at SBI, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.

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

STUDENT SIGNATURE: _____ DATE: __/__/____

RTO REPRESENTATIVE: _____ DATE: __/__/____

INTERVIEW QUESTIONS – To determine students' suitability for entering into the course

QUESTION	POSSIBLE ANSWERS	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the "Possible Answers"
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry	
What is your expectation upon completion of training?	<input type="checkbox"/> To get a job <input type="checkbox"/> To get a pay rise <input type="checkbox"/> To be able to apply for a higher position <input type="checkbox"/> To get a better job <input type="checkbox"/> To learn new skills	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (ie language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan	
We provide a range of Support Services for our students, are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (eg. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (eg. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (e.g. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (e.g. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language; I will need assistance with language <input type="checkbox"/> I am currently working and would like to complete assessments within the workplace <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance	
We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?	<input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected <input type="checkbox"/> CT – Student currently holds an equivalent unit	