

# ENROLMENT FORM – DOMESTIC STUDENTS

## It is important that you complete all of the details on this enrolment form.

This will be used to enrol you in the qualification you are seeking. Some of the information contained here will be keyed into a student database and used for statistical and other reporting to State/Territory Registering Authorities and the National Centre for Vocational Education Research (NCVER). Please ask your training representative for assistance to fill out this form if you require help.

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## Privacy Notice

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Alana Kaye College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice – Please note, Alana Kaye College's Privacy Policy is located on our webpage and in your Student handbook.

**1. Training Required (Please tick the appropriate box)**

<b>Qualification</b>	
<input type="checkbox"/> BSB20115 Certificate II in Business <input type="checkbox"/> BSB30115 Certificate III in Business <input type="checkbox"/> BSB30415 Certificate III in Business Administration <input type="checkbox"/> BSB30715 Certificate III in Work Health and Safety <input type="checkbox"/> BSB40215 Certificate IV in Business <input type="checkbox"/> BSB40515 Certificate IV in Business Administration <input type="checkbox"/> BSB41419 Certificate IV in Work Health and Safety <input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice <input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> BSB51315 Diploma of Work Health and Safety <input type="checkbox"/> BSB51415 Diploma of Project Management <input type="checkbox"/> BSB51615 Diploma of Quality Auditing <input type="checkbox"/> BSB50420 Diploma of Leadership and Management	<input type="checkbox"/> BSB50820 Diploma of Project Management <input type="checkbox"/> BSB51319 Diploma of Work Health and Safety <input type="checkbox"/> BSB51615 Diploma of Quality Auditing <input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80615 Graduate Diploma of Management (Learning) <input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC33015 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care <input type="checkbox"/> CHC52015 Diploma of Community Services <input type="checkbox"/> FSK20113 Certificate II in Skills for Work and Vocational Pathways <input type="checkbox"/> TAE40116 Certificate IV in Training and Assessment <input type="checkbox"/> TAE50216 Diploma of Training Design and Development
<b>Short course or individual Units of Competency – list below</b>	
_____	
<b>Course preference:</b> <input type="checkbox"/> Face-to-face <input type="checkbox"/> Distance learning <input type="checkbox"/> Online learning <input type="checkbox"/> RPL	
<b>Course location:</b>	<b>Course start date:</b>

**2. Personal details (This must be exactly as it appears on your USI)**

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>		<b>First name</b>	
<b>Family Name (Surname)</b>			
<b>Date of birth</b>	DD/MM/YYYY    __/__/____	<b>Town/City of birth</b>	

Please attach photo ID to this enrolment form:

- Licence which includes your photograph and signature (eg: Driver's Licence)
- Adult proof of age card
- Social security card which includes your photograph and signature
- A recognised proof of age card (eg: Australia Post Keypass identity card)
- Current passport or passport preceding 2 years

**3. Unique Student Identifier**

Alana Kaye can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). 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.

Enter your Unique Student Identifier \_\_\_\_\_

**4. Employment details**

<b>Employer name</b>		<b>Your title</b>	
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**5. Gender**

<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)
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**6. Contact details**

<b>Home phone Yes/No</b>		<b>Work phone Yes/No</b>	
<b>Mobile</b>			
<b>Personal email</b>			
<b>Work email</b>			

**7. Address of your usual residence**

Please provide the physical address where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address. **For those students who cannot divulge their address of usual residence, please note that a full address must be provided to enrol you. Your workplace address would be suitable.**

<b>Building/property name</b>				
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>		
<b>Street name</b>				
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>

**8. Postal address (if different from above)**

<b>Building/property name</b>				
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>		
<b>Street name</b>				
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>

**9. Emergency contact details**

<b>Name</b>			
<b>Relationship</b>			
<b>Phone</b>		<b>Mobile</b>	

**10. Employment status**

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<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

**11. Apprenticeship/Traineeship**

Is this training part of an Apprenticeship/Traineeship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### 12. Language and cultural diversity

<p>In which country were you born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other - Please specify</p> <hr/> <p>I am a:</p> <p><input type="checkbox"/> Australian citizen</p> <p><input type="checkbox"/> Permanent resident</p> <p><input type="checkbox"/> Temporary permanent resident</p> <p><input type="checkbox"/> Visa holder    Visa type _____</p> <p>(Please attach a copy of your visa to this enrolment form).</p>	<p>Do you speak a language other than English at home?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes, other- please specify</p> <hr/>
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<p>How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>Do you identify as being of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
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### 13. Schooling

<p>What was the highest COMPLETED level of schooling?</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school – go to question 13.</p>	<p>In which year did you complete that level of schooling?</p> <hr/> <p>Are you still attending school?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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### 14. Disability

<p>Do you consider yourself to have a disability, impairment or a long-term health condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – go to next question 14.</p> <p>Do you require adjustment to your training or assessment due to your disability? Please note that this information is only asked for the purpose to offer support and arrange reasonable adjustment.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please describe:</p> <hr/>	<p>If yes, please indicate the area(s) of disability, impairment or long-term conditions: (You may indicate more than one area)</p> <p><input type="checkbox"/> Hearing/Deaf    <input type="checkbox"/> Mental illness</p> <p><input type="checkbox"/> Physical        <input type="checkbox"/> Acquired brain impairment</p> <p><input type="checkbox"/> Intellectual      <input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Learning        <input type="checkbox"/> Medical condition</p> <p><input type="checkbox"/> Other             <input type="checkbox"/> Food allergies</p>
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**15. Previous qualifications achieved**

<p>Have you successfully completed any of the qualifications listed?</p> <p><input type="checkbox"/> No  <input type="checkbox"/> Yes – select the applicable boxes.</p> <p>In which country did you complete your qualification?</p> <p>_____</p>	<p>If yes, select the applicable boxes</p> <p><input type="checkbox"/> Bachelor degree or higher  <input type="checkbox"/> Advanced diploma or associate degree  <input type="checkbox"/> Diploma or associate diploma  <input type="checkbox"/> Certificate IV or advanced certificate/technician  <input type="checkbox"/> Certificate III or trade certificate  <input type="checkbox"/> Certificate II  <input type="checkbox"/> Certificate I  <input type="checkbox"/> Certificate other than above</p>
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**16. Study reason**

<p>Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)</p>	
<p><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</p>	<p><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 – Please explain</p>

**17. Language Literacy and Numeracy (LLN)**

**Alana Kaye College** is committed to supporting students in successfully completing their selected qualification/s. Some qualifications require you to have sufficient language, literacy and numeracy requirements to complete the assessment tasks. Some qualifications require you to complete a compulsory LLN assessment. We are committed to assisting our students with their LLN needs and to assist you in this area we ask for you to choose whether you wish to complete an LLN assessment. This will assist both you and us in ensuring the best outcomes possible for you.

For **Alana Kaye** to best accommodate this we ask that every student select one of the following:

<p><input type="checkbox"/> I appreciate that Alana Kaye is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake. Please finalise my enrolment.</p> <p><i>If you have selected this option, your enrolment will be processed on receipt of your completed enrolment form.</i></p>	<p><input type="checkbox"/> I wish to complete a Skills Check (LLN assessment) to ensure the level of study is appropriate.</p> <p>Please check the entry requirements of your course if a compulsory LLN assessment is required.</p> <p>For courses that do not have compulsory LLN entry requirements, students can still complete a LLN assessment to ensure the level of study is appropriate.</p>
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**18. Invoice details**

**Who is responsible for paying the account for this training?**

- Student
- Employer/Organisation - complete the below table if the invoice is to be addressed to employer/organisation responsible for paying this account.

Accounts Department Contact's Surname:	Employer/Company Legal Name:	
Accounts Department Contact's First Name:	Employer/Company Trading Name:	
Accounts Department Post Address (Line 1):	Accounts Department Phone:	
Accounts Department Post Address (Line 2):	Accounts Department Email:	
Suburb:	State:	Postcode:
Country:	Purchase Order Number:	

**19. Payment details**

**All students must pay the enrolment fee when submitting this enrolment form.**

Is your preferred course funded by the government?

<input type="checkbox"/> Yes	Please pay \$400 enrolment fee only. (non-refundable conditions *see below).
<input type="checkbox"/> No	<p>Please pay \$400 enrolment fee. (non-refundable conditions *see below)</p> <p>Please pay:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$1,000 Tuition fee upfront and the remainder on commencement OR</li> <li><input type="checkbox"/> Payment plan for tuition fees (please note that payment for the first Unit of Competency must be paid upon commencement) - (please complete payment plan form)</li> </ul> <p>\$_____ Tuition fee</p>

**Payment method**

- Payment by Credit/Debit Card (please use invoice number in description)    EFTPOS    Credit Card    Cash

<p><b>Credit card details:</b></p> <p><b>Card Holders Name:</b> _____</p> <p><b>Card number:</b> _____ - _____ - _____ - _____</p> <p><b>Expiry date:</b> ____ / ____</p> <p><b>Authorised amount:</b> \$ _____</p> <p><b>Card holder's signature:</b> _____</p>
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## Refund Policy

### Enrolment fee

All students are required to pay an enrolment fee. **The \$400 enrolment fee is non-refundable unless the course is cancelled by Alana Kaye College.**

### Tuition Fee

The Tuition fee is the course cost. Refund of tuition fees for fee paying students include:

- An application for refund of tuition fees must be made in writing to Alana Kaye.
- A full refund of tuition fees will be made if a course is cancelled by Alana Kaye for any reason.
- Scheduled commencement of a course is defined as the first workshop of a face-to-face course; the commencement of a distance-learning course as indicated in the student's Training Plan; or the commencement of an RPL process when the student receives the RPL evidence kit.
- If a student cancels their enrolment no later than ten working days before the scheduled commencement date of a course, the student will receive an eighty percent (80%) refund of the tuition fee. Cancellation of enrolment under these circumstances will incur a twenty percent (20%) tuition fee.
- No refunds are available where cancellation is made less than ten (10) working days prior to the commencement of a course. However, participants will be provided with an option to transfer to a course which is equivalent in cost being offered at an alternate time at no cost should this occur no later than three days prior to course commencement. If closer than three (3) days a \$100 rebooking fee will be payable to cover administration costs.
- Alana Kaye does not accept any more than \$1,400.00 upfront before commencement of training. This includes the \$400.00 nonrefundable enrolment fee. Students can then pay all remaining fees at the commencement of their training or negotiate a payment plan with Alana Kaye College.
- An application for refund of tuition fees under any other circumstance must be made in writing to Alana Kaye College.
- No refund is available where students leave prior to completing the course. However, should students wish to finalise incomplete units of competency in a future course, the original fee can be used as a credit towards that course. This offer is available within a 12-month period from the time initial payment is made.
- Alana Kaye may choose to cancel the enrolment of a student who has breached Alana Kaye's Code of Conduct or has been found to have plagiarised or cheated in their assessments. Students cancelled under these circumstances are not entitled to any refund of tuition fees.
- Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to Alana Kaye.
- In all other cases, refunds are at the discretion of the CEO of Alana Kaye and may be negotiated on an individual case-by-case basis.

### Government funded courses – non completion within required duration

You are required to complete your government funded training within the required timeframe detailed in your Training Plan. Government funding is available for a limited duration and your course may not be funded after the timeframe detailed in your Training Plan. Students who do not complete their training within the required timeframe will be issued with a Statement of Attainment for the units completed. Students who wish to complete their qualification after this time, may choose to become a fee-for-service student at a cost per unit.

**20. Student declaration**

**a) Privacy statement and student declaration**

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Alana Kaye.

I understand that my RTO Alana Kaye College is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Parent/guardian consent required if student is under the age of 18 – please sign part e.*

**b) Permission to search or verify Unique Student Identifier**

The Australian Government requires all students undertaking vocational training in Australia to hold a Unique Student Identifier Number. On occasion, Alana Kaye may need to search or verify your Unique Student Identifier Number and this requires your permission.

- I give permission                       I do not give permission

Student signature: \_\_\_\_\_ Date: DD/MM/YY

**c) Permission to use photographic or video images**

Alana Kaye may take photographs or video images during training or training-related activities and may use these photos to promote and advertise our organisation and its activities. Please tick box:

- I give permission                       I do not give permission

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Parent/guardian consent required if student is under the age of 18 – please sign part e.*

**d) Terms and Conditions**

Alana Kaye’s pricing is reviewed occasionally and subject to change at any time. Before submitting an enrolment to Alana Kaye all students are required to confirm that they have read and accept the current Student Handbook located on our website, including the Fees and Refunds Policies.

Do you agree that you have read and accept the current Student Handbook related to this course and confirm that you accept these Terms and Conditions related to this enrolment including our refund policy?

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Parent/guardian consent required if student is under the age of 18 – please sign part d.*

**e) Students under 18 – Parent/guardian consent**

I agree to

- a) Privacy Statement and Student Declaration
- b) Permission to search or verify Unique Student Identifier  I give permission  I do not give permission
- c) Permission to use photographic or video evidence  I give permission  I do not give permission
- d) Terms and conditions

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



**21. How did you hear about Alana Kaye?**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Alana Kaye staff | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> Conference or event      | <input type="checkbox"/> TV, radio or other media |
| <input type="checkbox"/> Internet         | <input type="checkbox"/> Employer or manager | <input type="checkbox"/> Friend or family         | <input type="checkbox"/> Facebook                 |
| <input type="checkbox"/> LinkedIn         | <input type="checkbox"/> Other referral      | <input type="checkbox"/> Unsure (cannot remember) |   |

**Alana Kaye College may, from time to time, contact you for marketing purposes and/or to promote future courses you may be interested in - please click on the unsubscribe button at the bottom of the marketing email if you do not wish to receive this information.**

**Please submit this form via email to [enrolments@alanakaye.edu.au](mailto:enrolments@alanakaye.edu.au) or post to the following**

GPO Box 105 DARWIN. NT. 0801