

## **ENROLMENT FORM**

## **Privacy Statement and Disclaimer**

Information collected about an individual learner or intended applicant in this form and during the student enrolment, can be provided by Melbourne College of Business and Technology, the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, Melbourne College of Business and Technology is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by Melbourne College of Business and Technology for statistical, administrative, regulatory and research purposes. Melbourne College of Business and Technology may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and

I understand that:

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and

Administering VET, including program administration, regulation, monitoring and evaluation.

For any other third party, Melbourne College of Business and Technology will only release student information with the written consent of the student. We will endeavour to take reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

The Data Provision Requirements 2012 (refer www.comlaw.gov.au) requires the College to provide the national
regulator ASQA, with student and training activity data and quality indicator data which may include information I
provide in this enrolment form.
Information is required to be provided in accordance with the Australian Vocational Education and Training
Management Information Statistical Standard (AVETMISS) guidelines.
I can access details of AVETMISS from www.ncver.edu.au.
The Federal Government may use the information provided to it for planning, administration, policy development,
anness and the time and the stime and annesting and for an area of the stime.

program evaluation, resource allocation, and reporting and/or research activities.
The collection, release and access to data is governed by a set of protocols and policies which set out the principles
and commitments for the storage and disclosure of vocational education and training information, are determined
by the Ministerial Council for Tertiary Education and Employment.

The Education Services for Overseas Students Act 2000 requires the College to provide the Federal Government with
information relating International student enrolments and academic progress.



have been advised by the RTO that:									
☐ My per staff.	My personal information provided on this enrolment form will be kept private, confidential and secure by all College								
☐ MCBT v	MCBT will release data to the relevant authorities if required.								
☐ I may b	e contacte	ed and requ	ested to p	artici	pate in a Natior	nal Centre of V	ocational E	ducation R	esearch survey or
	I may be contacted and requested to participate in a National Centre of Vocational Education Research survey or audit or internal review. For more information in relation to how student information may be used or disclosed please contact the College CEO.						used or disclosed		
•		_		Ltd ر	will not issue a d	ertificate and,	or stateme	nt of attain	ment until all the
			as been co	mple	ted, signed, and	l all fees have b	peen paid.		
•		he RTO to:	(						
	•				y behalf <b>AND/O</b>	•	•		
									I USI information) Melbourne College
		ology of the				event of an em	cigency. i i	indentining it	nelbourne college
			•			stimonials/inte	erviews to b	oe used in N	Melbourne College
									lia and overseas.
_		abide with int Handboo		rms a	ind conditions	specified in th	ne Melbou	rne College	e of Business and
recinio	nogy stude	iit Hallubot	UK.						
By signing l	below, I acl	knowledge	and agree	to th	e above:				
Signature						Date:			
•									
PERSONAL	INFORMAT	ION							
Title:		Given				Middle			
		Name:				Name:			
Surname:					Birth Date:	/		Gender:	Male:
						l		Gerraer.	Female:
	( )		Work			_		Centre	Female:
Home Ph:	( )		Work Ph:	(	)	_	Mobile	Cenaen	Female:
Home Ph: Email:	( )			(	)	_	Mobile	Cenaen	Female:
	( )			(	)	_	Mobile	Conden	Female:
Email: QUALIFICA		CTION (Plea	Ph:	(	) e courses you a	re enrolled in			Female: e of Business and
Email: QUALIFICA Technology	/ student)		Ph:						
Email: QUALIFICA Technology I am willing	/ student) g to enrol in	the followi	Ph:	′s (Ple	ease tick in the b	oox):			
Email:  QUALIFICA  Technology I am willing  BSB50820	student) to enrol in O Diploma	the followi of Project M	Ph:  ase select a  ing course/ Managemen	′s (Ple		oox):			
Email:  QUALIFICA  Technology I am willing  BSB50820  General E	y student) g to enrol in O Diploma o English (CRI	the following th	Ph: ase select a ing course/ lanagemer 099309E)	's (Ple nt (CR	ease tick in the b	oox): 084D)			
Email:  QUALIFICA Technology I am willing BSB50820 General E	/ student) g to enrol in O Diploma o English (CRI O Diploma o	the following th	Ph:  ase select a  ing course/ Managemer  099309E)  ip and Man	's (Ple nt (CR nager	ease tick in the b ICOS Code: 104 nent (CRICOS Co	oox): 084D) ode: 104338J)	as Melbou		
Email:  QUALIFICA' Technology I am willing BSB50820 General B BSB50420 BSB60420	y student) g to enrol in O Diploma o English (CRI O Diploma o O Advance	of Project M ICOS Code: of Leadersh Diploma of	Ph:  ing course/ Managemer 099309E)  ip and Mar Leadership	's (Plent (CR nager and	ease tick in the b ICOS Code: 104 nent (CRICOS Co Management (C	oox): 084D) ode: 104338J) CRICOS Code: 1	as Melbou 06882B)		
Email:  QUALIFICA Technology I am willing BSB50820 General I BSB50420 BSB60420	y student) g to enrol in O Diploma o English (CRI O Diploma o O Advance	of Project M OF Project M ICOS Code: of Leadersh Diploma of e IV in Lead	Ph:  ase select a ing course/ Managemer 099309E) ip and Man Leadership ership and	s (Ple nt (CR nager and Man	ease tick in the b ICOS Code: 104 nent (CRICOS Co Management (CRICO	oox): 084D) ode: 104338J) CRICOS Code: 1 OS Code: 10399	as Melbou 06882B)		
Email:  QUALIFICA Technology I am willing BSB5082 General E BSB5042 BSB6042 BSB6042 BSB6042	y student) g to enrol in O Diploma o English (CRI O Diploma o O Advance O Certificate O Graduate	of Project M ICOS Code: of Leadersh Diploma of e IV in Lead	Ph:  ase select a ing course/ Aanagemer 099309E) ip and Mar Leadership ership and	's (Ple nt (CR nager and Man nent (	ease tick in the b ICOS Code: 104 ment (CRICOS Co Management (C agement (CRICO CRICOS Code: 10	oox): 084D) ode: 104338J) CRICOS Code: 1 0S Code: 10399 06883A)	as Melbou 06882B) 94G)		
Email:  QUALIFICATechnology I am willing BSB5082 General E BSB5042 BSB6042 BSB6042 BSB8012 AUR3062	y student) g to enrol in O Diploma o English (CRI O Diploma o O Advance O Certificate O Graduate	of Project M ICOS Code: of Leadersh Diploma of e IV in Lead Diploma of te III in Light	Ph:  ase select a ing course/ Managemer 099309E) ip and Man Leadership ership and f Managemer t Vehicle M	's (Plent (CR mager o and Man ment (	nent (CRICOS Co Management (CRICOS Co CRICOS Code: 10	oox): 084D) ode: 104338J) CRICOS Code: 1 0S Code: 10399 06883A) y (CRICOS Code	as Melbou 06882B) 04G) e: 10934E)		
Email:  QUALIFICA Technology I am willing BSB50820 General E BSB50420 BSB60420 BSB60420 BSB80120 AUR3062	y student) g to enrol in O Diploma of English (CRI O Diploma of O Advance O Certificate O Graduate O Certificate O Certificate	of Project M ICOS Code: of Leadersh Diploma of e IV in Lead Diploma of te III in Light	Ph:  ase select a ing course/ Managemer 099309E) ip and Man Leadership ership and f Managem t Vehicle M omotive M	's (Pleant (CR mager o and Man ment ( lecha echar	nent (CRICOS Co Management (C agement (CRICOS Co CRICOS Code: 10 nical Technologonical Diagnosis (	oox): 084D) ode: 104338J) CRICOS Code: 1 0S Code: 10399 06883A) y (CRICOS Code: 1	as Melbou 06882B) 04G) e: 10934E)		
Email:  QUALIFICA Technology I am willing BSB50820 General E BSB50420 BSB60420 BSB60420 BSB80120 AUR3062	y student) g to enrol in O Diploma of English (CRI O Diploma of O Advance of O Certificate O Graduate O Certificate O Certificate O Certificate O Certificate O Considerate O Certificate O Diploma of	of Project M ICOS Code: of Leadersh Diploma of e IV in Lead Diploma of te III in Light	Ph:  ase select a ing course/ Managemer 099309E) ip and Man Leadership ership and f Managem t Vehicle M omotive M	's (Pleant (CR mager o and Man ment ( lecha echar	nent (CRICOS Co Management (CRICOS Co CRICOS Code: 10	oox): 084D) ode: 104338J) CRICOS Code: 1 OS Code: 10399 06883A) y (CRICOS Code: 2 CRICOS Code: 2	as Melbou 06882B) 04G) e: 10934E)		e of Business and



□ ICT60220 Advanced Diploma of Informatio	n Technology (CRICOS Code: 1	10929В)				
□ SIT30821 Certificate III in Commercial Cookery (CRICOS Code: 110930J)						
□ SIT40521 Certificate IV in Kitchen Management (CRICOS Code: 110931H)						
☐ SIT50422 Diploma of Hospitality Managem	ent (CRICOS Code: 110932G)					
□ SIT60322 Advanced Diploma of Hospitality Management (CRICOS Code: 110933F)						
Commencement Date:	//					
CREDIT TRANSFER AND RECOGNITION of PRI	OR LEARNING(RPL)					
Are you applying for Credit Transfer or RPL		pleted at another provider?   VES				
□ NO	·	,				
· · · · · · · · · · · · · · · · · · ·		submit it to the student. Administration with				
supporting documents such as an official tra	nscript or statement of attainn	nent)				
UNIQUE STUDENT IDENTIFIER AND PREVIOU	S SCHOOLING OR TRAINING IN	I AUSTRALIA				
Do you have a Unique Student Identifier						
Do you have a Unique Student Identifier	☐ YES – please provide					
Would you like the College to create a USI	_	elow				
for you?  Have you attended any Secondary	question					
Have you attended any Secondary School/College since 2009 or done any training with vocational education and						
training (VET) registered training organisation or an Adult and Community						
Education provider in Australia since 2011?	☐ YES ☐ NO (Plea	aco provido USI ac coop ac possiblo)				
☐ YES – Answer the questions to the		ase provide USI as soon as possible)				
right  ☐ NO – go to emergency contact						
information						
	No. I have not attended a Se	condary School/College or a TAFE				
	or other VET training provide					
Have you attended any Secondary		indary School/College in Australia				
School/College since 2009 or done any						
training with vocational education and	Highest completed school lev Year 8 or below □	<sup>rel</sup> ? Year 11 or equivalent □				
training (VET) registered training organisation or an Adult and Community	Year 9 or equivalent	Year 12 or equivalent $\Box$				
Education provider in Australia since 2011?	Year 10 or equivalent					
$\Box$ YES – Answer the questions to the	Most recent school					
right	attended:	(Provide name)				
☐ NO — go to emergency contact information	Still attending?	☐ Yes ☐ No				
iliomation	Yes – I have participated in tr List the most recent training	1.				
	organisations with which	2.				
	you have participated in	۷.				
	training in Australia					

Version: 2.1

Enrolment Form

Last Reviewed: September 2022 Approved by: CEO



EMERGENCY CONTACT INFORMATION				
Emergency Contact	Relationship:			
Name:				
Mobile:	Phone: ( )			
Email Address:				
Building/Property	Flat/Unit			
Name:	Number:			
Street Number:	Street Name:			
Suburb:	State:			
Postcode:				
AUSTRALIAN RESIDENTIAL ADDRESS INFORMATION				
Building/Property	Flat/Unit			
Name:	Number:			
Street Number:	Street			
Suburb:	Name:			
Postcode:	State			
Postcoue.				
LANGUAGE AND CULTURAL DIVERSITY				
In which <b>country</b> were you born:				
☐ Australia	How well do you speak English?			
☐ Other – please specify	☐ Very well			
De contract of the second of t	$oxedsymbol{oxedsymbol{eta}}$ Well $oxedsymbol{eta}$ Not well			
Do you speak a language other than English at home? (If more a				
one language, indicate the one that is spoken most often at home	e) □ Not at all			
<ul><li>No, English only – go to next question ATSI status</li><li>Yes, other – please specify</li></ul>				
tes, other – piease specify	<del></del>			
ATSI STATUS				
Are you of Aboriginal or Torres Strait Islander origin?	No			
(For persons of both Aboriginal and Torres Strait	Yes, Aboriginal			
	Yes, Torres Strait			
Islander origin, mark both 'Yes' boxes)	Islander			
EDUCATION				
Are you still attending secondary school/college?	Yes No			
What is your highest COMPLETED school level?				
· · — —	r 10			
Vear 9 or —	<u></u>			
	···			
Equivalent Year 8 or Lower Nev	ver Attended School			
l Vear 8 or Lower I I Nev	ver Attended School			
Equivalent Year 8 or Lower Mev	ver Attended School			
Equivalent Year 8 or Lower New In which year did you complete that	ver Attended School			
Equivalent Year 8 or Lower New In which year did you complete that school level?	ver Attended School			

EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

Version: 2.1 Enrolment Form



Full Time	Self Employed – Not Employing Others Unemployed – Not Seeking Employment					
DISABILITY						
Do you consider yourself to have a disability, impairment or I condition?	ong-term Yes No No					
If YES, then tick ANY applicable boxes:						
Hearing/Deaf Physical	Intellectual					
Learning Mental illness	Acquired Brain Impairment					
Vision Medical Condition	Other					
QUALIFICATIONS						
Have you SUCCESSFULLY completed any of the following qualifications	? Yes No					
If YES, then tick ANY applicable boxes:	_					
· · · · · · · · · · · · · · · · · · ·	d Diploma or Associate Degree					
Diploma (or Associate Diploma)  Certificat	,					
Certificate  Certificate III (Or Trade Certificate)  Certificate	te/Technician)					
,						
Certificate I Certificat	tes other than the above					
TRAINING AND ASSESSMENT ASSISTANCE						
Do you require assistance for language, literacy and numeracy? $\ \square$	Yes 🗆 No					
STUDY REASON						
Of the following, which <b>best</b> describes your main reason for undertaking	ng this course? Tick one box only.					
	requirement of my job					
	vanted extra skills for my job					
	To get into another course of study					
	For personal interest/self-development					
To get a better job or promotion Other real	asons					
I declare that all the information provided above in this Enrolment Form is true and accurate.						
Signature: Date	e:					

Version: 2.1 Enrolment Form

Last Reviewed: September 2022 Approved by: CEO