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 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 too:

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

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.

I understand that:

☐ 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, 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 to International student enrolments and academic progress.

I have been advised by the RTO that:

☐ My personal information provided on this enrolment form will be kept private, confidential and secure by all College staff.

☐ MCBT will release data to the relevant authorities if required.

☐ 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.

☐ I understand that The RTO Australia Pty Ltd will not issue a certificate and/or statement of attainment until all the appropriate documentation has been completed, signed, and all fees have been paid.

I give permission for the RTO to:

☐ Create a Unique student identifier (USI) on my behalf **AND/OR** check my details of my USI

☐ Access my personal USI information *(do not tick if you do not want the RTO to access your personal USI information)*

☐ Or their representative to obtain Medical Treatment in the event of an emergency. I indemnify Melbourne College of Business and Technology of their representative.

☐ I consent/I do not consent to the use of my photos/videos/testimonials/interviews to be used in Melbourne College of Business and Technology promotional materials prepared for the marketing purposes in Australia and overseas.

☐ **I agree and will abide with all the terms and conditions specified in the Melbourne College of Business and Technology Student Handbook.**

By signing below, I acknowledge and agree to the above:

Signature		Date:	

PERSONAL INFORMATION

Title:		Given Name:		Middle Name:	
Surname:			Birth Date:	____/____/_____	Gender: Male: ☐ Female: ☐
Home Ph:	( )	Work Ph:	( )	Mobile	
Email:					

QUALIFICATION SELECTION (Please select all the courses you are enrolled in as Melbourne College of Business and Technology student)

I am willing to enrol in the following course/s (Please tick in the box):

☐ BSB50820 Diploma of Project Management (CRICOS Code: 104084D)

☐ General English (CRICOS Code: 099309E)

☐ BSB50420 Diploma of Leadership and Management (CRICOS Code: 104338J)

☐ BSB60420 Advance Diploma of Leadership and Management (CRICOS Code: 106882B)

☐ BSB40520 Certificate IV in Leadership and Management (CRICOS Code: 103994G)

☐ BSB80120 Graduate Diploma of Management (CRICOS Code: 106883A)

☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology (CRICOS Code: 10934E)

☐ AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS Code: 110935D)

☐ ICT50220 Diploma of Information Technology (CRICOS Code: 110928C)

☐ RII60520 Advanced Diploma of Civil Construction Design (CRICOS Code: 116540H)

☐ ICT60220 Advanced Diploma of Information Technology (CRICOS Code: 110929B)

☐ SIT30821 Certificate III in Commercial Cookery (CRICOS Code: 110930J)

☐ SIT40521 Certificate IV in Kitchen Management (CRICOS Code: 110931H)

☐ SIT50422 Diploma of Hospitality Management (CRICOS Code: 110932G)

☐ SIT60322 Advanced Diploma of Hospitality Management (CRICOS Code: 110933F)

☐ CPC30620 Certificate III in Painting and Decorating (CRICOS Code: 116539A)

☐ CPC30220 Certificate III in Carpentry (CRICOS Code: 116538B)

Commencement Date: / / _____

CREDIT TRANSFER AND RECOGNITION of PRIOR LEARNING(RPL)

Are you applying for Credit Transfer or RPL for the unit successfully completed at another provider?   ☐   YES
    ☐   NO

(If YES, please complete the Credit Transfer or RPL application form and submit it to the student. Administration with supporting documents such as an official transcript or statement of attainment)

UNIQUE STUDENT IDENTIFIER AND PREVIOUS SCHOOLING OR TRAINING IN AUSTRALIA

Do you have a Unique Student Identifier

Do you have a Unique Student Identifier Would you like the College to create a USI for you?	☐ YES – please provide									
	☐ No – go to below 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 – Answer the questions to the right ☐ NO – go to emergency contact information	☐ YES ☐ NO (Please provide USI as soon as possible)

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 – Answer the questions to the right ☐ NO – go to emergency contact information	No - I have not attended a Secondary School/College or a TAFE or other VET training provider in Australia. ☐
	Yes – I have attended a Secondary School/College in Australia ☐ Highest completed school level? Year 8 or below ☐ — Year 11 or equivalent ☐ Year 9 or equivalent ☐ — Year 12 or equivalent ☐ Year 10 or equivalent ☐
	Most recent school attended: _____ *(Provide name)* Still attending? ☐ Yes ☐ No
	Yes – I have participated in training at a TAFE or other RTO ☐
	List the most recent training organisations with which you have participated in training in Australia: — 1. _____ 2. _____

EMERGENCY CONTACT INFORMATION (AUSTRALIAN)

Emergency Contact Name:		Relationship:	
Mobile:		Phone:	( )
Email Address:			
Building/Property Name:		Flat/Unit Number:	
Street Number:		Street Name:	
Suburb:		State:	
Postcode:			

AUSTRALIAN RESIDENTIAL ADDRESS INFORMATION

Building/Property Name:		Flat/Unit Number:	
Street Number:		Street Name:	
Suburb:		State	
Postcode:			

LANGUAGE AND CULTURAL DIVERSITY

In which **country** were you born:

☐ Australia

☐ Other – please specify_____

How well do you speak English?

☐ Very well

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often at home)*

☐ Well

☐ Not well

☐ Not at all

☐ No, English only – go to next question ATSI status

☐ Yes, other – please specify_____

ATSI STATUS

Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait

Islander origin, mark both 'Yes' boxes)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

EDUCATION

Are you still attending secondary school/college?	Yes ☐	No ☐

What is your highest COMPLETED school level?

Year 12 ☐	Year 11 ☐	Year 10 ☐
Year 9 or Equivalent ☐	Year 8 or Lower ☐	Never Attended School ☐

In which year did you complete that school level?

Which school did you attend?

EMPLOYMENT

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

Full Time Employee	☐	Employed – unpaid family worker	☐	Self Employed – Not Employing Others	☐
Part Time Employee	☐	Unemployed –Seeking F/Time Work	☐	Unemployed – Not Seeking Employment	☐
Employer	☐	Unemployed – Seeking P/ Time Work	☐		

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?　　Yes ☐　　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:

Bachelor Degree or Higher Degree level	☐	Advanced Diploma or Associate Degree	☐
Diploma (or Associate Diploma)	☐	Certificate IV (Or Advanced Certificate/Technician)	☐
Certificate III (Or Trade Certificate)	☐	Certificate II	☐
Certificate I	☐	Certificates other than the above	☐

TRAINING AND ASSESSMENT ASSISTANCE

Do you require assistance for language, literacy and numeracy? ☐　　Yes　　☐ No

STUDY REASON

Of the following, which **best** describes your main reason for undertaking this course? Tick one box only.

To get a job	☐	It was a requirement of my job	☐
To develop my existing business	☐	I wanted extra skills for my job	☐
To start my own business	☐	To get into another course of study	☐
To try for a different career	☐	For personal interest/self-development	☐
To get a better job or promotion	☐	Other reasons	☐

I declare that all the information provided above in this Enrolment Form is true and accurate.

Signature:		Date:	

VER 4.1 2026　　　　Enrolment Form　　　　Approved by: CEO

Melbourne College of Business and Technology
RTO Code: 45217   CRICOS Provider Code: 03631M

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