PART A – COURSE SELECTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tick** | **CRICOS**  **Code** | **Course Code & Title** | **CRICOS**  **Duration1** | **Tuition Dura-**  **tion** | **Application fee** | **Tuition Fees2 (AUD)** | **Non- tuition Fees3 (AUD)** | **Total Course Fees4** |
|  | 104202C | BSB50420 Diploma of Leadership and Management | 52 Weeks | 42 weeks | $200 | $6,200 | $350 | $6,750 |

### Delivery location: Melbourne

### Please select the intake dates below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Term 1** | **Term 2** | **Term 3** | **Term 4** |
| 01 Feb 2021 | 19 Apr 2021 | 12 Jul 2021 | 04 Oct 2021 |
| 09 Mar 2021 | 31 May 2021 | 23 Aug 2021 | 08 Nov 2021 |
|  |  | 06 Sep 2021 | 06 Dec 2021 |

##### Notes:

1CRICOS duration includes holiday breaks

2Tuition fees are fees directly related to provision of a course. 3Non-tuition fees cover other items not directly related to tuition, this includes material & equip- ment fees.

4Course fee is the total tuition fee plus non-tuition fees

**Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the prospectus and on our website (all pre-enrolment information is available on the ATMC’s website).**

PART B – APPLICATION INFORMATION

|  |  |
| --- | --- |
| **PERSONAL DETAILS & START DATE** | |
| First name: Click or tap here to enter text. | Middle name(s): Click or tap here to enter text. |
| Family name (Surname): Click or tap here to enter text. | Gender:  Male  Female  Other |
| Date of birth: Click or tap to enter a date. | Nationality: Click or tap here to enter text. |
| Passport number: Click or tap here to enter text. | Place of issue: Click or tap here to enter text. |
| Passport expiry date: Click or tap to enter a date. |  |

USUAL HOME COUNTRY RESIDENCE & CONTACT DETAILS

|  |  |  |
| --- | --- | --- |
| Building/property name: Click or tap here to enter text. | Flat/Unit details: Click or tap here to enter text. | Street or Lot number: Click or tap here to enter text. |
| Street name: Click or tap here to enter text. | Suburb, locality or town: Click or tap here to enter text. | State/territory: Click or tap here to enter text. |
| Postcode: Click or tap here to enter text. | Country: Click or tap here to enter text. | Work Phone: Click or tap here to enter text. |
| Home Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. | |
| Mobile: Click or tap here to enter text. | Email (Alternative): Click or tap here to enter text. | |

USUAL RESIDENCE & CONTACT DETAILS IN AUSTRALIA

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you currently in Australia?  Yes  No** | | **Do you have an Australian address?**  Yes—*Fill in your address below*  No—*Skip to Postal Address* | |
| Building/property name: Click or tap here to enter text. | Flat/Unit details: Click or tap here to enter text. | | Street or Lot number: Click or tap here to enter text. |
| Street name: Click or tap here to enter text. | Suburb, locality or town: Click or tap here to enter text. | | State/territory: Click or tap here to enter text. |
| Postcode: Click or tap here to enter text. | Country: Click or tap here to enter text. | | Work Phone: Click or tap here to enter text. |
| Home Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. | | |
| Mobile: Click or tap here to enter text. | Email (Alternative): Click or tap here to enter text. | | |

POSTAL ADDRESS— *(If the same, write “As above”)*

|  |  |  |
| --- | --- | --- |
| Building: Click or tap here to enter text. | Flat/Unit details: Click or tap here to enter text. | Street number: Click or tap here to enter text. |
| Street name: Click or tap here to enter text. | Postal delivery information (PO box): Click or tap here to enter text. | Suburb, locality or town: Click or tap here to enter text. |
| State/territory: Click or tap here to enter text. | Postcode: Click or tap here to enter text. | Country: Click or tap here to enter text. |

EMERGENCY CONTACT

|  |  |  |
| --- | --- | --- |
| Name: Click or tap here to enter text. | Relationship: Click or tap here to enter text. | Street number: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | | Mobile: Click or tap here to enter text. |
| Telephone: Click or tap here to enter text. | Email: Click or tap here to enter text. | |

DISABILITY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Disability:** Do you consider yourself to have a disability, impairment or long-term condition? | | | | No—*You can skip the next question*  Yes | |
| **If Yes, please indicate the areas of disability, impairment or long-term condition** *(you may indicate more than one area): Please refer to the Disability supplement at Page 10 for an explanation of the following disabilities.* | | | | | |
| Hearing/deaf | Physical | Intellectual | Learning | | Mental illness |
| Acquired brain impairment | Vision | Medical condition | Other: Click or tap here to enter text. | | |

LANGUAGE & CULTURE DIVERSITY

|  |  |  |  |
| --- | --- | --- | --- |
| **In which country were you born?** | Australia | Other—Please specify | **Town:** Click or tap here to enter text. |
| **Do you speak a language other than English at home?** *(if more than one language, indicate the one that is spoken most often)* | | | |
| No, English only | | Yes—*Please specify* | |
| **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 |

SCHOOLING

|  |  |  |
| --- | --- | --- |
| **What is your highest COMPLETED school level?** (tick ONE box only)  *If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9* | | |
| Never attended school | Year 8 or Lower | Year 9 or Equivalent |
| Year 10 or Equivalent | Year 11 or Equivalent | Year 12 or Equivalent |
| **Are you still attending secondary school?** | Yes  No | |

PREVIOUS QUALIFICATION ACHIEVED

|  |  |  |
| --- | --- | --- |
| **Have you SUCCESSFULLY completed any of the following qualifications?** | | Yes  No |
| **If YES, please enter *one* of these Prior Education Achievement Recognition Identifiers to *any* applicable qualification level. A—Australia E—Australian Equivalent I—International**  ***Note:*** *If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A‐Australia 2. E‐Australian Equivalent 3. I‐International* | | |
| A E  I 524 -Certificate I | A E  I 420-Diploma (or Associate Diploma) | |
| A E  I 521 -Certificate II | A E  I 410-Advanced Diploma or Associate Degree | |
| A E  I 514 -Certificate III (or Trade Certificate) | A E  I 008-Bachelor Degree or Higher Degree | |
| A E  I 511 -Certificate IV (or Advanced Certificate/ Technician) | A E  I 990-Other education (including certificates or overseas qualifications not listed above) | |

ENGLISH QUALIFICATION OR EQUIVALENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you studied an ESL/EAL, ELICOS or any other English course in Australia?** | | | | Yes *(If yes, attach certified evidence)* No | |
| **What are your International English Language Testing (IELTS) scores?** *(attach certified copy of IELTS evidence)* | | | | | |
| **Listening**: Click or tap here to enter text. | **Reading**: Click or tap here to enter text. | **Writing**: Click or tap here to enter text. | **Speaking**: Click or tap here to enter text. | | **Overall Band** Click or tap here to enter text. |

RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER

|  |  |
| --- | --- |
| **Have you enrolled in a similar course elsewhere?** | Yes  No |
| *(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Contact the Student Support Manager for further information).* | |
| **Have you been employed in the area covered by the course applied for?** | Yes  No |
| *(If you have, you may be eligible for Recognition of Prior Learning. Contact the Student Support Manager for further information.)* | |

STUDENT SUPPORT SERVICES

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you require an airport pick-up?** (extra fees apply) | | | Yes  No |
| **Do you require accommodation arrangements?** (extra fees apply) | | | Yes  No |
| **Do you require OSHC?** (compulsory for all overseas students to have OSHC for the entire duration of their student visa) | | | Yes  No |
| **If Yes, what cover do you require?** (If family cover is required, please provide details of dependents in a separate attachment) | | | |
| Family | Couple | Single | |

STUDY REASON

|  |  |  |
| --- | --- | --- |
| **Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?** Tick one box only. | | |
| 01-To get a job | 02-To develop my existing business | 03-To start my own business |
| 04-To try for a diﬀerent career | 05-To get a better job or promotion | 06-It was a requirement of my job |
| 07-I wanted extra skills for my job | 08-To get into another course of study | 12-For personal interest or self development |
| 13-To get skills for community/ voluntary work | 11-Other reasons *(Please specify)* | |

EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| **Of the following categories, which BEST describes your current employment status?** (Tick **ONE** box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). | | |
| 01-Full time employee | 02-Part time employee | 03-Self-employed—not employing others |
| 04- Self-employed-employing others | 05-Employed-unpaid worker in a family business | 06-Unemployed seeking full time work |
| 07-Unemployed seeking part time work | 08- Unemployed not seeking employment | Other: Click or tap here to enter text. |

VICTORIAN STUDENT NUMBER

|  |  |
| --- | --- |
| **Are you under 25 ?** | Yes  No |
| **If Yes and attended a Victorian School, provide your Victorian Student Number (VSN):** | Click or tap here to enter text. |
| **If No, move to the next section** | I don’t have/ don’t know my VSN |

UNIQUE STUDENT IDENTIFIER

|  |  |
| --- | --- |
| From 1 January 2015, we, ATMC 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https:/[/www.usi.gov.au/students/create-yo](http://www.usi.gov.au/students/create-your-usi/)u[r-usi/](http://www.usi.gov.au/students/create-your-usi/) on computer or mobile device | |
| **Enter your Unique Student Identifier (USI) (if you already have one)** | Click or tap here to enter text. |
| You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the ‘Forgotten USI’ link on the USI website at https://[www.usi.gov.au/faws/i-have-forgotten-my-usi/.](http://www.usi.gov.au/faws/i-have-forgotten-my-usi/) | |
| **I don’t have a USI:**  *Would you like ATMC to create one on your behalf?* | *No—I will do it myself*  *Yes—Please fill in form SS163.b and submit it with this application to ATMC.* |
| *A verified USI is required for ALL students in order to receive AQF certification documentation unless an exemption applies under the Student Identifier Act 2014. Further information on USI exemptions can be found at* https:[//www.usi](http://www.usi.gov.au/documents/usi-exemptions-table-march-2016).g[ov.au/documents/usi-exemptions-table-march-2016.](http://www.usi.gov.au/documents/usi-exemptions-table-march-2016) | |

HOW DID YOU HEAR ABOUT ATMC?

|  |  |  |  |
| --- | --- | --- | --- |
| Advertisement | Current ATMC Student | Friends | Media |
| Exhibition | Seminar | Website | Agent |

AGENT DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Agent name: Click or tap here to enter text. | | | | | **ABN:** Click or tap here to enter text. |
| 1. Agent trading name(s) (if any): Click or tap here to enter text. | | | | | |
| 1. Address of the Agent principal place of business: Click or tap here to enter text. | | | | | |
| 1. Postal address (if diﬀerent from business address): Click or tap here to enter text. | | | | | |
| 1. Phone number: Click or tap here to enter text. | E-mail: Click or tap here to enter text. | | Web address (if any): Click or tap here to enter text. | | |
| 1. Is the Agent a body corporate? | Yes (answer question 7) | | No (Skip question 7) | | |
| 1. Names of the body corporate’s directors: Click or tap here to enter text. | | | | | |
| 1. If the agent is a registered migration agent? | Yes (answer question 9) | | | No (Skip question 9) | |
| 1. Migration Agents Registration Number: | | 1. Name of the employee facilitating the enrolment: Click or tap here to enter text. | | 1. E-mail of the employee facilitating the enrolment:   Click or tap here to enter text. | |
| 1. Are they a registered migration agent? | Yes (answer question 14) | | | No (Skip question 14) | |
| 1. Employee’s Migration Agents Registration Number: Click or tap here to enter text. | | | | | |
| I would like to authorise the above **Agent** to represent me in all future applications and correspondence with ATMC | | | | | |

PART C—FEES, REFUND, POLICY INFORMATION & DECLARATIONS

|  |
| --- |
| **OTHER POSSIBLE FEES** |

|  |  |  |  |
| --- | --- | --- | --- |
| Enrolment fee *1*  RPL initial consulting fee  RPL assessment fee  Credit Transfer  \*\*OSHC Single  \*\*OSHC Family  \*\*OSHC Couple  Deferral Fee *1,2*  Re-assessment Fee *3*  Repeat unit Fee *3*  Refund processing fee  Charges for late payment  Excursion Fee | $500  $300  subject to course selection  No charge  $546/year  $3,091 year  $2,120/year  $200  $150  Same as at time of enrolment  $300  N/A  Subject to activity | Replace ID card  Replace Certiﬁcate  Extension of CoE *4*  Logbook replacement  Request postage of documents  Early completion mode *5*  Printing and copy (B&W) *6*  Printing and copy (colour) *6*  \*Airport pick-up (one way)  \*Accommodation Placement Fee | $15  $30  $250/week  $75  $20 (within Australia) or overseas postage is subject to location.  Tuition fee per study period  $0.10/A4 sheet; $0.20/A3 sheet  $0.50/A4 sheet; $1.00/A3 sheet  $ 150 (Inc. GST)  $ 250 (Inc. GST) |
| Material fees:  From $350/VET course (varies according to course selection),  ELICOS: GE $150/10 weeks,  English for Academic Purposes 1&2: $150/5 weeks  A surcharge for all credit card payment: 3% | |
| ¹ Fees are non-refundable  2 Subsequent deferrals will incur a deferral fee.  3 Students are entitled to 3 assessment attempts for each unit of competency. A 4th attempt will incur a reassessment fee. If after the 4th attempt, if student are “still not yet competent”, they will be required at the discretion of the Head of Department to repeat the units of competency and pay repeat unit fee. Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit of competency and pay the repeat unit fee. The repeat unit fee usually applies to but is not limited to students who are found to have cheated or plagiarised work and need to repeat the unit of competency.  4 Students are expected to complete their course within the duration stated in their CoE. Any extension to the duration of the course after the course end date will incur a fee for the “Extension of eCoE”.  5 Students who are on early completion mode (completes some or all units of the next study period earlier) will incur the next study period tuition fees. Therefore tuition fees for the next study period must be paid accordingly.  6 Students are required to top up their Printing Cards in order to use printing and copying services. The balance of the printing cards are non-refundable.  \* These services are outsourced to a third party company and therefore the fees are subject to change without notice and accurate at the time of print.  **NB: Fees listed above are subject to change without notice due to review of policies and will be updated on the website accordingly and on the student portal (current students).** | | | |
| **Only send the application fee with the application form to our postal address or in person at our Head Oﬃce**  Please make your application fee payment by telegraphic transfer, bank cheque, or credit card. Our bank details Account Name: **Australian Technical and Management College Pty Ltd** BSB: **033364**  Account Number : **659085** Bank Name: **Westpac**  Swift Code : **WPACAU2S** Bank address: **150 Collins Street , Melbourne VIC 3000** | | | |

REFUND POLICY AND TUITION FEES PAYMENT

|  |
| --- |
| The Refund policy will be fair and reasonable to students and where withdrawals are concerned, it will be based on how much notice is given in advance by the student to the institute prior to the course/ study period commencement date. If a student applies for a refund after commencing one or more study periods within the enrolled course, the refund will only be calculate ed based on subsequent study periods. Each student or student’s parents if students are under 18 years old (applicable for domestic students and international students not on students visa) acknowledges and agrees to the terms and conditions of the Refund Policy and Procedures upon signing the Student Written Agreement. The terms and conditions set out in this Refund Policy and Procedures apply equally to commencing and continuing students, unless otherwise specified. Baxter Institute reserves the right to amend the non-refundable applica tion fee and the aforementioned terms and conditions at any time to ensure compliance with applicable State and Federal laws.  The tuition fees paid must be cleared at the time a student makes an application for a refund and/or all debts owed to the Institute must be settled prior to the application being processed. The Institute may, at its absolute discretion, refund to the student all or part(s) of the tuition fees paid where it determines that there are extenuating or compassionate circumstances.  Students must provide supporting documental evidence to substantiate the claims. This policy, the Student Written Agreement and the availability of complaints and appeals processes, do not remove students’ right to take action under Australia's consumer protection laws.  The refund process starts when ATMC cancels the student’s enrolment for breaches identified in section six (6) of this policy and process a student withdraws or cancels their enrolled course(s) by submitting the cancellation form: SS115.a\_Cancellation Form (International Students); SS115.b\_Cancellation Form (Domestic Students). If the student believes they are due or according to the policy is entitled for a refund, the student is advised to make a refund application. Refund applications must be made by completing Refund Application Form FN108, available from either student support or ATMC website. The completed form must then be submitted by email to [refunds@atmc.edu.au,](mailto:refunds@atmc.edu.au) or in person. Refund is calculated based on the refund tables (see below). For an international student, in the event that an eCoE was not issued, the refund will be calculated based on the commencement date indicated in the first Letter of Oﬀer (LOF) issued to the student. Before the refund can be issued, it must be approved by a Finance Oﬃcer (except for cases related to provider default). The refund application will be processed within 14 working days of receipt of application. If application is successful, the refund will be paid to the student or another person nominated in writing by the student. If a credit card was used to make payment(s), the refunded amount will be processed on to that credit card. Refunds will be made according to the following refund tables, each of which is tailored to a specific type of student (international, Fees for Service and State funding Contracts). Conditions of refunds for students that pay by credit card or international currency trans fer; Under banking regulations, if a student has made a payment with a credit card any refund must be credited to the original card. ATMC will refund to the original credit card if the initial payment was via that credit card within the previous 12 months, otherwise the refund will be processed by electronic transfer to a designated bank account.  Note: International refunds will normally be made in the currency of the student's current country of residence. Exchange rates may fluctuate, and ATMC is not liable for any variance. For ex-students all claims for refunds MUST be made within 21 working days of cancellation of enrolment. If the ex-student has returned to their home country and was not able to apply for a refund of paid fees, they have three (3) calendar months from the time of their enrolment being cancelled to claim for a refund.  **Note**: If you are no longer an enrolled student, ATMC will not be required to pay you any net credit amount and any reasonable expenses for the business of holding unclaimed moneys and locating the owners. |

|  |  |
| --- | --- |
| Student has been refused an Australian Student Visa and **has not** started the course (refusal letter required) | 100% tuition fee refund excludes enrolment, material equipment and administration fees\* |
| Student has been refused an Australian Student Visa and **has** started the course (refusal letter required to determine default date) | 100% tuition fee refund excludes enrolment, material equipment and administration fees \*\* |
| ATMC fails to start course or the course ceases to be provided after it starts (provider default) | 100% tuition fee refund excludes enrolment and administration fees \*\* |
| Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default) | 70% tuition fee refund excludes enrolment, material equipment and administration fees 1 2 |
| Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default) | 50% tuition fee refund excludes enrolment, material equipment and administration fees 1 2 |
| Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default) | No refund of current study period course fees paid and  material equipment fee1 |
| Student’s enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement (student default) | No refund of current study period course fees paid and  material equipment fee1 |
| **Deceased Students:** The personal legal representative of the Deceased Estate must ap- ply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. ATMC reserves the right to request oﬃcial documentation to support any such claims. | The proportion of fees paid for the unused de- livery of training and assessment services i.e. the fees are calculated on for the days that were paid for that the deceased student did not attend after deceasing. |
| *\* indicates amount minus 5% of the course fees received (including non‐tuition fee); or $500; whichever is less.* | |
| *\*\* indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).*  Refund calculation:    A.    B.    C. | |
| *1 Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or ATMC refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to ATMC for the course; the student breached a condition of his/her student visa; misbehavior by the stu‐*  *dent.* | |
| *2 A refund processing fee of $300 will be deducted in cases that relate to student default (except when a student is refused a student visa)* | |

PRIVACY STATEMENT

|  |
| --- |
| **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. Failure to provide your personal information will result in your application to enrol in our courses being refused.  **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 Baxter Institute 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   Baxter contact detail for Privacy issues: [management@baxter.vic.edu.au](mailto:management@baxter.vic.edu.au) |

TRANSFER-IN STUDENT (IF APPLICABLE)

|  |
| --- |
| This section must be read in conjunction with policy **P07- Student transfer**  **I have read and fully understood the Department of Home Affairs ’s policy regarding “Changing courses and education providers”.**  *(The policy is available at https://www.homeaffairs.gov.au/trav/stud/more/changing-courses)*  By ticking the box, you may be issued a conditional offer based on your personal circumstances, please refer to Student Transfer policy for further details.  If no, ATMC at its absolute discretion may choose not to process your application, as by changing courses and education providers you could be at risk of not meeting the conditions of your current student visa. |

PRE-TRAINING REVIEW QUESTIONAIRE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Q1. Are you previously or currently employed? If Yes, please answer Q2. If No, please proceed to Q3 | | Yes  No | | |
| Q 2. What is your current or previous job role? Please provide a brief description if relevant to this qualification. | | Click or tap here to enter text. | | |
| Q 3. Have you acquired any skills from previous work experience related to the qualification in which you are enrolling? | | Yes  No | | |
| If Yes, tick the skills have you acquired | | | | |
| Prepare spreadsheets and presentations Assemble or make things  Other: Click or tap here to enter text. | Read reports Operate tools & machinery | | Comprehend material Customer service oriented | |
| Q 4. Do you have access to any of these digital technologies? If Yes tick the appropriate box. Ensure you also tick your level of capability for each digital technology | | | | |
|  | Beginner | Limited | Capable | Advanced |
| Desktop or notebook computer |  |  |  |  |
| Tablet or Smart phone |  |  |  |  |
| Internet |  |  |  |  |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |
| Others |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Q 5. What qualifications or courses have you completed or attended? Please list any qualifications or statements of attainment you previously gained. | Click or tap here to enter text. | |
| Q 6. Do you have any concerns that might prevent you from progressing through this course? | Click or tap here to enter text. | |
| Q 7. What are your preferred learning styles? | | |
| I am a visual learner and prefer visual input to remember things better, e.g. images, charts, and flow diagrams. I am an auditory learner and prefer auditory to remember things best when I hear them | | I am a kinaesthetic learner and prefer input that is physical and concrete to remember things, e.g. action and movement. Others (please specify): |
| Q 8. What benefits do you think this course will bring to you personally and professionally? | | Click or tap here to enter text. |
| Q 9. What can you tell us about the industry this qualification will lead to employment in? | | Click or tap here to enter text. |
| Q 10. Are you aware of the following information as identified on ATMC’s website: https://vet.atmc.edu.au/? | | |
| Tuition and Material fees (if applicable) Duration of the course  The hours of attendance required per week  Credit Transfer/RPL | | The delivery mode (e.g. face to face) The learning & assessment requirements (e.g. combination of theory and practical tasks, additional out of class study or projects)  The training environment (e.g. simulated workplace) that is related to the course |

STUDENT DECLARATION

|  |  |  |
| --- | --- | --- |
| I declare that the information I have provided to the best of my knowledge is true and correct.  I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.  I acknowledge and agree to the refund policy and other terms described this enrolment form. | | |
| **Student Signature:** | **Printed name:** Click or tap here to enter text. | **Date**: Click or tap to enter a date. |

PROVIDER OFFER (FOR OFFICE USE)

Offer – List CRICOS Codes: Click or tap here to enter text.  No Offer:

Name of the Admissions staff approving/rejecting an offer: Click or tap here to enter text.

Signature:Click or tap here to enter text. Date: Click or tap to enter a date.

Certified copy received:  Yes  No

DISABILITY SUPPLIMENT

|  |
| --- |
| Introduction  The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.  **If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**  Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.  ‘11 — Hearing/deaf’  Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.  ‘12 — Physical’  A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.  ‘13 — Intellectual’  In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.  ‘14 — Learning’  A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.  ‘15 — Mental illness’  Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.  ‘16 — Acquired brain impairment’  Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.  ‘17 — Vision’  This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.  ‘18 — Medical condition’  Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.  ‘19 — Other’  A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category. |