



Enrolment Application Form

Thank you for your interest in seeking enrolment into Velocity Education and Training. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Course details

Course you wish to enrol in (Please tick the relevant boxes):

Course	Duration	Location	
<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management	52 Weeks	<input type="checkbox"/> Sydney	
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	52 Weeks	<input type="checkbox"/> Sydney	<input type="checkbox"/> Hobart
<input type="checkbox"/> BSB50120 Diploma of Business	52 Weeks	<input type="checkbox"/> Sydney	<input type="checkbox"/> Hobart
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	52 Weeks	<input type="checkbox"/> Sydney	<input type="checkbox"/> Hobart
<input type="checkbox"/> HLT52015 Diploma of Remedial Massage	52 Weeks	<input type="checkbox"/> Hobart	

Requested start date

Refer to Velocity Course Flyer for information on intake dates and pricing



Student details

Given name/s (including middle name if any)			
Surname			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Preferred first name if different to the above		Preferred title	
Student's Location	<input type="checkbox"/> Onshore (in Australia) <input type="checkbox"/> Offshore (in Overseas)		
Student address in Australia:			
<i>Please provide the physical address (street number and name -not post-office box) 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's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i>			
Student address in Overseas:			
<i>Please provide the physical address (street number and name -not post-office box) where you usually reside in overseas.</i>			
Phone number/s			
Email address			
Nationality			
Emergency contact (name, relationships and mobile phone number)			
Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of visa and expiry date		Expiry Date	
Do you have an Education Agent? If yes, please provide the name of the agency and contact details.			

Language and cultural diversity

In which country were you born?	<input type="checkbox"/> Australia	1101
	<input type="checkbox"/> Other; please specify:	



Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:	1201
Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	

Disability

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No - go the question about schooling	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other	11 12 13 14 15 16 17 18 19

Schooling

What is your highest COMPLETED school level? <i>Tick ONE box only</i>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school	12 11 10 09 08 02
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, tick ANY applicable boxes	<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma)	008 410 420



	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	511
	<input type="checkbox"/> Certificate III (or trade certificate)	514
	<input type="checkbox"/> Certificate II	521
	<input type="checkbox"/> Certificate I	524
	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed here)	990

Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><i>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).</i></p>	<input type="checkbox"/> Full-time employee	01
	<input type="checkbox"/> Part-time employee	02
	<input type="checkbox"/> Self-employed - not employing others	03
	<input type="checkbox"/> Self-employed - employing others	04
	<input type="checkbox"/> Employed - unpaid worker in a family business	05
	<input type="checkbox"/> Unemployed - seeking full-time work	06
	<input type="checkbox"/> Unemployed - seeking part-time work	07
	<input type="checkbox"/> Not employed - not seeking employment	08

Study reason

<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)</p>	<input type="checkbox"/> To get a job	01
	<input type="checkbox"/> To develop my existing business	02
	<input type="checkbox"/> To start my own business	03
	<input type="checkbox"/> To try for a different career	04
	<input type="checkbox"/> To get a better job or promotion	05
	<input type="checkbox"/> It was a requirement of my job	06
	<input type="checkbox"/> I wanted extra skills for my job	07
	<input type="checkbox"/> To get into another course of study	08
	<input type="checkbox"/> For personal interest or self-development	12
	<input type="checkbox"/> To get skills for community/voluntary work	13
	<input type="checkbox"/> Other reasons	11

RPL and credit transfer application

<p>Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.</p> <p><i>Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure.</i></p>	<p>I want to apply for a credit transfer for the following unit/s:</p>
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Depending on the amount that your course is reduced your fees may also be reduced.

I want to apply for RPL for the following unit/s:

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

Unique Student Identifier (USI)

Velocity Education & Training 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-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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Student self-assessment questionnaire:

How did you find VELOCITY
EDUCATION AND TRAINING?

Please provide the details.

What are the reasons for choosing
the undertake selected course(s)?

Please explain how the course you
have chosen will benefit to your
future?

What are the reasons for choosing
VELOCITY EDUCATION AND
TRAINING over other providers in
Australia?

What are the reasons for choosing
to study in Australia rather than in
your home country?

How many years since you last
studied? If there is a gap in your
studies, please explain what you
have been doing during this gap.

Have you previously studied any
courses in Australia?



Computer Skills Capability

To achieve the learning outcomes of the courses at Velocity Education and Training, students are required to work on computer to complete assessment task, submit documents and present information.

Please tick the appropriate options:

Skills	Competent	Need Support	No Experience
Computer Operation (using USB, managing files and folders, storing and printing documents, turn on/off)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Office skills (Word, Excel, PowerPoint, Outlook)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of internet to search and access information, including files upload and download.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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. If you do not provide this information, we will be unable to process your enrolment.

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

If you would like to seek access to or correct your information, in the first instance, please contact us 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 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 NCVET 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 Velocity Education and Training 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

Our contact details are:

E: info@velocity.edu.au | P: +61 2 9281 5781

You may also request our privacy policy if you wish.

Student declaration

I declare that the information provided is true and correct Yes No

I agree to the collection, use and disclosure of my personal information as per the Privacy Notice. Yes No

Name of applicant

Signature

Date



Office Use Only:

Is the student suitable for entry into the course?

Please explain why or why not.

Does the student require any support to complete the course?

If so, please describe so that a support plan can be put in place.

Issue Letter of Offer to the student?

Yes

No

Name of the staff member completing interview

Signature

Date

Position
