



ENROLMENT APPLICATION FORM

ABOUT THIS 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.

Please see below our details:

Velocity Education & Training

ABN No: 53 603 874 460 | RTO No: 41270 | CRICOS Provider No.: 03585A

Level 1, 616-620 Harris St, Sydney NSW 2007

Phone: 02 9281 5781 Email: info@velocity.edu.au

www.velocity.edu.au

STUDENT LOCATION

Onshore (in Australia)

Offshore (Overseas)

COURSE DETAILS

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

	Course	Duration
<input type="checkbox"/>	BSB40520 Certificate IV in Leadership and Management (CRICOS Course Code: 103990M)	52 Weeks
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management (CRICOS Course Code: 104319A)	52 Weeks
<input type="checkbox"/>	BSB50120 Diploma of Business (CRICOS Course Code: 105638M)	52 Weeks
<input type="checkbox"/>	BSB60120 Advanced Diploma of Business (CRICOS Course Code: 105639K)	52 Weeks

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 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:	

EDUCATION AGENT’S DETAIL (LEAVE BLANK IF NOT APPLICABLE)

EDUCATION AGENCY NAME:			
CONTACT PERSON:			
CONTACT NUMBER:			



Language and cultural diversity:

<p>In which country were you born?</p>	<input type="checkbox"/> Australia <input type="checkbox"/> Other; please specify:	1101
<p>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></p>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:	1201
<p>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></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	

Disability:

<p>Do you consider yourself to have a disability?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No – go the question about schooling	
<p>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).</p>	<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:

<p>What is your highest COMPLETED school level <i>Tick ONE box only</i></p>	<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
<p>Are you still enrolled in secondary or senior secondary education?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous qualifications studied:

<p>Have you successfully completed any of the qualifications listed below?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If YES, tick ANY applicable boxes</p>	<input type="checkbox"/> Bachelor degree or higher degree <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"/> Other education (including certificates or overseas qualifications not listed here)	008 410 420 511 514 521 524 990



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).

- | | |
|--|----|
| <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:

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship

(Tick ONE box only)

- | | |
|---|----|
| <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:

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.

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. Depending on the amount that your course is reduced your fees may also be reduced.

I want to apply for a credit transfer for the following unit/s:

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:



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 Employment and Workplace Relations (DEWR), 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.

DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question.

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.

Student declaration

I declare that the information provided is true and correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	<input type="checkbox"/> Yes <input type="checkbox"/> 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? Is so, please describe so that a support plan can be put in place.	
Issue Letter of Offer to the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the staff member completing interview:	
Signature:	
Date:	
Position:	