



Document Name	Application for Enrolment
Document No.	FM-67
Reviewed by	Systems Manager on 20/11/2015
Authorised by	Corporate Leader on 20/11/2015
Disclaimer	It is the responsibility of the GEM contact to identify and/or control superseded documents

To apply for admission to a course of study with GEM College of International Business (or Workright® Australia), please complete this form and mail it to:

Training Department – Admissions
 GEM College of International Business (Global) Pty Ltd
 Post Office Box 20
 North Adelaide SA 5006
 Australia

Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by GEM College of International Business.

I understand that GEM College of International Business is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

If you would like GEM College of International Business to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [Full Names]: _____ **Hereby authorise**

GEM College of International Business to apply pursuant to

- sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf; and/or
- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Student Signature _____ **Date (DD/MM/YYYY):** _____

Note: Parental letter of consent is required if student is under the age of 18.

Personal details

1. Enter your full name *

Family name (surname) _____

Given names _____

2. Enter your birth date

Day/month/year _____

Date of birth

3. Gender (Tick ONE box only)

Male M

Female F

4. Enter your contact details

Home Phone _____

Work Phone _____

Mobile _____

Email Address _____

5. What is the address of your usual residence?

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 or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

6. What is your postal address (if different from above)?

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Language and cultural diversity

7. In which country were you born?

Australia

Other – please specify _____

Country identifier

8. 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

English only – Go to question 10

Yes, other – please specify _____

Language identifier

9. How well do you speak English?

Very well Well Not well Not at all

10. 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

Disability

11. Do you consider yourself to have a disability, impairment or long-term condition?

Yes YNo N **No – Go to question 13**

12. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(If applicable, indicate more than one area)

Hearing/deaf Physical Intellectual Learning Mental illness Acquired brain impairment Vision Medical condition Other

Schooling

13. What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school **Never attended school – go to question 16**

14. In which YEAR did you complete that school level?

Year highest school level completed

15. Are you still attending secondary school?

- Yes Y
- No N

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

- Yes Y
- No N **No – go to question 18**

17. If YES, then tick ANY applicable boxes.

- Bachelor degree or higher degree
- 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

Employment

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

(Tick ONE box only)

- Full-time employee
- Part-time employee
- Self-employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Study reason

19. Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/apprenticeship? (Tick ONE box only)

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

Unique Student Identifier

GEM College of International Business 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). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx> on computer or mobile device.

20. Enter your Unique Student identifier (if you already have one)

--	--	--	--	--	--	--	--	--	--

Unique student identifier

If you require help with your USI, GEM College of International Business can assist OR apply for it on your behalf - please answer the questions in the following section if you would like us to apply for a USI on your behalf.

Additional Information for USI Application – ONLY REQUIRED IF YOU DO NOT ALREADY HAVE A USI

Town/City of Birth: _____
(Please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for **one** of the forms of identity indicated below this section.

Please ensure that the name written in the 'Personal Details' section is **exactly the same** as written in the document you provide below.

Australian Driver Licence

State: _____ Licence Number: _____

Medicare Card

Individual reference number (next to your name on Medicare card): _____

Card colour: (Tick the one that applies)

Green Yellow Blue Expiry date ____/____ (format MM/YYYY)
 (month/year)

Australian Birth Certificate No: _____ State/Territory _____

Details vary according to State/Territory

Australian Passport Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number: _____ Country of issue: _____

Immicard Immicard Number: _____

Citizenship Certificate Stock number: _____ Acquisition date ____/____/____
 day/month/year

Certificate of Registration by Descent Acquisition date ____/____/____
 (day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, GEM College of International Business will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

General details

Is this the first time you have enrolled at GEM? YES NO

If YES, then state year study is to commence, e.g. 2016 _____

If NO, state the student ID that was allocated to you _____

Emergency Contact						
Name			Relationship			
Address			Phone			
Suburb			P/code			
Employer details						
Company			Switchboard			
Street			Work fax			
Town/suburb			URL:			
State		P/code				
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)						
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Self employed	<input type="checkbox"/> Employer			
<input type="checkbox"/> Employed – Unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking employment	<input type="checkbox"/> Unemployed – seeking part time work	<input type="checkbox"/> Not employed – not seeking employment			
Qualifications/Modules						
Are you enrolling in a formal course? <input type="checkbox"/> YES <input type="checkbox"/> NO						
If YES, then state the course title _____			Code: _____			
If NO, then you are enrolling in a module (title) _____			Code: _____			
I will be studying (tick ONE box only) FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>						
Qualification level being applied for (please tick)						
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Diploma	<input type="checkbox"/> Adv Diploma	<input type="checkbox"/> Graduate Certificate
Domain of Qualification (please tick)						
<input type="checkbox"/> Business	<input type="checkbox"/> Workplace Health & Safety	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Training and Education	<input type="checkbox"/> Customer Contact	<input type="checkbox"/> Other	<input type="checkbox"/> RPL/RCC

OR Module/Unit of Competency ('Unit') being applied for (please copy/paste or write your selection from the overview provided). Kindly communicate further with the college, should you wish to select units that are not on the list – we will gladly assist you in this regard

Serial No	MOD/Unit of Competence CODE	MODULE/Unit of Competence DESCRIPTION	COURSE/UNIT CODE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

LEARNER SPECIAL NEEDS

GEM College of International Business endeavours to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration in the areas indicated below, please tick (✓) the appropriate box and/or indicate the nature of your special need:

Literacy and numeracy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Intellectual ability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physical ability (see section 12)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cultural or ethnic background	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dyslexia	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Indicate Below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Recognition of Prior Learning/ Recognition of Current Competence and Mutual Recognition

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course – with appropriate evidence – may apply for a Credit Transfer before commencing with training. If you would like more information on these, please request an RPL Booklet. You will subsequently be required to produce evidence of your competence in the form of References, Appraisals, and Statements of Attainment from other RTOs and/or References at the interview.

Declaration: I (full names) _____ declare that I understand that any misleading information that I have provided on this form and to the GEM College of International Business could result in the termination of this application and future enrolment and agreements with the College. I agree to maintain a minimum of 80% attendance. Should I fall below this attendance rate I accept that I will have to provide the College with reasons why I should not be withdrawn.

Full Names	Signature	Date (dd/mm/yyyy)

Payment and Refund

In providing training and assessment services to clients, GEM College of International Business requires Trainees on public courses to pay training fees prior to training delivery. Payment may either be made prior to the course, in which case a discount may be available or in stages as training is delivered. Further detail regarding Refunds is our 'Payment and Refund' Policy

Cancellation

GEM College of International Business realises that cancellation or deferment of a course registration is sometimes unavoidable and therefore have established the following guidelines –

- If you are unable to attend a course for which you have registered, you may send another person in your place without cost. GEM College of International Business must be notified in writing of the transfer prior to the commencement of the course. Transfers are not permitted once the course has commenced.
- If the course is cancelled by GEM College of International Business, a full refund will be paid.
- If no written advice (letter, facsimile or email) is received prior to the commencement of the course the full course fee is payable.
- If written advice (letter, facsimile or email) is received ten (10) days prior to the commencement of the course a full refund will be paid.
- If written advice (letter, facsimile or email) is received less than ten days before the course, a booking cancellation fee to cover administrative and production costs will be charged. The balance will be refunded or may be transferred to credit of a later course.
- Cancellation costs will be dependent on the nature of the course and may include production of manuals and other materials or the purchase of software for IT related course.

Grievance Policy

GEM College of International Business is committed to the ongoing improvements that will enhance the service that is provided to you, the client.

Should you have any grievance with the way in which GEM College of International Business has conducted business with you, we will be pleased to listen to what you have to say. By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through GEM College of International Business.

In the first instance, any grievance should be discussed with the trainer. If the Facilitator/Trainer cannot resolve the problem to your satisfaction, it will then be referred to the Training Manager. If the Training Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the General Manager shall endeavour to resolve the matter.

If, in the unlikely event we have not resolved the matter, we will refer your complaint to the Training and Skills Commission for a ruling. A participant can, however, approach the Australian Skills Qualifications Authority independently of GEM College of International Business or our licensor, Workright® Australia.

GEM College of International Business hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.

Note: The full detail regarding the grievance policy and processes is discussed with students during induction.

Recognition of Prior Learning (RPL)

- RPL is an informal learning pathway to formal qualifications under the Australian Skills Qualifications Authority (ASQA).
- It is a process of assessment of your skills, knowledge and competencies that relate to a course you are taking in any education or training sector, for the purposes of:
 - Gaining entry to a formal program of education and training leading to a national qualification under the AQF, or
 - Having that knowledge or skills assessed so it counts towards completion of your course.
- Knowledge and skills may have been acquired by actively participating in, voluntary work, Community organisations or through your own personal interests

You may apply for RPL by asking for the “RPL – Description & Application Process” document.

For full details, request an RPL booklet. Pricing is included in the RPL document of each qualification.

Related Policies

Related policies considered essential reading for students wishing to enrol are available on the College website via <http://gem-college.com/>, include:

- FM-28 Privacy and Personal Information Policy and Procedures;
- FM-31 Customer Service Charter and Grievance Policy;
- FM-49 Payment and Refund Policy;
- FM-134 VET FEE-HELP – Student Selection and Admission Policy (Students enrolling via a Vet FEE-HELP loan);
- FM-136 Statement of Tuition Assurance;
- FM-137 Schedule of Tuition fees; and
- FM-138 Fair treatment and equal opportunity (Equity) Policy and Procedures.