Enrolment Form: Certificate III, IV and Diploma Courses

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<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Start Date</th>
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<tbody>
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**Personal Details (Please use BLOCK letters)**

Family Name .............................................................. Given Name..............................................................

Nationality .............................................................. Gender [ ] Male [ ] Female

Date of Birth DD/MM/YYYY / /

**Residential Address**

Flat/unit number & street number ................................ Street name ..............................................................

Suburb, locality or town .............................................................. ..............................................................

State/Territory .............................................................. Postcode ..............................................................

Postal Address (if same as Residential Address, please write ‘As above’). .............................................................. ..............................................................

Telephone .............................................................. Mobile ..............................................................

Fax .............................................................. Email ..............................................................

**Emergency Contact**

Name .............................................................. Relationship ..............................................................

Address  .............................................................. ..............................................................

Telephone .............................................................. Mobile ..............................................................

Fax .............................................................. Email ..............................................................

**Education and Experience**

Have you enrolled in a similar course elsewhere? [ ] Yes [ ] No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact your Trainer 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 your Trainer for further information)

Where did you hear about A Grade Education and Training? ..............................................................
**Other information**

The following information is required as part of a Registered Training Organisations delivering involvement in the Vocational Education and Training Sector Information provided by students may be made available to Commonwealth and State agencies and third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by The registered Training Organisation. Please apply to the CEO if you wish to view your own records.

**Language and Cultural diversity**

1. In which country were you born?
   - [ ] Australia
   - [ ] Other - please specify

2. Do you speak a language other than English at home?
   - [ ] No, English only
   - [ ] Yes, other - Please specify

3. How well do you speak English?
   - [ ] Very well
   - [ ] Well
   - [ ] Not well
   - [ ] Not at all

4. Are you of Aboriginal or Torres Strait Islander Origin?
   - [ ] No
   - [ ] Yes, Aboriginal
   - [ ] Yes, Torres Strait Islander

**Disability**

5. Do you consider yourself to have a disability, impairment or long-term condition?
   - [ ] Yes
   - [ ] No

6. If YES then please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)
   - [ ] Hearing/deaf
   - [ ] Physical
   - [ ] Intellectual
   - [ ] Learning
   - [ ] Mental Illness
   - [ ] Acquired Brain Impairment
   - [ ] Vision
   - [ ] Medical Condition
   - [ ] Other

**Schooling**

7. 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

8. In which year did you complete the above school level? ..........................................

9. Are you still attending secondary school?
   - [ ] Yes
   - [ ] No
**Previous qualifications achieved**

10. Have you successfully completed any of the following qualifications?
   - Yes
   - No

11. 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**

12. Of the following categories, which **BEST** describes your current employment status?
   - 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 reasons**

13. Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship?
   - 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 is a requirement of my job
   - I require extra skills for my job
   - To get into another course of study
   - For personal interest
   - For self development
   - Other reasons

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Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Vocational Education and Training Accreditation Board who are the registering authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit, or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Administration Officer if you wish to view your own records.

**Applicant Signature**  ..................................................................................  .............  ........................................  Date  ...... / ...... / ......
Payment Options:

Enrolment Fee: __________ + Unit (s): __________

- Credit card - Visa / MasterCard

Number: __________________________________________ Expiry date: _____ / _____

Name on card: __________________________________________

Signature: __________________________________________ Card Verification Number: ______

- Cheque
- Postal order

Cheques/postal order payable to A Grade Education and Training Pty Ltd.

Accepted by A Grade Education and Training Pty Ltd

Signed: ........................................................................ Date / /

Name of the person accepting the application: ...........................................................................