

APPLICATION FOR ENROLMENT FORM

ABOUT THIS FORM

Thank you for your interest in seeking enrolment into West Melbourne Institute of Technology. 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 of any documentation specified under the *How Can I Apply* section of the course brochure.

COURSE DETAILS

COURSE YOU WISH TO ENROL IN (PLEASE TICK ONE)

TICK	COURSE CODE	COURSE TITLE
☐	BSB50420	Diploma of Leadership and Management
☐	BSB60420	Advanced Diploma of Leadership and Management
☐	CPC31020	Certificate III in Solid Plastering
☐	CPC31220	Certificate III in Wall and Ceiling Lining
☐	CHC30125	Certificate III in Early Childhood Education and Care
☐	CHC43015	Certificate IV in Ageing Support
☐	CHC50125	Diploma of Early Childhood Education and Care
☐	CHC52025	Diploma of Community Services
☐	RII50520	Diploma of Civil Construction Design
☐	RII60520	Advanced Diploma of Civil Construction Design

**REQUESTED
START DATE**

STUDENT DETAILS

GIVEN NAME/S <i>(including middle name if any)</i>			
SURNAME			
DATE OF BIRTH	/ /	GENDER	☐ Male ☐ Female ☐ Other
PREFERRED FIRST NAME IF DIFFERENT TO THE ABOVE		PREFERRED TITLE	
CURRENT RESIDENTIAL ADDRESS			
<p>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.</p>			
PHONE NUMBER/S			
EMAIL ADDRESS			
NATIONALITY			
EMERGENCY CONTACT <i>(name, relationships and mobile phone number)</i>			

**ARE YOU A
CITIZEN OR
PERMANENT
RESIDENT?**

☐ Yes ☐ No

LANGUAGE AND CULTURAL DIVERSITY

**IN WHICH COUNTRY
WERE YOU BORN?**

- ☐ Australia [1101]
☐ Other; please specify:

**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 [1201]
☐ Yes other; 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

DISABILITY

**DO YOU CONSIDER
YOURSELF TO HAVE A
DISABILITY?**

- ☐ Yes
☐ 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).

- | | |
|--|----|
| ☐ Hearing/deaf | 11 |
| ☐ Physical | 12 |
| ☐ Intellectual | 13 |
| ☐ Learning | 14 |
| ☐ Mental illness | 15 |
| ☐ Acquired brain impairment | 16 |
| ☐ Vision | 17 |

	☐ Medical condition	18
	☐ Other	19

SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? <i>Tick ONE box only.</i>	☐ Year 12 or equivalent 12 ☐ Year 11 or equivalent 11 ☐ Year 10 or equivalent 10 ☐ Year 9 or equivalent 09 ☐ Year 8 or below 08 ☐ Never attended school 02
ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?	☐ Yes ☐ No

PREVIOUS QUALIFICATIONS STUDIED

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED BELOW?	☐ Yes ☐ No
If YES, tick ANY applicable boxes.	☐ Bachelor degree or higher degree 008 ☐ Advanced diploma or associate degree 410 ☐ Diploma (or associate diploma) 420 ☐ Certificate IV (or advanced certificate/technician) 511 ☐ Certificate III (or trade certificate) 514 ☐ Certificate II 521 ☐ Certificate I 524 ☐ Other education (including certificates or overseas qualifications not listed here) 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).

- | | |
|--|----|
| ☐ Full-time employee | 01 |
| ☐ Part-time employee | 02 |
| ☐ Self-employed – not employing others | 03 |
| ☐ Self-employed – employing others | 04 |
| ☐ Employed – unpaid worker in a family business | 05 |
| ☐ Unemployed – seeking full-time work | 06 |
| ☐ Unemployed – seeking part-time work | 07 |
| ☐ 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)

- | | |
|---|----|
| ☐ To get a job | 01 |
| ☐ To develop my existing business | 02 |
| ☐ To start my own business | 03 |
| ☐ To try for a different career | 04 |
| ☐ To get a better job or promotion | 05 |
| ☐ It was a requirement of my job | 06 |
| ☐ I wanted extra skills for my job | 07 |
| ☐ To get into another course of study | 08 |
| ☐ For personal interest or self-development | 12 |
| ☐ To get skills for community/voluntary work | 13 |
| ☐ 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.

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

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

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.

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)

West Melbourne Institute of Technology 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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If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here:

<https://www.usi.gov.au/exemptions>

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.

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 Centre

for Vocational Education Research Ltd (NCVER). NCVER is the National VET Data Custodian responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

HOW THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. NCVER may use and disclose your personal information 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.

NCVER may 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 for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

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.

DEWR 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, including:

- administration of VET, such as 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.

DEWR may be authorised by law to share 'public sector data' with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). 'Public sector data' is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body..." and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

SURVEYS

You may receive a student survey from 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 West Melbourne Institute of Technology 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:

Email: info@wmit.edu.au

Phone: +61 3 9131 8789

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
I HAVE PROVIDED ALL DOCUMENTATION SPECIFIED IN THE <i>HOW CAN I APPLY</i> SECTION OF THE COURSE BROCHURE	☐ Yes ☐ No ☐ N/A
NAME OF APPLICANT	
SIGNATURE	
DATE	

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.