

RPL Enrolment Application Form

AIBT will retain a record of this enrolment form or any other agreements, receipts of payments for a period of at least two (2) years after you cease to be a student of AIBT.

1. Course Applying for RPL		
Course Code	Course Name	Location

2. Personal Details	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Family Name (Surname):	
Given Name:	
Former Family Name (If Applicable):	
Date of Birth:	___/___/____(DD/MM/YYYY)
Contact Number (Home):	
Contact Number (Mobile):	
Email:	
<p>Are you an international student studying offshore? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please proceed to Section 3. International students studying offshore with an Australian training organisation do not need a USI. (https://www.usi.gov.au/students/create-your-usi/international-overseas-and-offshore-students)</p> <p>If no, do you have a Unique Student Identifier (USI)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide USI details _____</p> <p>If no, please refer to Section 7 of this enrolment application to apply for a USI.</p> <p>Do you currently hold a visa? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type? <input type="checkbox"/> Student <input type="checkbox"/> Working <input type="checkbox"/> Tourist <input type="checkbox"/> Other</p> <p>Are you currently enrolled with another Australian education provider? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the following details:</p> <p>Name of the education provider _____</p>	

Name of the course/s you are currently enrolled in _____

3. Residential Address

Flat/Unit No:	
Street No:	
Street Name:	
Suburb/Locality/Town/Precinct of City:	
State:	
Postcode/Zip:	
Country:	

4. Postal Address (if different to above)

Flat/Unit No:	
Street No:	
Street Name:	
Suburb/Locality/Town/Precinct of City:	
State:	
Postcode/Zip:	
Country:	

5. Emergency Contact

Name:	
Relationship:	
Mobile:	
Email:	

Please advise AIBT of any changes to any of your contact details within 7 days of the change

6. Unique Student Identifier

If you already have a Unique Student Identifier (USI), please provide this USI at section 2 in this enrolment application.

If you would like us (AIBT) 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>.

I authorise AIBT to apply pursuant to sub-section 9(2) of the *Student Identifiers Act 2014*, for a USI on my behalf.

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>.

Please note that in accordance with section 11 of the Student Identifiers Act 2014, AIBT 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.

7. Other information

Language and cultural diversity

- | | |
|--|--|
| a) In which country were you born? | <input type="checkbox"/> Australia <input type="checkbox"/> Other – Please specify _____ |
| b) Do you speak a language other than English at home? | <input type="checkbox"/> No <input type="checkbox"/> Yes, other – Please specify _____ |
| c) How well do you speak English? | <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all |
| d) Are you of Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
<i>NOTE: (For persons of both Aboriginal and Torres Strait Islander origin, check both 'Yes' boxes)</i> |

Disability

- | | |
|---|---|
| a) Do you consider yourself to have a disability, impairment, or long-term condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No – Go to Schooling section |
| b) If you indicated the presence of a disability, impairment, or long-term condition, please select the area (s) in the following list: (NOTE: You may indicate more than one area) | <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"/> Vision <input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other, please specify _____ |

Schooling

- | | |
|---|--|
| a) What is your highest COMPLETED school level? (Tick ONE box only) | <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 below
<input type="checkbox"/> Never Attended School |
| b) In which YEAR did you complete that school level? | |

Previous qualifications achieved

- | | |
|--|--|
| a) Have you ever SUCCESSFULLY completed any of the following qualifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) If Yes, please 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) <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, please specify _____
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Employment

a) 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

b) If you are currently employed, in which occupation are you currently employed?

c) Who is your current employer?

d) Have you undertaken any training courses related to the occupation applied for? Yes No

e) If yes, what occupation were you trained in? If no, go to question h).

f) Training completion date (mm/yyyy)

g) Name of the course and institution

h) Is there any further information you wish to give in support of your application?

8. Declaration

In signing or emailing this form I acknowledge and declare that:

1. If I am under 18 years of age, my parent(s) or guardian(s) have signed permission for this enrolment.
2. I have read, understood, and completed all questions and details on the enrolment form.
3. I agree that the information provided in the enrolment form is to the best of my knowledge true, correct, and complete at the time of my enrolment (including information provided to assess my eligibility).
4. I agree that arrangements have been made to pay all fees and charges applicable to this enrolment.
5. I agree that my participation in this course/s is subject to the right of AIBT to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of AIBT.
6. I confirm I have been informed about the training, assessment, and support services to be provided and about my rights and obligations as a student at AIBT.
7. I authorise AIBT or its agent, in the event of illness or accident during any AIBT organised activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
8. I agree that my academic results will be withheld until my debt is fully paid and any property belonging to AIBT has been returned.
9. I am responsible for keeping a copy of this document and any receipts for payment of tuition or non-tuition fees.

Signature _____

Name (please print) _____

Date ___/___/_____ (DD/MM/YYYY)

Consent – Under 18 years of age

I/We _____ (Name of Parent(s) or
Guardian(s), consent to _____ (Name of student)
enrolling in the course outlined in this enrolment form.

9. Important Enrolment Information

Assessment

To complete the course, you are required to successfully complete all required assessments and/or attend course classes, as required. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by AIBT. Should you have any additional questions regarding the assessment process or have any concerns please telephone or email AIBT.

Please note that if you require AIBT to consider RPL, please speak to AIBT prior to enrolment.

Support Services and Special Needs

AIBT will take all reasonable steps to ensure it supports you throughout the training/assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with your Trainer in the first instance. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake or complete the course, please notify AIBT prior to enrolment to allow us to cater for your needs.

If you do not tell us of any condition that may affect your learning, we will not be able to assist you, and this may impact on your ability to complete the course.

Your Rights

AIBT wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel bullied, harassed, or discriminated against, please notify AIBT Student Support Services immediately. If you feel you need to make a complaint about any aspect of the course in which you are enrolled, including training/assessment you may do so directly with your Trainer or the Head of School, in which you are enrolled.

If you wish to lodge a formal complaint or appeal a decision made by AIBT, it should be lodged in writing in accordance with AIBT's Complaints and Appeals Policy and Procedure, which can be found at <https://aibtglobal.edu.au/support/complaint/>

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Media Releases

At times during the course, staff/contractors of AIBT may take photos/video for use in promotional activity. These photos/videos will remain the property of AIBT and will not be sold to any third party. Some of the media may be used by AIBT for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities.

Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Head of Enrolment of your course.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level;
- satisfy all academic, administrative, and financial obligations to AIBT.

You must promptly notify AIBT of any change of name, address and contact details within 7 days of this change. You must notify the Head of School of the course in which you are enrolled of anything that may stop you from completing the course.

You may be suspended or expelled from AIBT, where it has been found that you have:

- breached the Student Conduct Rules
- failed to uphold or maintain any of the AIBT's Student Policies and Procedures
- not complied with your student visa conditions, including but not limited to, unsatisfactory course attendances
- engaged in bullying, harassing or discriminatory behaviour towards other students or staff of AIBT
- posted comments on social media that may be defamatory to other students, AIBT or its staff
- serious misconduct, including criminal behaviour or breaching Australian laws

10. Terms and Conditions

COMPLAINTS AND APPEALS

All complaints in relation to enrolment processes, or any other matters relating to AIBT should be lodged in writing and addressed to the Manager, Student Support Services studentsupport@aibtglobal.edu.au.

Please refer to the Complaints and Appeals Policy for the process to be followed.

The form to lodge a formal complaint are located at: <https://aibtglobal.edu.au/support/complaint/>

This written agreement, and the right to make complaints and seek appeals of decision and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

The information you provide to AIBT will remain private and confidential under the requirements of the Privacy Act 1988 (Cth). Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support to you. Our Privacy Policy can be found here: <https://aibtglobal.edu.au/privacy-policy/>

Your personal information will not be released by AIBT unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider who has entered into a legally binding agreement with AIBT to provide services to either you or AIBT and who agrees in writing to keep your personal information confidential except as required by law.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth).

AIBT will retain a record of this Full Letter of Offer or any other agreements, receipts of payments for a period of at least two (2) years after you cease to be a student of AIBT.

This agreement is governed by the laws of the state of Queensland, Australia.

This document constitutes a written agreement for the purposes of Standard 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).