ENROLMENT FORM

Apprenticeship / Traineeship

Stanley College

APPRENTICESHIP/TRAINEESHIP QUALIFICATIONS

BUSINESS

☐ BSB30120 Certificate III in Business
Pathways available include: Business Administration (Traineeship) / Customer Engagement (Traineeship)

HOSPITALITY & COMMERCIAL COOKERY

☐ SIT30622 Certificate III in Hospitality
Pathways available include: Food and Beverage (Traineeship)

☐ SIT30821 Certificate III in Commercial Cookery
Pathways available include: Chef (Apprenticeship)

☐ SIT40521 Certificate IV in Kitchen Management
Pathways available include: Chef De Partie (Traineeship)

EARLY CHILDHOOD EDUCATION

☐ CHC30121 Certificate III in Early Childhood Education and Care
Pathways available include: Early Childhood Educator (Traineeship)

☐ CHC50121 Diploma of Early Childhood Education and Care
Pathways available include: Early Childhood Educator (Traineeship)

HEALTH

☐ CHC33021 Certificate III in Individual Support (Ageing)
Pathways available include: Aged Care Work (Traineeship)

☐ CHC33021 Certificate III in Individual Support (Disability)
Pathways available include: Disability Work (Traineeship)

☐ CHC43015 Certificate IV in Ageing Support
Pathways available include: Aged Care Work (Traineeship)

PERSONAL DETAILS

Family Name (surname):.....

Given Names:.....
(You must write your name, including any middle names, exactly as written in the identity)

Date of Birth (dd/mm/yy):..... ☐ Under 18 years old

Gender: ☐ F ☐ M ☐ Other Marital Status:.....

Country of Birth: ☐ Australia ☐ Other:.....

Are you of Aboriginal and/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

STUDENT ID
(if applicable)

Enter your Unique Student Identifier (USI) (if you already have one)

UNIQUE STUDENT IDENTIFIER (USI)

EMERGENCY / PARENTS CONTACT DETAILS

Name:.....

Phone:..... Relationship:.....

Address:.....

.....

Email Address:.....

ENGLISH LANGUAGE PROFICIENCY

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 ☐ Yes, other - please specify:.....

Please rate your English Language proficiency:

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

ADDRESS

Building/property name:..... Flat/unit:.....

Street or lot No:.....

Suburb, locally or town:..... State/territory:.....

Postcode:..... Country:.....

Home Phone:..... Work Phone:.....

Mobile Phone:.....

Email Address:.....

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No *(skip to next section)*

If yes, please specify the type/s of disability*

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

*If you need further information to complete this question, please request a copy of the Stanley College 'Disability Information Supplement' from the student services team

Please give brief details about your medical condition/disability:.....

.....

Do you require alternative methods of training and assessment or other support services?

.....

.....

STUDY REASON

Which best describes your reason for undertaking your course? (tick one 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
☐ For self-development
☐ To get skills for community/voluntary work
☐ Other reasons (please specify).....

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DIGITAL LITERACY

Do you regularly have access to any of these digital technologies?			Select your level of capability for each digital technology			
Digital Technologies	**Yes**	**No**	**No Capability**	**Limited**	**Capable**	**Advanced**
Desktop or notebook computer	☐	☐	☐	☐	☐	☐
Tablet or Smart Phone	☐	☐	☐	☐	☐	☐
Internet	☐	☐	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐	☐	☐
Microsoft Powerpoint	☐	☐	☐	☐	☐	☐
Email	☐	☐	☐	☐	☐	☐

EDUCATION BACKGROUND

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school

Which year did you complete that schooling level?.....

Have you successfully completed a Degree, Diploma or Certificate? ☐ Yes ☐ No
If yes, please tick below

☐ 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
☐ Other education (including certificates or overseas qualifications not listed above) .....

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.
Please provide copies of all latest qualifications and/or High School results.

Name of Qualification/Course	Name of Institution/School	Month/Year commenced	Month/Year completed	Copy Attached
				☐
				☐
				☐

EMPLOYMENT

Please select the description that best fits your current employment status

☐ Full-time employee
☐ Part-Time Employee (working 20 hours or more per week)
☐ Part-Time Employee (working 19 hours or under per week)
☐ Self employed - not employing others
☐ Self employed - employing others
☐ Employed - unpaid worker in a family business
☐ Unemployed - seeking full-time work
☐ Unemployed - seeking part-time work
☐ Not employed - not seeking employment

EMPLOYER DETAILS

Company Name:.....

Company Address:.....

Employment Start Date (dd/mm/yy):.....

Employer Contact Name (first and last name):.....

.....

Position/Job Title:.....

Contact Email:.....

Contact Phone Number.....

Have you and your employer entered into a training contract via an Australian Connect Provider? ☐ Yes ☐ No ☐ Not sure

Note: A training contract is a legally binding agreement between the employer and the apprentice/trainee and the parent/guardian (where applicable). In signing the training contract, both parties are bound by certain obligations expressed in the contract. It sets out the terms of the apprenticeship or traineeship, which are agreed to by both the employer and the apprentice or trainee

HOW DID YOU HEAR ABOUT US

☐ Agent (please specify).....
☐ Stanley College Website ☐ Brochure ☐ Exhibition / Seminar
☐ Friend or Relative (please specify).....
Full name:..... Student ID:.....
☐ Magazines/Newspapers (please specify).....
☐ Employment provider (please specify).....
☐ High School (please specify).....
☐ Social Media (please specify).....
☐ Others (please specify).....

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RESIDENCY STATUS

Please select your citizenship or residency status:

- ☐ Australian citizen
- ☐ New Zealand citizen - Not identified as Special Category visa Subclass 444
- ☐ Permanent visa - Humanitarian
- ☐ Permanent visa - Non-Humanitarian
- ☐ Temporary visa - Bridging visa – A, B or C - Subclass 010, 020, 030
- ☐ Temporary visa - Partner (Provisional) visa - Subclass 309
- ☐ Temporary visa - Special Category visa - Subclass 444
- ☐ Temporary visa - Humanitarian Stay - Subclass 449
- ☐ Temporary visa - Temporary Work (skilled) visa - Subclass 457 (secondary holder)
- ☐ Temporary visa - Temporary Skill Shortage visa - Subclass 482 (secondary holder)
- ☐ Temporary visa - Temporary Protection visa - Subclass 785
- ☐ Temporary visa - Humanitarian Concern - Subclass 786
- ☐ Temporary visa - Safe Haven Enterprise visa (SHEV) - Subclass 790
- ☐ Temporary visa - Partner visa (Temporary) - Subclass 820 or 826
- ☐ Temporary visa - Student visa - Subclass 500
- ☐ Temporary visa - Other subclass or no subclass identified
- ☐ Not specified or not applicable. Note:.....

New and/or temporary entrants to Australia who have been granted a visa, and who would like to enter into an apprenticeship or traineeship, must check the conditions of their visa with the Commonwealth Department of Home Affairs as not all visas support the holder entering into an apprenticeship or traineeship.

DECLARATION

I, ..., declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information. This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Stanley College's Privacy Policy (including Privacy Notice) reflects the Australian Privacy Principles set out in the Privacy Act 1988, the Privacy Principles set out in the Information Privacy Bill 2007 (WA) and the Student Identifiers Act 2014. A copy of our Privacy Notice is available in the conditions of enrolment section of this application form. Stanley College recognises and respects your privacy, it collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

☐ I understand that Stanley College treats information collected as confidential and handles my personal information in accordance with our Privacy Policy (including Privacy notice), which is available on the Stanley College website (https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/). By enrolling with Stanley College, I understand and consent to the following

- My information collected may be disclosed to third parties to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process.
- Where a private entity requests access to my personal information, Stanley College will require my written consent prior to processing any request.

☐ I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via www.usi.gov.au.

☐ I understand that when Stanley College performs a search to locate my USI, I will receive a notice regarding the use of this function to confirm my USI. The RTO name included on the notice will appear as follows:

- Legal Name – Stanley International College Pty Ltd / Trading Name – Stanley College

☐ I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

☐ I acknowledge that I have read and understood the refund and cancellation policy as contained in this enrolment form.

Applicant's Signature ..... **Date** .....
dd/mm/yy

Parent or Guardian's Signature .....
(If applicant is under 18 years of age)

Date .....
dd/mm/yy

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CONDITIONS OF ENROLMENT

ELIGIBILITY FOR APPRENTICESHIPS AND TRAINEESHIPS

Apprenticeships or traineeships are available to individuals of working age who are Australian citizens, permanent residents, New Zealand passport holders, or holders of a visa that allows them to work in Australia for the duration of the apprenticeship or traineeship. A secondary school certificate is not required; however, some qualifications may specify their own entry requirements, and evidence of meeting these requirements must be provided prior to enrolment.

REFUND AND POLICY - FUNDED PROGRAM STUDENTS

The Stanley College Refund Policy for 'Funded Program Students' covers how REFUND Fees are calculated in the event of cancellation of enrolment before unit/course completion, either at the request of Stanley College, at the request of the student or as a result of a breach of Stanley College's code of conduct. Funded Program Students are those enrolled in the Department of Training and Workforce Development (DTWD) Funded Programs including Jobs and Skills WA Training Courses.

Refund for fees paid in advance

The calculation applied for fees paid is listed in Table 1.

FEES AND CHARGES

Fees payable may include the following:

- **Unit Fees:** Are the fees payable for students undertaking a Department of Training and Workforce Development (DTWD) Funded Program, including Jobs and Skills WA Training Courses. Unit Fees are charged in accordance with the VET Fees and Charges Policy 2023, copy available at the Front Office or via our website www.stanleycollege.edu.au.
- **Other Fees:** Any other fees are as specified in your agreement with Stanley College. Fees may change and students will be notified about changes of other fees. For Funded Program students, other fees currently charged are as follows:
  - SIT30821 Certificate III in Commercial Cookery - $600 (toolkit, consumables and uniform)
  - SIT40521 Certificate IV in Kitchen Management - $600 (toolkit, consumables and uniform)

Note: Where you have commenced your course and been issued with your toolkit, consumables and uniform, Other Fees are not refundable.

GENERAL INFORMATION

- **Enrolment Statement of Fees:** Students are issued an Enrolment Statement of Fees at course commencement of their course. Tax Invoices are generated on a unit-by-unit (per subject) basis as students COMMENCE each unit.
- **Recognition of Prior Learning/Credit:** There is no fee for units that are granted Credits. RPL units are charged on a unit-by-unit (per subject) basis (fee payable will vary depending on the type of evidence submitted).
- **Withdrawal Dates:** Students are only required to pay for the units that they complete. Students must notify Stanley College of their intention to cancel a unit by the individual unit withdrawal date, to avoid paying the Unit Fee or to receive a FULL Refund of unit fees pre-paid. Withdrawal dates are set for each unit at no less than 20% of the way through the period during which the unit is undertaken.
- **Student Portal:** Students can check their student portal to confirm when fees are due and see which fees have been paid.

TABLE 1 - REFUND - FUNDED PROGRAM STUDENTS

Full Refund of Unit Fees for units that have not yet commenced will be made when:

- A student withdraws from a course when the course and/or a unit is cancelled or re-scheduled to a time that is unsuitable to the student; or
- A student is not given a place due to maximum number of places being reached.

Partial Refund of Unit Fees will be made when:

- A student withdraws for reasons other than those listed above, and who lodges a Course Variation Form before 20% of delivery for the unit has been concluded. In this case, students will be eligible for a full refund of the applicable unit fee.

Pro Rata Refunds will be made when:

Students withdraw for reasons of personal circumstances beyond their control. For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

A Full Refund of Other Fees will be made when:

- A student withdraws from a course before they have commenced their course AND/OR they have not yet been issued with their Resource (Uniform) or Toolkit..

Note: Where you have commenced your course and been issued with your Resource (Uniform) or Toolkit., **Other Fees are not refundable.**

PRIVACY NOTICE

Stanley College handles your personal information in accordance with our Privacy Policy (which you can view here: https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/. By enrolling with Stanley College, you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy. The Privacy Notice in this form is supplementary to the Stanley College Privacy Policy.

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.

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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 your RTO using the contact details listed below.

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. For more information about how the 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 which may be run by 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 Stanley College 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

USI PRIVACY NOTICE

The Office of the Student Identifiers Registrar's privacy obligations require Stanley College to:

- be open and transparent about how we hold, use and disclose personal information
- have a privacy policy in place that is reasonably available to the public
- take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
- take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant.

Stanley College is committed to ensuring the proper handling of your personal information in accordance with the Privacy Act 1988 ('Privacy Act'). Stanley College is an 'APP entity' that must comply with the Australian Privacy Principles (APPs) which are set out in Schedule 1 of the Privacy Act. The Privacy Act and APPs regulates how Stanley College must collect, use, disclose and hold personal information, and how people may access and correct their personal information.

The information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- processing your application for a USI
- verifying and providing a USI
- resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

The information may be disclosed to:

- a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- current and former registered education and training providers to:
    - enable them to deliver VET and Higher Education courses
    - meet their reporting obligations under the VET and Higher Education standards and government contracts
    - assist in determining eligibility for training subsidies and higher education funding
- schools for the purposes of delivering VET courses to you and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of:
    - creating authenticated VET transcripts
    - resolving problems with USIs
    - collecting, preparing and auditing national VET statistics
- researchers for education and training related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014, and in the USI's Privacy Policy.

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Your personal information and the USI application process

The USI application process requires personal information, including your:

- name
- date and place of birth
- gender
- contact details
- identification documents

This information is used to confirm your identity and ensure your USI is unique. The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided. The USI Registry System doesn't retain details from the ID used to create your USI. If you've authorised Stanley College to create a USI on your behalf, Stanley College is required by law to destroy your personal information as soon as possible after making the USI application.

USI VET transcripts

For USI account holders who are undertaking VET studies, the National Centre for Vocational Education and Research (NCVER) holds your training information, which is used to electronically create authenticated VET transcripts.

The Office of the Student Identifiers Registrar does not hold or store the information received from NCVER for this purpose. NCVER is authorised to disclose information to the:

- Australian Government Department of Employment and Workplace Relations (DEWR)
- Commonwealth authorities and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulator for the purposes of:
  - the administration of VET, including program administration, regulation, monitoring and evaluation
  - the facilitation of research relating to education, including surveys and data linkage
  - understanding how the VET market operates, for policy, workforce planning and consumer information.

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. For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy.

SEND YOUR APPLICATION TO

Email: traineeships@stanleycollege.edu.au
Post: 69 Outram Street, West Perth 6005 Western Australia

FUNDED STUDENT PRE-ENROLMENT QUESTIONNAIRE

Stanley College

At Stanley College we want to ensure that courses meet the expectations of our potential clients like you! Therefore please take a few moments to complete this short questionnaire. This form must be completed by the enrolling student, as the responses provided form part of our initial assessment of the foundation skills of students. Where identified additional Foundation skills/Language Literacy and Numeracy skill assessment may be required.

Name:..... Date (dd/mm/yy):.....

Course you want to enrol in:.....

Why are you considering enrolling with Stanley College?

.....

.....

.....

Why are you interested in this course?

.....

.....

.....

Why do you think you are suitable for this course?

.....

.....

.....

What do you expect to achieve from studying this course?

.....

.....

.....

What are the courses fees payable for the course you have selected?

.....

FOR OFFICE USE ONLY

Receiving Staff Member:..... Date (dd/mm/yy):.....

Has this prospective student met with a Course Advisor at Stanley College? ☐ Yes ☐ No Details:.....

☐ **Enrolment recommended** (I confirm I have reviewed the answers provided by the prospective student, and recommend this student for enrolment). Attached this form to completed Application for Enrolment.

☐ **Enrolment NOT recommended** (I confirm I have reviewed the answers provided by the prospective student and do NOT recommend this student for enrolment). Provide explanation/recommendations:

When a student is NOT recommended for enrolment, student must be contacted and informed why we have made recommendation, and provide with some suggestions, which may include a different course selection at Stanley College. To Be Authorised by the Vice President Corporate Services & Operations.

Signature:..... Date (dd/mm/yy):.....

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