

ENROLMENT FORM

INTENDED COURSE OF STUDY:	BSB51918 - DIPLOMA OF LEADERSHIP AND MANAGEMENT
<input type="checkbox"/>	Diploma
<input type="checkbox"/>	Unit only enrolment (Please select unit(s) in Section 19 / Page 10)

PERSONAL DETAILS

1. Enter your full name:	
<i>Please write the exact name you used when you applied for your Unique Student Identifier (USI). If you do not yet have a USI, write your name exactly as written in the identity document you choose to use.</i>	
Family name (surname):	
First given name:	Second given name (middle):
2. Enter your birth date (dd/mm/yyyy): / /	
3. Gender (Tick ONE box only): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

4. Enter your contact details	
Home phone:	Work phone:
Mobile:	Email address:
Alternate email address (optional):	

Emergency contact information	
Emergency contact name:	
Emergency contact number:	Relationship to you:

**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 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.

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 or 'AS ABOVE')?

Building / Property name:

Flat / Unit details:

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

Street name:

Postal delivery information (e.g. PO Box 254):

Suburb, locality or town:

State / Territory:

Postcode:



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LANGUAGE AND CULTURAL DIVERSITY

7. In which country were you born?		
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
8. Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>		
<input type="checkbox"/> No - English only	<input type="checkbox"/> Yes (please specify):	
9. Are you of Aboriginal or Torres Strait Islander descent? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
<input type="checkbox"/> Yes, both	<input type="checkbox"/> Unsure	<input type="checkbox"/> Prefer not to say

DISABILITY

10. Do you consider yourself to have a disability, impairment or long-term condition?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to Question 12 - Schooling)	
11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area)</i> <i>Please refer to the Disability supplement below for an explanation of the following disabilities.</i>		
<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"/> Acquired brain impairment
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Other:
If you answered YES to the above question, do you require any assistance to participate in this course?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes (We'll arrange a meeting to discuss this with you)	

DISABILITY SUPPLEMENT

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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

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.



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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.

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.

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.

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.

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.

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.

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.

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.

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.



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SCHOOLING

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

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

<input type="checkbox"/> Completed Year 12 or equivalent	<input type="checkbox"/> Completed Year 9 or equivalent
<input type="checkbox"/> Completed Year 11 or equivalent	<input type="checkbox"/> Completed Year 8 or below
<input type="checkbox"/> Completed Year 10 or equivalent	<input type="checkbox"/> Never attended school *

* Never completed any primary or secondary level education – go to question 14

13. Are you still enrolled in secondary or senior secondary education?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PREVIOUS QUALIFICATIONS ACHIEVED

14. Have you SUCCESSFULLY completed any of the qualifications listed in Question 15?

<input type="checkbox"/> Yes (Indicate which in the table below)	<input type="checkbox"/> No (Go to next section - Employment)
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If yes, please enter one of these Prior Education Achievement Recognition Identifiers (PEARI) any applicable qualification level:

- A - Australian
- E - Australian equivalent
- I - International

Note: If you have multiple PEARI for any one qualification, use the following priority order to determine which identifier to use

1. A - Australian
2. E - Australian equivalent
3. I - International

15. LEVEL	A	E	I
Bachelor's Degree or Higher (Masters or PhD)			
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 above			



EMPLOYMENT

<p>16. Of the following categories, which BEST describes your current employment status? <i>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). (Tick ONE box only)</i></p>	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Unemployed – not seeking employment

OCCUPATION LEVEL

<p>Which of the following classifications BEST describes your current or recent occupation? <i>If unemployed, go to the next question. (Tick ONE box only)</i></p>	
<input type="checkbox"/> Managers	<input type="checkbox"/> Sales Workers
<input type="checkbox"/> Professionals	<input type="checkbox"/> Machinery Operators and Drivers
<input type="checkbox"/> Technicians and Trade Workers	<input type="checkbox"/> Labourers
<input type="checkbox"/> Community and Personal Service Workers	<input type="checkbox"/> Other
<input type="checkbox"/> Clerical and Administrative Workers	

EMPLOYEE DETAILS

Enter your current employment information (where applicable)	
Organisation name:	Position held:
Supervisor/Manager name:	
Employers street address:	
Suburb, locality or town:	
State/territory:	Postcode:
Telephone:	
Managers email:	



INDUSTRY

Which of the following classifications BEST describes the Industry of your current or previous Employer?

If unemployed, go to the next question. (Tick ONE box only)

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Financial and Insurance Services
<input type="checkbox"/> Mining	<input type="checkbox"/> Rental, Hiring and Real Estate Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Professional, Scientific and Technical Services
<input type="checkbox"/> Electricity, Gas, Water, Waste Services	<input type="checkbox"/> Administrative and Support Services
<input type="checkbox"/> Construction	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Accommodation and Feed Services	<input type="checkbox"/> Arts and recreation Services
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Other Services
<input type="checkbox"/> Information Media & Telecommunications	

STUDY REASON

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

<input type="checkbox"/> To get a job	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To start my own business	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get skills for community / voluntary work
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons
<input type="checkbox"/> It was a requirement of my job	



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18. UNIQUE STUDENT IDENTIFIER

All applicants must obtain 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/> on computer or mobile device.

1. Please note: A nationally recognised VET qualification or statement of attainment cannot be issued if you do not have a USI.
2. If you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

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

DECLARATION

In providing my USI, you confirm the College is authorised to collect, use and disclose your student identifier for the purposes required under the Student Identifiers Act 2014.

You understand that you will receive a notice regarding the College's use of this information to confirm your USI.

You understand that Eightfold Institute of Australia's name included in the notice may be different to the name they are familiar with the name of the organisation verifying your USI is **Setting the Standard Training Pty Ltd** trading as **Eightfold Institute of Australia**.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Eightfold Institute of Australia; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Eightfold Institute of Australia in the first instance by phone (+61) 3 9021 6644 or email info@eightfold.edu.au



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Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

PRIVACY NOTICE & APPLICANT DECLARATION

Under the Data Provision Requirements 2012, the College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by the College for statistical, administrative, regulatory and research purposes. The College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
 - populating authenticated VET transcripts;
 - facilitating statistics and research relating to education, including surveys and data linkage;
 - pre-populating RTO student enrolment forms;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Eightfold Institute of Australia retains a record of personal information about all individuals with whom we undertake any form of business activity. Eightfold Institute of Australia must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Eightfold Institute of Australia is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments.

Eightfold Institute of Australia must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

For information about how Eightfold Institute of Australia collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Eightfold Institute of Australia privacy policy which can be found within the Student Handbook and on the web at www.eightfold.edu.au

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.



19. COURSE UNITS

Please select the unit(s) to enrol:

* Only if you have selected **Unit only enrolment** on Page 1.

<input type="checkbox"/>	BSBWOR501	Manage personal work priorities and professional development	STAGE 1
<input type="checkbox"/>	BSBCUS501	Manage quality customer service	
<input type="checkbox"/>	BSBMGT517	Manage operational plan	
<input type="checkbox"/>	BSBLED501	Develop a workplace learning environment	STAGE 2
<input type="checkbox"/>	BSBADM502	Manage meetings	
<input type="checkbox"/>	BSBLDR511	Develop and use emotional intelligence	
<input type="checkbox"/>	BSBLDR513	Communicate with influence	STAGE 3
<input type="checkbox"/>	BSBLDR502	Lead and manage effective workplace relationships	
<input type="checkbox"/>	BSBWOR502	Lead and manage team effectiveness	
<input type="checkbox"/>	BSBHRM506	Manage recruitment, selection and induction processes	
<input type="checkbox"/>	BSBMGT502	Manage people performance	
<input type="checkbox"/>	BSBMGT516	Facilitate continuous improvement	



APPLICANT DECLARATION AND CONSENT

Declaration and Consent

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- In making this application for enrolment, 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 Eightfold Institute of Australia.
- I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVET policies, procedures and protocols published on NCVET’s website at www.ncvet.edu.au

Declaration and Consent

- I give Eightfold Institute of Australia permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.
- I authorise images of my participation in training to be used by Eightfold Institute of Australia for future marketing and business purposes.
- I understand that I retain the right to withdraw my consent at any time.

I choose to opt-out of this marketing and usage consent.

Applicant signature:	Date:	Time:
*Parental/guardian consent is required for all students under the age of 18.		
Parent / Guardian Name:		
Parent / Guardian Signature:	Date:	Time: