



TRN61 ENROLMENT APPLICATION FORM

ALL sections MUST be completed for a successful enrolment to be processed. Once all fields have been completed, return the Enrolment Application form by fax or email to:

Ph: (07) 3666 5900 Fax:(07) 3103 4369 E: training@bsgroup.com.au

SECTION 1 PERSONAL DETAILS

Title: [ ] Dr [ ] Mr [ ] Mrs [ ] Ms [ ] Miss Date of Birth: Town/City of Birth: Gender: [ ] Male [ ] Female
Last Name: First Name: Middle Name:
Home address: House / Unit Number: Street Name: Suburb / Town: State: Post Code :
Postal Address: (if same as above, write 'AS ABOVE') Suburb / Town : State: Post Code :
Home Phone: ( ) Work Phone: ( ) Mobile: Fax:
Preferred email: Alternate email:

USI - Unique Student Identifier
I authorise BSG 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/Documents/Privacy-Notice.pdf
[ ] Yes [ ] No (Please attach 1 of the required documents mentioned on http://usi.gov.au/create-your-USI/Pages/default.aspx to verify your identity.)

SECTION 2 EMPLOYER DETAILS (compulsory for students undertaking a course sponsored by an employer)

Employer Name: Phone: Fax:
Street Address: Suburb: Post Code:
Postal Address: Suburb: Post Code:
Supervisor Name: Supervisor Email:

SECTION 3 EMPLOYMENT and SCHOOLING

3.1 Of the following categories, which BEST describes your current employment status? Tick ONE box
[ ] Full time employee [ ] Self-employed – not employing others [ ] Unemployed – seeking work
[ ] Part time employee [ ] Employer [ ] Not employed – not seeking employment
3.2 Of the following categories, which BEST describes your main reason for undertaking this course? Tick ONE box.
[ ] To get a job [ ] To get a better job or promotion [ ] For personal interest
[ ] To develop my existing business [ ] It was a requirement of my job [ ] For Self Development
[ ] To try for a different career [ ] I wanted extra skills for my job [ ] Other reasons
3.3 Are you still attending secondary school or completed school in Queensland? If YES, enter your LUI # (Learner Unique Identifier) If you don't have it call your school.
3.4 What is your highest COMPLETED school level?
[ ] Year 12 [ ] Year 10 [ ] Year 8 or below
[ ] Year 11 [ ] Year 9 or equivalent [ ] Did not go to school
3.5 In which year did you complete that school level?
3.6 Have you successfully COMPLETED any of the following qualifications? No [ ] IF Yes [ ] Submit a copy of your Statement of Results with your enrolment form.
Which qualification did you complete?
[ ] Bachelor or Higher Degree [ ] Certificate III (Trade Certificate) [ ] Certificate IV (Advanced/Technician Cert)
[ ] Diploma Level [ ] Certificate I, II or III (Secondary School or TAFE) You MUST indicate level

SECTION 4 PLACE OF BIRTH and LANGUAGE

Were you born in Australia? [ ] Yes [ ] No If NO, which country were you born in?
Are you an Australian resident [ ] Yes [ ] No
Are you Aboriginal? [ ] Yes [ ] No
Are you of Torres Strait Islander origin? [ ] Yes [ ] No Tick 'Yes' to both if applicable
Which language do you mainly speak at home? [ ] English [ ] Other (specify)
How well do you speak English? [ ] Very Well [ ] Reasonably well [ ] Not very well

SECTION 5 MEDICAL CONDITION/ DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? [ ] No [ ] Yes (please indicate below)
[ ] Vision/Sight [ ] Intellectual [ ] Hearing/Deaf [ ] Acquired Brain Impairment
[ ] Learning [ ] Mental Illness [ ] Medical Illness [ ] Other:
Please attach documented Centerlink verification if you are a User Choice trainee/apprentice with a disability.

SECTION 6 QUALIFICATION

QUALIFICATION CODE & TITLE you are enrolling in:
Country you are studying from: [ ] Australia [ ] Other (Name country):
Do you want to apply for:
RPL (Recognition of Prior Learning) and/or RCC (Recognition of Current competency) [ ] Yes [ ] No
Credit Transfer (please supply a certified copy of your Statement of Attainment or Academic Record) [ ] Yes [ ] No

If Yes, you'll need to apply separately by submitting an application for RPL. Please ask for a Candidate RPL Kit to be sent to you.

## SECTION 7 DECLARATION

I confirm that the information provided on this form is true and correct and that I have read and understood the BSG Policies on the following page.

Student Signature:

Date:

## SECTION 8 BSG POLICIES

This Policy Statement meets the requirements of the Standards for NVR Registered Training Organisations 2012 and is applicable to students applying for enrolment of a nationally recognised qualification.

### i. Privacy Statement

Business Success Group is committed to protecting the privacy, confidentiality and security of personal information supplied to BSG as part of the training/assessment process. Information or records provided to BSG will be used only for the following purposes:

- Processing student applications
- **Applying for a Unique Student Identifier (USI) on behalf of the student if the student is unable to supply their (USI)**
- Determining eligibility for funded programs and/or recognised training
- Mandatory reporting of enrolments in compliance with AVETMISS
- Issuing nationally recognised qualifications
- Auditing by State authorities.

### ii. Enrolment & Induction

BSG offers enrolment to all applicants on the basis of eligibility and appropriateness of the course/unit(s) to the applicant's needs. Completion of the BSG Enrolment Application Form (TRN61) is the first step in the application process and does not indicate formal acceptance of enrolment. BSG reserves the right to review and/or reject enrolment applications for a number of reasons, which will be stated in writing.

### iii. Course Information

Prior to enrolment in a qualification, students are requested to read the course outline and BSG policies and procedures on the BSG website [www.bsgroup.com.au](http://www.bsgroup.com.au), which includes information about the qualification, fees, delivery schedule and vocational outcomes. If a student is unable to access the electronic documents, please contact our Student Services department on 1300 666 612 and request a copy be posted to you.

### iv. Terms and Conditions:

Enrolment in a qualification is subject to availability and course capacity. Enrolment is confirmed only on payment of fees where applicable.

### v. Refunds: A refund is ONLY available where cancellation of enrolment has been SUBMITTED IN WRITING prior to the course/unit commencement date.

### vi. Language, Literacy & Numeracy

All qualifications require competency in the English language as well as a minimum level of literacy and numeracy skills. A Language, Literacy and Numeracy 'check-up' may be conducted to determine if a student requires additional learning assistance and support. The test will be conducted by a consultant/trainer to ensure the most appropriate course and level has been selected by the student.

### vii. Client Support

BSG offers all enrolled students telephone and email support. Students outside of our delivery locations are offered access to BSG's 1300 free call number. All enrolled students are provided with the appropriate resources to undertake the course. Any further resources required by students that are not covered by student fees will be clearly outlined in the course information.

### viii. Progress

**Students will be expected to submit and complete assessment within established timeframes and in accordance with individual training plans.**

Extensions to assessment may be granted on application, *where extenuating circumstances exist*. All assessment submitted to BSG will be marked, assessed and have feedback returned to students in a timely manner. Where student enrolment includes a third party, regular progress reports will be provided to the third party as part of the training agreement. Third parties may include but are not limited to – employers, schools, Group Training Organisations, job services organisations.

### ix. Welfare & Guidance

BSG is a private organisation delivering training and assessment services in a range of courses and qualifications. BSG does not offer welfare, guidance or counselling services.

### x. Appeals, Complaints & Grievances

Participants are encouraged to highlight any issues that cause them concern in dealing with BSG. Any student with a grievance should submit details of their grievance in writing within 21 days of the alleged situation. Grievances can be posted to: The Operations Manager, Business Success Group Pty Ltd, PO Box 5854, Manly, Qld, 4179. BSG will reply to the grievance in writing within 14 days of receipt. Further information can be found in the BSG Student Handbook. Students may also wish to refer complaints directly to the Department of Education, Training and Employment (DETE).

### xi. Discipline

BSG expects students to abide by BSG policies and to maintain a dignified level of behaviour. That is, conduct that displays an appropriate level of respect for other participants, BSG staff and/or any other people involved in the training/assessment process. BSG will initiate disciplinary measures against students who engage in any activity that could be determined as: illegal, immoral, dishonourable or disruptive to the training environment. Students must also strictly adhere to scheduled training/assessment times. In general, where student behaviour is determined to be inappropriate, BSG will issue the student with a single written warning. If the behaviour recurs or persists, BSG may provide written notice of termination to the student within 7 days. In cases where misconduct is considered 'extreme', BSG reserves the right to eject students immediately from their premises. There are no refunds where a student is expelled from a course, as a result of misconduct. All disciplinary cases have the right of appeal in accordance with BSG grievance procedures.

### xii. Recognition of Prior Learning & Credit Transfer

Students are encouraged to apply for RPL / RCC, where they believe previous experience and existing skills may exempt them from undertaking formal assessment in a unit of competency and Credit Transfer where they have completed the same unit in another qualification.

### xiii. User Choice Students ONLY

**Student Contribution Fees** are set by the Department of Education Training and Employment (DETE). Fees must be charged and collected for each student enrolled under a User Choice Agreement, with an outcome of an Australian Qualification Framework Level II or above and where the RTO delivers training and/or assessment. This includes units of competency completed through the RPL process.

**Fees:** Student Contribution Fees are levied at **\$1.60** per nominal hour for each unit enrolled or completed via RPL.

**Discounts:** Students will be charged only 40% of the Contribution Fee if they meet **one** or **more** of the following criteria:

- The student was or will be under 17 at the end of February in the year of training, and has not completed year 12;
- The student holds a health care card or pensioner card issued under Commonwealth law, or is the partner or a dependent of a person who holds a health care card or pensioner concession card, and is named on the card;
- The student provides official confirmation that the student, his/her partner or the person of whom the student is a dependent, is entitled to concessions under a health care card or pensioner concession card; or
- The student is an Aboriginal or Torres Strait Islander person.

**Exemptions:** School-based trainees are exempt from the Student Contribution Fee. Students may also be granted an exemption where payment of the Student Contribution Fee would cause extreme financial hardship.

**Refund Policy:** Refunds for Student Contribution Fees will be granted for units where training delivery has not commenced according to the Training Plan, at the time of cancellation of enrolment. Where a student has commenced a unit of competency according to the Training Plan but withdraws prior to completion, there is no refund of the Student Contribution Fee for that unit.

**Course Fees:** Employers may be charged a course fee which is separate to the above Student Contribution Fee.

**Certificate 3 Guarantee Program students ONLY must complete and sign a separate Participant Eligibility declaration.**