



CONFIRMATION OF ENROLMENT FORM

1. STUDENT INFORMATION – Applicant to complete

Form with fields for Student Name (First/Given Names, Surname), Previous OR other names (if applicable), Address (Street Address, Town, State, Postcode), Phone Number (Home, Work, Mobile, Fax), Email Address, and Gender (Male, Female).

2. COMPLETION OF THIS SECTION IS OPTIONAL – Please tick if applicable

I identify as being:

Form with checkboxes for identifying as Aboriginal, Torres Strait Islander, Disability, Impairment or Long Term Condition, and Non-English Speaking Background.

3. PRODUCTIVITY PLACES PROGRAM – Eligibility(Copies of original documents must be kept on file)

Residency (for individuals presenting to the RTO other than ESP participants)

I am an Australian Citizen or Permanent Resident and I have provided evidence of this

Form for Residency evidence with checkboxes and fields for Australian Birth Certificate, Australian Passport, Naturalisation Certificate, Green Medicare Card, and Visa, each with a 'Number' field.

Age/Identity

I am of working age, 15 years and above, and I have provided evidence of my age

Form for Age/Identity evidence with checkboxes and fields for Passport, Birth Certificate, Current Drivers Licence, and Proof of Age Card, each with a 'Number' field.

Date of birth

Day	Month	Year

Prior Education/Qualifications

I have achieved:

- a Year 10 qualification or equivalent;
- a Year 12 qualification or equivalent;
- a Certificate I qualification;
- a Certificate II qualification;
- a Certificate III qualification;
- a certificate IV qualification;
- Diploma;
- Advanced Diploma;
- Bachelor Degree;
- Higher qualification;
- No qualifications

4. APPLICANTS CIRCUMSTANCES – Applicant MUST complete

1. I am a job seeker who is:

Referred by an ESP

ESP Contact Name and Number:

Name:
Phone:

Evidence Collected (All are required)

- Documented correspondence from ESP
- CRN
- Job Seeker ID

2. I am a job seeker who is:

An income support recipient

A CDEP participant

Not studying or in the workforce, but intending to seek paid employment

In an above category prior to entering into

Evidence Collected (All are required for each group)

- Income Statement from Centrelink
- CRN
- Documented correspondence from CDEP
- CRN
- Signed Statutory Declaration
- Training contract with employer

Signed Statutory Declaration

If you are an individual in group 2 i.e. a job seeker not registered with an ESP please state if you are one or more of the following:

<input type="checkbox"/> a person who left school prior to year 12 and has no other formal qualifications	<input type="checkbox"/> a person with a disability or disabilities
<input type="checkbox"/> an 'at risk' year 12 school leaver	<input type="checkbox"/> a person who has participated in the Work for the Dole
<input type="checkbox"/> an Indigenous Australian	<input type="checkbox"/> a person who has been out of the workforce for one year or more
<input type="checkbox"/> an Australian born South-Sea Islander	<input type="checkbox"/> a sole parent
<input type="checkbox"/> an ex-offender	<input type="checkbox"/> a mature age job seeker (45 years +)
<input type="checkbox"/> a homeless person	<input type="checkbox"/> all other job seekers

5. QUALIFICATION DETAILS – To be completed by the RTO

Course name: _____

RTO NTIS ID: **40265**

RTO Name: **Stones & Muirden Business College & Training Centre**

Location of training: **33 Gilbert Place Adelaide SA 5000**

Contact Name: _____

Phone Number: **08 8212 7070**

Attendance (please select):

- full-time part-time
 distance mixed-mode

Prerequisites satisfied:

Recognition of prior learning:

Outcome of assessment of recognition of prior learning:

Credit transfer:

Units recognised through credit transfer:

Expected commencement date:

Expected completion date:

Training timetable:

A statutory declaration under the *Statutory Declarations Act 1959* may be made before –

Chiropractor	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
Dentist	Master of a court
Legal practitioner	Member of Chartered Secretaries Australia
Medical practitioner	Member of Engineers Australia, other than at the grade of student
Nurse	A statutory declaration under the <i>Statutory Declarations Act 1959</i> may be made before – (Continue)
Optometrist	Member of Engineers Australia, other than at the grade of student
Patent attorney	Member of the Association of Taxation and Management Accountants
Pharmacist	Member of the Australian Defence Force who is:
Physiotherapist	(a) an officer; or
Psychologist	(b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or
Trade marks attorney	(c) a warrant officer within the meaning of that Act
Veterinary surgeon	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	Member of:
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)	(a) the Parliament of the Commonwealth; or
Bailiff	(b) the Parliament of a State; or
Bank officer with 5 or more continuous years of service	(c) a Territory legislature; or
Building society officer with 5 or more years of continuous service	(d) a local government authority of a State or Territory
Chief executive officer of a Commonwealth court	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
Clerk of a court	Notary public
Commissioner for Affidavits	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
Commissioner for Declarations	Permanent employee of:
Credit union officer with 5 or more years of continuous service	(a) the Commonwealth or a Commonwealth authority; or
Employee of the Australian Trade Commission who is:	(b) a State or Territory or a State or Territory authority; or
(a) in a country or place outside Australia; and	(c) a local government authority;
(b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i> ; and	with 5 or more years of continuous service who is not specified in another item in Part 2 of the <i>Statutory Declarations Regulations 1993</i>
(c) exercising his or her function in that place	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
Employee of the Commonwealth who is:	Police officer
(a) in a country or place outside Australia; and	Registrar, or Deputy Registrar, of a court
(b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ; and	Senior Executive Service employee of:
(c) exercising his or her function in that place	(a) the Commonwealth or a Commonwealth authority; or
Fellow of the National Tax Accountants' Association	(b) a State or Territory or a State or Territory authority
Finance company officer with 5 or more years of continuous service	Sheriff
Holder of a statutory office not specified in another item in Part 2 of the <i>Statutory Declarations Regulations 1993</i>	Sheriff's officer
Judge of a court	Teacher employed on a full-time basis at a school or tertiary education institution
Justice of the Peace	Member of the Australasian Institute of Mining and Metallurgy
Magistrate	

7. PRIVACY NOTICE – To be completed by the applicant

The Australian Government allocates training places for participants to undertake qualifications under the Productivity Places Program. **Stones & Muirden Business College & Training Centre** has been approved to deliver a qualification which participants will be entitled to undertake under the Productivity Places Program which is funded by the Australian Government. The personal information you provide on this form will be collected and used by **Stones & Muirden Business College & Training Centre** for the purposes of:

- assessing your eligibility for the Productivity Places Program;
- if you are eligible to participate in the Productivity Places Program, all aspects of enrolment, administration and delivery of the qualification; and
- advising your employment service provider (if appropriate) of your participation and attendance in training.

Stones & Muirden Business College & Training Centre may also collect and disclose your personal information to the Australian Government's Department of Education, Employment and Workplace Relations (DEEWR) and other Australian Government agencies, including but not limited to Centrelink, for the purposes of:

- DEEWR confirming your eligibility for a training place;
- informing DEEWR that you have enrolled in an approved qualification;
- informing DEEWR of your completion, non completion or withdrawal from an approved qualification;
- reporting to DEEWR's Ministers and other Member's of Parliament on the Productivity Places Program;
- monitoring the service given by **Stones & Muirden Business College & Training Centre** to you and your satisfaction with the Productivity Places Program; and
- DEEWR generally administering the Productivity Places Program.

Stones & Muirden Business College & Training Centre and DEEWR may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

I confirm I have read and understood the above information and consent to the stated uses of my personal information.

Name: _____

Signature: _____

Date: _____

8. APPLICANT DECLARATIONS – Please acknowledge by ticking boxes and signing below

- I have read, understood and signed the **Privacy Notice** stating how my personal information can be used and I have completed the **Statutory Declaration**
- I have been fully informed of **Stones & Muirden Business College & Training Centre’s Policy and Procedures**
- I have been fully informed about the **qualification** to be undertaken
- I have received and read the attached information regarding **Complaints and Rights and Responsibilities**

I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:

Signature:

Date:

9. RTOs DECLARATION – Please acknowledge by ticking boxes and signing below

- I have gathered all the required evidence and copies of the evidence supplied are on file
- I have undertaken a literacy/numeracy assessment of the applicant and they have the ability to undertake the qualification
- I am satisfied that the applicant meets the enrolment requirements for the qualification.
- I have assessed the applicants’ capacity to benefit from the training (for non ESP participants).

I declare that, to the best of my knowledge, the information on this form is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:

Signature:

Date:
