

Please complete this form and return it with all supporting documents required. This form must be filled by the Applicant.

Note: Enrolment will not be processed unless this form is **completed fully**. You must sign the declaration to indicate understanding and agreement of the enrolment conditions.

Personal details

- 1. Enter your full name** * Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)

First name

Middle name

(* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.)

- 2. Enter your birth date**

Day/month/year			
----------------	--	--	--

- 3. Gender (Tick ONE box only)**

Male ☐ Female ☐ Other ☐

- 4. Enter your contact details**

Home phone _____ Work phone _____

Mobile _____

Email address _____

Alternative email address (optional) _____

- 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 5)?**

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

- 7. Emergency Contact details:**

First Name

Family Name (Surname)

Contact Number

Email

Relationship

Language and cultural diversity

- 8. In which country were you born?**

Australia ☐ 1101

Other – please specify

- 9. 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 ☐ 1201

Yes, other – please specify

- 10. Are you of Aboriginal or Torres Strait Islander origin?**

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No ☐ 4

Yes, Aboriginal ☐ 1

Yes, Torres Strait Islander ☐ 3

☐ 3 (yes to both)

- 11. Do you consider yourself to have a disability, impairment or long-term condition?**

☐ Y

☐ N No – Go to question 12

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

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf ☐ 11

Physical ☐ 12

Intellectual ☐ 13

Learning ☐ 14

Mental illness ☐ 15

Acquired brain impairment ☐ 16

Vision ☐ 17

Medical condition ☐ 18

Other ☐ 19

Schooling

13. 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.

Year 12 or equivalent	<input type="checkbox"/> 12
Year 11 or equivalent	<input type="checkbox"/> 11
Year 10 or equivalent	<input type="checkbox"/> 10
Year 9 or equivalent	<input type="checkbox"/> 09
Year 8 or below	<input type="checkbox"/> 08
Never attended school	<input type="checkbox"/> 02

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

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

Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

Yes ☐ Y

No ☐ N No – go to question 16

16. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

17. Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>

Unique Student Identifier (USI)

--	--	--	--	--	--	--	--	--	--

Employment

18. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

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).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Study reason

19. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

Credits/RPL

20. Do you wish to apply for Recognition of Prior Learning (RPL)? ☐ Yes ☐ No

21. Do you wish to apply for Credit Transfer?

☐ Yes ☐ No

Agent Details

Agency Name: _____

Contact Name: _____

Contact Details: _____

PAYMENT METHODS

(SEE ENROLMENT AGREEMENT FOR DETAILS OF PAYMENT SCHEDULES)

Payment can be made in person at the institution or via bank transfer using the following details:

EFT Banking Details:

Account Name: Leaders Institute of Training and Education
BSB: 063 225 A/C No. 10439998
Commonwealth Bank of Australia
Reference *Your Name, Start date of your course*

Student Marketing Survey (optional)

Please tell us how you heard about this course:

Word of Mouth (friend's recommendation)	<input type="checkbox"/>
Facebook	<input type="checkbox"/>
Google search	<input type="checkbox"/>
Other Internet search	<input type="checkbox"/>
LITE Web Site	<input type="checkbox"/>
Education Agent	<input type="checkbox"/>
Other	<input type="checkbox"/>

NOTES (OPTIONAL)

The course schedule is posted on the notice board at LITE. Please review the schedule and notify us of any issues regarding your availability during the course duration. International students may also wish to advise short visa conditions, etc.

Vocational Education Course(s):

Please tick the course you wish to enrol in:

MEM40119 Certificate IV in Engineering {113004A}	<input type="checkbox"/>
BSB50120 Diploma of Business {110525M}	<input type="checkbox"/>
BSB60120 Advanced Diploma of Business {110526K}	<input type="checkbox"/>
BSB80120 Graduate Diploma of Management (Learning) {110527J}	<input type="checkbox"/>
CPP20218 Certificate II in Security Operations {103463A}	<input type="checkbox"/>

Student 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.

STUDENT SIGNATUREDATE: / /20

[OR ELECTRONIC ACKNOWLEDGEMENT]

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.

'11 — 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.

'12 — 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.

'13 — 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.

'14 — 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.

'15 — 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.

'16 — 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.

'17 — 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.

'18 — 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.

'19 — 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.