

Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

**Personal details**

Title:  Mr  Mrs  Miss  Other

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: 

Day/month/year			
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Gender:  Female  Male  Other

**Contact details**

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address (if different from residential): \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

**Unique Student Identifier (USI)** – visit [www.usi.gov.au](http://www.usi.gov.au) to apply for a USI

Do you have a USI  YES - Your USI No. 

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No or I don't remember  I authorise Ignite Education to obtain/search for my USI on my behalf through the USI website. (Attach ID).

**Learner Unique Identifier (LUI)** – only applicable to School Based Traineeships

Learner Unique Identifier (LUI) 

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**Employment Status** - tick one box that best describes your current employment status.

- Fulltime employee  Part time employee  Self-employed – not employing others
- Employer  Employed unpaid work in a family business  Unemployed seeking fulltime work
- Unemployed seeking part time work  Unemployed not seeking work

## **Schooling**

Are you still at school?  YES  NO (if YES what grade are you in): \_\_\_\_\_

What is your highest **COMPLETED** school level?

- Did not go to school  Year 8 or below  Year 9 or equivalent  Year 10 or equivalent  
 Year 11 or equivalent  Year 12 or equivalent

In which year did you complete that school level? \_\_\_\_\_

## **Language & Cultural Diversity**

**Country of Birth:** In which country were you born?

- Australia  Other (please specify) \_\_\_\_\_

**Language:**  English  Other (please specify) \_\_\_\_\_

If other, how well do you speak English?  Very Well  Well  Not Well  Not at all

**Indigenous Status:**

Are you of Aboriginal or Torres Strait Islander origin?

- No  Yes Aboriginal  Yes Torres Strait Islander

## **Prior Education**

Have you successfully completed any of the following qualifications?  Yes (Tick below)  No

Bachelor or Higher Degree level  Advanced Diploma or Associate Degree level

Diploma Level  Certificate IV  Certificate III  Certificate II  Certificate I

Would you like to apply for **recognition of prior learning** or **credit transfer**?

- YES  NO (Information on RPL & Credit Transfer is contained in Ignites Student Handbook)

## **Disability – Please read on page 7 of this document the “Disability supplement” for further information**

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

- YES  NO - If YES please indicate the area/s of impairment:

Acquired Brain Impairment  Hearing/Deaf  Intellectual  Vision  Learning

Mental Illness  Physical/Mobility  Medical Condition  Other: \_\_\_\_\_

Do you have any of the following conditions that we may need to be aware of whilst in our care?

Diabetes  Anxiety  Depression  ADD / ADHD  Problem Gambling

Alcohol & or Drug related issues  Other: \_\_\_\_\_

## **Study Reason**

- To get a job    To develop my existing business    To start my own business    To try 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 or self-development    To get skills for community/voluntary work    Other reasons

## **Marketing Source**

Where did you obtain information regarding Ignite Education?

- Google    Employment Agency    Shopping Centre    Government Website
- Problem Gambling    Word of mouth    Other: \_\_\_\_\_

## **Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Student enrolment and policy acceptance declaration

I \_\_\_\_\_, declare that the information supplied by me on this form is true and correct in every detail. I understand that these details are confidential and protected by privacy laws. I give my consent to Ignite Education to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I declare that I have read, understood and agree with the following:	Initial
<p>Ignite Educations Student Handbook, incorporating Code of Conduct, Client Services Policies (complaints, refunds, appeals), Assessment Policy and the Classroom Policies and Procedures.</p>	
<p><b>PRIVACY NOTICE</b></p> <p><b><u>Why we collect your personal information</u></b> 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.</p> <p><b><u>How we use your personal information</u></b> 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.</p> <p><b><u>How we disclose your personal information</u></b> We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> (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.</p> <p>We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.</p> <p><b><u>How the NCVER and other bodies handle your personal information</u></b> The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the <i>Privacy Act 1988</i> (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.</p> <p>The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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:</p> <ul style="list-style-type: none"> <li>• administration of VET, including program administration, regulation, monitoring and evaluation</li> <li>• facilitation of statistics and research relating to education, including surveys and data linkage</li> <li>• understanding how the VET market operates, for policy, workforce planning and consumer information.</li> </ul> <p>The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.</p> <p>The NCVER does not intend to disclose your personal information to any overseas recipients.</p> <p>For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <a href="http://www.ncver.edu.au/privacy">www.ncver.edu.au/privacy</a>.</p> <p>DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <a href="https://www.dese.gov.au/national-vet-data/vet-privacy-notice">https://www.dese.gov.au/national-vet-data/vet-privacy-notice</a>.</p>	

<p><b>Surveys</b> You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.</p> <p><b>Contact information</b> At any time, you may contact Ignite Education to:</p> <ul style="list-style-type: none"> <li>• request access to your personal information</li> <li>• correct your personal information</li> <li>• make a complaint about how your personal information has been handled</li> <li>• ask a question about this Privacy Notice</li> </ul>		
<p><b>PHOTOGRAPHIC CONSENT</b> I, the undersigned person agree to and provide permission for the photographic, video, audio or any other form of electronic recording of me to be collected by Ignite Education. I authorise the use or reproduction of any image/recording referred to above for the purposes of assessment evidence or publishing materials related to the activities, programs without acknowledgment and without being entitled to remuneration or compensation. The image/recording may appear in print, electronic, or video media, and may be available to a global audience through the internet.</p>		
<p><b>REFUND POLICY</b> Clients who withdraw from a course prior to the commencement of the course maybe entitled to a part refund. Refunds are provided on a sliding scale determined by the amount of notice you provide. For a full copy of the Refund Policy refer to the student handbook, visit our website <a href="http://www.ignite.edu.au">www.ignite.edu.au</a>, or contact us.</p>		
<p><b>FEES</b> By signing this enrolment form you acknowledge that you are responsible for payment of course fees. I understand that enrolment is accepted under the condition that my contribution fees are paid at enrolment unless a payment plan has been agreed with the College Principal (Diploma courses only).</p>		
<b>Signature:</b>		<b>Date:</b> / /

**Under the age of 18 years?**

If student is under the age of 18 years a Parent or Guardian must sign below:

**Parent or Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CERTIFICATE 3 GUARANTEE STUDENTS ONLY

Student Contribution Fees represent the total non-government subsidised portion of essential training costs for the participant to undertake the qualification. These fees include tuition, services, materials and all other costs associated with delivering the training and the awarding of the qualification to the participant. All Student Contribution Fees are to be paid on enrolment.

### Certificate 3 Guarantee Concessional Participant Requirements:

- I do not hold nor am I undertaking a Certificate Level III or higher qualification that was completed outside of high school OR Certificate IV or higher for (Higher Level Skills program)
- I am 15 years of age or older
- I have finished secondary school and I am no longer at school
- I am an Australian or New Zealand citizen permanently residing in Queensland

Understand that I will no longer be eligible for a subsidised training place under the Certificate 3 Guarantee once I have completed a certificate level III qualification and it is a requirement of the Program that I fill out and return a Training and Employment Survey within three months of completing my Qualification

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent or Guardian if under 18 years)

Parent or Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Details

Student contributions must be paid on enrolment. Non-payment may result in the inability to attend training until payment is received. Payment plans can be negotiated with Ignite Education for Certificate or Diploma Courses. All fees and payment information is listed on all course flyers.

### Preferred method of payment:

- Cash  Credit or Debit Card  Payment Plan (for Certificate or Diploma Courses only)

COURSE	NON-CONCESSIONAL STUDENTS	CONCESSIONAL STUDENTS
Certificate III in Hospitality SIT30616 (15 UNITS)	\$50.00 (\$3.33 PER UNIT)	\$25.00 (\$1.66 PER UNIT)
Certificate III in Business BSB30120 (13 UNITS)	\$50.00 (\$3.84 PER UNIT)	\$25.00 (\$1.92 PER UNIT)
Diploma of Hospitality Management SIT50416 (28 UNITS)	\$99.00* (\$3.53 PER UNIT)	\$99.00* (\$3.53 PER UNIT)

\*Special offer

OFFICE USE ONLY – STUDENT PAYMENT DETAILS					
Date Paid:		Amount Paid:		Receipt No:	
Name:		Signature:			

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# Disability supplement

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## Introduction

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

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## 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.

### 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