ENROLMENT FORM – GOVERNMENT FUNDED TRAINING PROGRAM (GFTP)

SKILLS FIRST PROGRAM (SFP)

(AUSTRALIAN CITIZENS OR PERMANENT RESIDENTS RESIDING IN VICTORIA, MUST BE 18 YEARS OF AGE TO ENROL)

Prior to completing and submitting this enrolment form, you must read the webpage
http://www.rhodescollege.vic.edu.au/How_to_Apply.html and the relevant web links to the course(s) you wish to apply for.
These explain our responsibilities to you as a learner and your responsibilities to successfully complete the course.

Student Declaration: ☐ I declare that I have read and understood the information contained in the webpage
http://www.rhodescollege.vic.edu.au/How_to_Apply.html and the relevant web links to the course(s) I wish to apply for,
including the course entry requirements.

PERSONAL DETAILS (PLEASE FILL USING CAPITAL LETTERS)

<table>
<thead>
<tr>
<th>VSN (Victorian Student Number)</th>
<th>USI (Unique Student Identifier)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Gender (Sex)</td>
</tr>
<tr>
<td>Mr</td>
<td>Male</td>
</tr>
<tr>
<td>Miss</td>
<td>Female</td>
</tr>
<tr>
<td>Ms</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Legal First Name</td>
<td>Legal Last Name</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
</tbody>
</table>

RESIDENTIAL ADDRESS (Where you “usually live” - cannot be P.O. BOX) – Must reside in Victoria

<table>
<thead>
<tr>
<th>Building/Property Name</th>
<th>Flat/Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/Lot Number</td>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb/Locality/Town</td>
<td>State; Postcode</td>
</tr>
<tr>
<td>Personal Mobile</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Personal E-mail</td>
<td></td>
</tr>
<tr>
<td>Work E-mail</td>
<td></td>
</tr>
</tbody>
</table>

POSTAL ADDRESS (If different from Residential Address)

<table>
<thead>
<tr>
<th>Building/Property Name</th>
<th>Flat/Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/Lot Number</td>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb/Locality/Town</td>
<td>State; Postcode</td>
</tr>
</tbody>
</table>
| IN CASE OF EMERGENCY
| Name                           | Relationship                   |
| Mobile                         | Phone                          |

NATIONALITY / CITIZENSHIP DETAILS

In which country were you born? ☐ Australia ☐ Other (please specify)______________

☐ Australian Permanent Resident (PR) ☐ Australian Citizen ☐ Other (please specify)______________

☐ Passport Number ☐ Driver’s License Number (State of Issue) ☐ Medicare Card Number

If you want Rhodes College to apply for your USI number, you must provide a copy of the ID card. Once the application is submitted, the ID copy will be destroyed.

CURRENT WORKPLACE / BUSINESS DETAILS

| Organisation Name               |
| Street Number                   |
| Suburb                          |
| Office Phone                    |
| Business Owner Name             |

Enrolment Form - GFTP Version: 9.2 Issue Date: 09 May 2017 Review Date: 01 July 2018
Managed By: VET Coordinator Authorized By: CEO

Queens Group Pty Ltd (T/A) RHODES COLLEGE
Rhodes College Representative Name:

**HOW DID YOU HEAR ABOUT Rhodes College?**

- [ ] Friend
- [ ] VTAC
- [ ] Website
- [ ] Advertisement
- [ ] Representative

**LANGUAGE AND CULTURAL DIVERSITY**

**Do you speak a language other than English at home?** *(If more than one language, please indicate the one that is spoken most often)*

- [ ] No, English only
- [ ] Yes, other (please specify):

  _______________________________________________________

**How well do you SPEAK English?**

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

**How well do you READ English?**

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

**How well do you WRITE English?**

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

**Are you of Aboriginal or Torres Strait Islander origin?**

- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander

**Are you of Asylum Seekers and Victims of Human Trafficking applicant?**

- [ ] No
- [ ] Yes (Referral Form is supplied – Yes / No)

**DISABILITY**

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

- [ ] No
- [ ] Yes

*(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area.)*

**Hearing/Deaf**

- [ ] Physical

**Vision**

- [ ] Medical Condition

**Other:**

____________________________________________________

**EMPLOYMENT STATUS**

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

- [ ] Full-time Employee
- [ ] Part-time Employee
- [ ] Self Employed - Not Employing Others
- [ ] Employer
- [ ] Employed - Unpaid Worker in a Family Business
- [ ] Unemployed - Seeking Full-time Work
- [ ] Unemployed - Seeking Part-time Work
- [ ] Not Employed - Not Seeking Employment

**SCHOOLING**

**Are you still attending Secondary School?**

- [ ] No
- [ ] Yes

**What is your Highest COMPLETED school level?** *(Tick ONE box only)*

- [ ] Completed Year 12
- [ ] Completed Year 11
- [ ] Completed Year 10
- [ ] Completed Year 9 or Equivalent
- [ ] Completed Year 8 or Lower
- [ ] Never Attended School

**In which YEAR did you complete the above school level?**

____________________________________________________

**Name of school:** ______________________________        **Country / State:** _______________________________________

**Are you enrolled in a school (excluding a School Based Apprentice / Trainee) and undertaking accredited Vocational Education and Training (VET) that has been arranged by the school?**

- [ ] No
- [ ] Yes

**Note:** If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Skills First Program.
### PREVIOUS QUALIFICATION(S) ACHIEVED

Have you successfully completed any of the following Qualifications?  
- [ ] No  
- [ ] Yes (Tick any applicable boxes)

- [ ] Bachelor Degree or Higher Degree  
- [ ] Associate Degree  
- [ ] Advanced Diploma

- [ ] Diploma or Associate Diploma  
- [ ] Certificate IV (or Advanced Certificate, Technician)

- [ ] Certificate III (or Trade Certificate)  
- [ ] Certificate II  
- [ ] Certificate I

- [ ] Certificates Other Than the Above (please specify): _____________________________________________________

Where:  
- [ ] Australia  
- [ ] International, specify country:_____________________________________________________

Has the Qualification been formally assessed in Australia?  
- [ ] No  
- [ ] Yes

If ‘Yes’, what is the Australian Equivalent Qualification: _____________________________________________________

If more than one Qualification, please specify: _____________________________________________________

### STUDY REASON

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

- [ ] To get a job  
- [ ] To develop my existing business  
- [ ] To start my own business

- [ ] 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 try for a different career

- [ ] Other Reasons (please specify): ______________________________________________________________________

### JOB/EMPLOYMENT SERVICES PROVIDER DETAILS – If applicable

Are you connected with a Job Services Australia Provider?  
- [ ] Yes  
- [ ] No

If yes, please complete details here:

Provider Name: ………………………………………………………..  Provider Location: ……………………………………………

Case Managers Name: ……………………………………………….  Telephone:  ……………………………………………............

Email: ……………………………………………………………………  Fax: …………………………… ………………........................

Copy of Job Seeker Referral Form to be retained by Rhodes College:  
- [ ] Yes  
- [ ] No

On enrolment, a copy of this Referral Form must be returned to the Job Seeker’s referring agency.

Has this been done?:  
- [ ] Yes  
- [ ] No

### CONCESSION CARD HOLDERS & FEE WAIVERS – Applicable for CERTIFICATE IV & BELOW COURSES

Do you hold (or are you a dependant or spouse of the holder of) any of the following Concession Cards?  
- [ ] Yes  
- [ ] No

a. Health Care Card issued by the Commonwealth;  
   OR b. Pensioner Concession Card; or

c. Veteran’s Gold Card;  
   OR d. An alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines

If Yes -  
1. Please provide a copy of the Concession Card for record purposes
2. Your Tuition Fee will be reduced to 20% of the Listed Tuition Fee (Prescribed Text Book fees & Learning Materials fees still apply as normal)

Are you an Indigenous student under the Indigenous Completions Initiative?  
- [ ] Yes  
- [ ] No

Are you a participant in the Commonwealth Government’s Community Development Employment Program and/or Access Program?  
- [ ] Yes  
- [ ] No
# COURSE SELECTION AND PAYMENT TERMS

**Application Fee:** $199.00 per course (Application fee is non-refundable)

**Delivery Mode:** C – Classroom; B – Blended

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Listed Tuition Fee</th>
<th>Conc. Tuition Fee</th>
<th>Prescribed Text Books Fee</th>
<th>Learning Materials Fee</th>
<th>Govt. Contribution (approx)</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Leadership and Management (BSB42015)</td>
<td>$499.00</td>
<td>$99.80</td>
<td>$380.00</td>
<td>$75.00</td>
<td>$2,700.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Certificate III in Work Health and Safety (BSB30715)</td>
<td>$499.00</td>
<td>$99.80</td>
<td>$380.00</td>
<td>$75.00</td>
<td>$2,028.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Certificate IV in Work Health and Safety (BSB41415)</td>
<td>$499.00</td>
<td>$99.80</td>
<td>$380.00</td>
<td>$75.00</td>
<td>$2,600.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Diploma of Work Health and Safety (BSB51315)</td>
<td>$499.00</td>
<td>N/A</td>
<td>$380.00</td>
<td>$75.00</td>
<td>$2,255.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Certificate IV in Human Resources (BSB41015)</td>
<td>$599.00</td>
<td>$119.80</td>
<td>$380.00</td>
<td>$75.00</td>
<td>$2,100.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Certificate III in EAL (Further Study) 22255VIC</td>
<td>$299.00</td>
<td>$59.80</td>
<td>$580.00</td>
<td>$75.00</td>
<td>$3,500.00</td>
<td>C, B</td>
</tr>
<tr>
<td>Certificate IV in EAL (Further Study) 22258VIC</td>
<td>$299.00</td>
<td>$59.80</td>
<td>$580.00</td>
<td>$75.00</td>
<td>$3,500.00</td>
<td>C, B</td>
</tr>
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For further information on fees, please visit the Rhodes College website - [http://www.rhodescollege.vic.edu.au/docs/RHODES%20GFTP%20Fee%20Calculation%202016.pdf](http://www.rhodescollege.vic.edu.au/docs/RHODES%20GFTP%20Fee%20Calculation%202016.pdf)

**Other Course:**

Accessing government funding entitlement for this (or these courses) will affect your ability to access such funding in the future.

The Institute will only collect up to $1,500 in any prepaid fees from the learner. Where your total fee exceeds $1,500, a payment plan will be arranged.

**Total Tuition Fee Collected:** $

**Outstanding Fee:** $

Prepayment is required. The following payment options are available:

- **Cash**
- **EFTPOS**
- **Cheque** *
- **Money Order** *
- **EFT** **

* Made out to Rhodes College

** Deposit into ANZ Bank, 2 Kingsway, Glen Waverley, Melbourne, Victoria 3150

BSB Number: 013 326; Account Number: 4922 11778; Account name: “Rhodes College Domestic Students Trust Account”

- **Credit Card:**
  - **Credit Card Type:**
    - **Visa**
    - **MasterCard**

  **Card Number:**

  **Expiry Date:**

  **Amount:** AU$_________________

  **Cardholder’s Name:** _____________________________

  **Cardholder’s Signature:** ___________________________

A receipt will be issued within 10 working days.

**REFUND POLICY**

1. A cooling-off period of ten (10) working days applies.
2. Application fee is non-refundable beyond the cooling-off period.
3. If a student withdraws by written notice, at any time up to 4 weeks after commencement of training, a full refund of the tuition fee after the deduction of the minimum charge and any other fees and charges paid by or on behalf of the student will apply.
4. If a student withdraws more than 4 weeks after commencement of training, any refund granted will be on a pro-rata basis of scheduled contact hours.
5. If the program is cancelled by Rhodes College, a full refund of the tuition fee and the appropriate portion of any materials that have not been used in the program will be refunded.
6. If a student withdraws from only part of a program, or if only part of a program is cancelled, Rhodes College shall refund the portion of the tuition fee and materials fee applicable to that part of the program.
7. A written request for a refund must be lodged by the student for the consideration of a refund.
8. Refunds may be granted in other circumstances at the discretion of the CEO.

**TERMS AND CONDITIONS**

**Privacy Statement:**

I understand that Rhodes College is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment.
form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires Rhodes College to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed, please contact Rhodes College by sending an email to info@rhodescollege.vic.edu.au

Declaration

1. I acknowledge and agree to the terms described in the privacy statement.
2. I declare that the information I supplied on this form is correct and complete.
3. I have read and understood Rhodes College’s policies on “Fees and Charges”, “Refund”, “Complaints and Appeals”, “Re Assessment” and other policies that are published on the Rhodes College’s website and in the Student Handbook.
4. I understand that Rhodes College reserves the right to discontinue or alter any course, subject, unit of competency, class, fee, admission requirement, staffing or other arrangement without prior notice. Rhodes College reserves the right to cancel or not offer a program. If any program is cancelled or not offered Rhodes College will refund all tuition fees in accordance with Rhodes College refund policy.
5. Rhodes College reserves the right to charge the student additional tuition fees for the remaining units of competency if there are changes to the Skills First Program funding rates.
6. Rhodes College reserves the right to use your name/your company name, feedback, comments and pictures obtained during the course for Rhodes College’s future promotional activities, unless you direct otherwise in writing prior to the commencement of the course.
7. This agreement does not remove the right to take action under Australia’s consumer protection laws.

USI Number: USI (Unique Student Identifier): From 1 January 2015, Rhodes College 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). If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/. If you would like Rhodes College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/system/files/documents/privacy_notice_0.pdf

I ________________________________ authorise Rhodes College 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 https://www.usi.gov.au/system/files/documents/privacy_notice_0.pdf

APPLICANT’S SIGNATURE

_________________________________________        ________________________________
Applicant’s Signature                          Date:

PLEASE SUBMIT YOUR APPLICATION TO:
RHODES COLLEGE, LEVEL 3, 118 QUEEN ST, MELBOURNE, VICTORIA 3000 AUSTRALIA
EMAIL: info@rhodescollege.vic.edu.au Web: www.rhodescollege.vic.edu.au

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Course 1:</th>
<th>Course 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Traineeship + SFP</td>
<td>☐ Traineeship + SFP</td>
</tr>
<tr>
<td>☐ Apprentice + SFP</td>
<td>☐ Apprentice + SFP</td>
</tr>
<tr>
<td>☐ Blended Training</td>
<td>☐ Blended Training</td>
</tr>
<tr>
<td>☐ Classroom Based Training</td>
<td>☐ Classroom Based Training</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AAC Representative: 

☐ Copy of JSA Referral Form Received & Filed | ☐ Asylum Seekers Referral Form Received & Filed
☐ Copy of JSA Referral Form Returned to JSA | ☐ Concession/Fee Waiver Evidence Received & Filed

Notes:

Enrolment Form - GFTP Version: 9.2 Issue Date: 09 May 2017 Review Date: 01 July 2018
Managed By: VET Coordinator Authorized By: CEO

Queens Group Pty Ltd (T/A) RHODES COLLEGE