

Enrolment Application Form

1**COURSE INFORMATION**

Tick the course you
Going to apply for ►

☐ **CPP40120 – Certificate IV in Building and Construction**
(CRICOS Code: 116672G, Duration: 60 Weeks)

☐ **CPP50220 – Diploma of Building and Construction (Building)**
(CRICOS Code: 116673F, Duration: 78 Weeks)

Please be advised that application/enrolment fees is \$250.00 which is non-refundable.

2**INTAKE**

Choose the
preferred month for
course ►

Preferred Month to start

3**PERSONAL
DETAILS**

Title ► ☐ Mr. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Other

Family Name ►

Given Name(s) ►

Gender ► ☐ Male ☐ Female ☐ Other ☐ Don't want to disclose

Date of Birth ►

Residential Add. ►

State ►

Post Code ►

Postal Address (if
different from above) ►

State ►

Post Code ►

Telephone ►

Mobile ►

Email ►

Alternative Email
(Optional) ►

Residential Add. ►

State ►

Post Code ►

Postal Address (if
different from above) ►

State ►

Post Code ►

Telephone ►

Mobile ►

Email ►

Alternative Email
(Optional) ►

4**Australia
(Contact Details)****Home Country
Contact Details)**

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EMERGENCY
CONTACT
DETAILS

Name ▶ Email ▶

Address ▶

Telephone ▶ Relationship ▶

Nationality ▶ Passport No. ▶

Issue Date ▶ Expiry Date ▶

Visa type ▶ Sub Class ▶

If not Australian Citizen

Expiry Date ▶ Study Rights ▶ ☐ Yes ☐ No

In Australia

Applied for Australian Permanent Residency ▶ ☐ Yes ☐ No

Please provide copies of the documents.

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RESIDENCY & VISA
INFORMATION

Still in School ▶ ☐ Yes ☐ No Highest School Level completed ▶

Year Completed ▶ Institute ▶

Post-Secondary ▶ ☐ Yes ☐ No Highest Qualification completed ▶

Year Completed ▶ Institute ▶

Equivalent ▶ A – Australian, E – Australian Equivalent or I – International
(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use: **1: A** – Australia, **2: E** – Australian Equivalent, **3: I** – International)

A E I	A E I
☐ ☐ ☐ Certificate I	☐ ☐ ☐ Diploma of Associate Diploma
☐ ☐ ☐ Certificate II	☐ ☐ ☐ Advanced Diploma of Associate Degree Level
☐ ☐ ☐ Certificate III or Trade Certificate	☐ ☐ ☐ Bachelor Degree or Higher Degree Level
☐ ☐ ☐ Certificate IV or Advanced Certificate/Technician	☐ ☐ ☐ Certificates other than the above

Please provide certified documents for the courses that you took.

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LANGUAGE AND CULTURAL
DIVERSITY

Birth Country ▶ ☐ Australia ☐ Other, please specify

Spoken Language (at home) ▶ Other than English ▶ ☐ No ☐ Yes, please specify

English Language ▶ Spoken English? ▶ ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Language Test, if taken ▶ Score ▶

Origin ▶ ☐ Aboriginal ☐ Torres Strait Islander ☐ Both ☐ None

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DISABILITY

Condition ►

*If you answered 'Yes', you can
contact CCM for further support
services available*

Do you consider yourself to have a disability, impairment or long-term condition? ► ☐ No ☐ Yes, please indicate the areas of condition:

- | | | |
|--|---|---------------------------------------|
| ☐ Hearing/Deaf | ☐ Physical | ☐ Intellectual |
| ☐ Acquired Brain Impairment | ☐ Mental Illness | ☐ Vision |
| ☐ Medical Condition | ☐ Learning | ☐ Other |

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EMPLOYMENT

**Employment
Status ►**

In following categories, which BEST describes your current employment status? ►

- | | |
|---|---|
| ☐ Full-time employee | ☐ Part-time employee |
| ☐ Self-employed - Employing others | ☐ Self-employed - Not employing others |
| ☐ Employed - Unpaid worker | ☐ Unemployed - Seeking Full-time work |
| ☐ Not employed - Not seeking work | ☐ Unemployed - Seeking Part-time work |

**If currently
employed, or
recently been
employed ►**

Choose the classification of occupation that best describe your occupation (choose one only)

- | | |
|---|--|
| ☐ 1 - Manager | ☐ 4 - Community & Personal Service Worker |
| ☐ 2 - Professional | ☐ 5 - Early Childhood Educator |
| ☐ 3 - Chef | ☐ 6 - Other |

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STUDY REASON

Main Reason ► In following categories, which BEST describes your main reason for undertaking the course(s) with CCM? ►

- | | |
|--|---|
| ☐ To develop my existing business | ☐ To try for a different career |
| ☐ To get a job | ☐ Want extra skills for my job |
| ☐ To get better job or promotion | ☐ Requirement of my job |
| ☐ To get into another course | ☐ Personal interest & self-development |
| ☐ To start my own business | ☐ Other reason (please state) |

**Reason to study in
Australia ►**

*Use extra sheets if
required*

Why do you want to study your proposed course(s) in Australia and not in your home country? Please explain.

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STUDY REASON
(Cont.)

**Reason to study
with CCM ►**

*Use extra sheets if
required*

Why would like to study with College of Construction and Management compared with other education providers in Australia? Please explain.

Career benefit ►

*Use extra sheets if
required*

How do you believe that course you are applying to study with College of Construction and Management will benefit your current or chosen career path? Please Explain.

Career Plan ►

*Use extra sheets if
required*

What is your career plan after the end of your studies?

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RPL / CREDIT
TRANSFER

Requirement ► Are you seeking Recognition of Prior Learning or Credit Transfer? ►
☐ No ☐ Yes

If 'Yes', then please contact Admissions Department for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

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TRANSFER
LEARNING

Are you transferring from another education provider in Australia? ► ☐ No ☐ Yes.

Are you currently enrolled in an institute? ► ☐ No ☐ Yes. If 'Yes', then please provide the name of institute:

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USI

Unique Student Identifier ► Have you applied for Unique Student Identifier (USI) before? ►
☐ Yes ☐ No

If 'Yes', please provide your USI
 If 'No', you can visit <https://www.usi.gov.au/> to create USI. Once created, please provide the same to Admissions department. If you want CCM to create USI on your behalf, please contact one of our friendly team members at reception.

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OVERSEAS
STUDENT HEALTH
COVER (OSHC)

Overseas Student Health Cover ► Have you got OSHC? ► ☐ Yes ☐ No

Type of OSHC? ► ☐ Single ☐ Couple ☐ Family

Please refer to OSHC providers such as but not limited to:
<https://www.nib.com.au/overseas-students>

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DOCUMENTATION

Required Documents ► Please provide the following documentation along with this Enrolment Application Form, so that your enrolment be processed in accordance with the application requirements. Where a document is not in English, you have to provide a certified translation along with the copy of original document.

Documents ►

- ☐ Passport biodata pages
- ☐ Visa / Visa Notification
- ☐ Passport(s) of dependant(s), if any
- ☐ Past qualification documents, including high school and other certificates
- ☐ English language proficiency (IELTS, PTE, TOEFL etc.)
- ☐ Any other COE, if transferring from other provider
- ☐ Statement addressing Genuine Temporary Entrant Criteria

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FEE PAYMENT

Payment Method ► ☐ Cash ☐ Direct Deposit in CCM's Bank Account ☐ Credit Card

Bank Details ►

Account Name	College of Construction and Management
Bank	ANZ
BSB	013598
Account Number	172055454

(Please put your full name in description of payment)

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**FEE PAYMENT
(Cont.)**

Credit Card ► I give permission for fee to be charged to my Credit Card for the selected course.

☐ Visa Card

☐ Master Card

Card Expiry date

Card Number

Card Identification Number (last 3 digits located on back

Amount to be charged, in Australia Dollars

Card Holder's Name

Card Holder's Signature

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POLICIES & PROCEDURES

Policies & Procedures ► Refer to **Student Handbook** for following policies and procedures.
Same are available on website.

- Complaints and Appeals Policy and Procedure
- Critical Incident Policy and Procedure
- Pre-Enrolment Engagement Policy and Procedures
- Entry Requirements for International Students Policy and procedure
- Fee Charges and Refunds Policy and Procedure
- Deferral suspension and cancellation policy and procedure
- Recognition of Prior Learning and Credit Transfer policy and procedure
- Student Support Services Policy and Procedure
- Privacy and Personal Information Policy and Procedure
- Certification, issuing and recognition of Qualifications Policy and Procedure
- Monitoring Course Progress and Intervention Strategy for International Students Policy and Procedure
- Attendance Monitoring Policy and Procedure
- Overseas Students Transfer Policy and Procedure
- Plagiarism, Academic Misconduct and non-academic Misconduct Policy and Procedure
- Assessment and Reassessment Policy and Procedure

ENROLMENT DECLARATION

Privacy Notice

Why we collect your personal information.

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.

How we use your personal information?

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.

How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (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. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information.

At any time, you may contact College of construction and Management to:

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- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Enrolment Declaration

- ☐ The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- ☐ CCM may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I understand that by completing this application, I am giving written consent to CCM to independently verify the information supplied by me in this form and request further documents as required.
- ☐ I declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details: <https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant>.
- ☐ I agree to undertake a testing requirement prior to course entry, if deemed necessary by CCM, and adhere to any other pre requisite identified above.
- ☐ I have got access to all the relevant policies and procedures as listed above.
- ☐ I have been informed of my rights and obligations as a student with College of Construction and Management, and agree to abide by all rules and regulations of College of Construction and Management. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that College of Construction and Management can withhold my academic results until my debt is fully paid and any property belonging to College of Construction and Management has been returned.
- ☐ I confirm that I have received and read a copy of CCM's student Handbook and fully understand the requirements of the course and relevant policies and procedures.
- ☐ (Optional) I hereby give my permission to College of Construction and Management to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for College of Construction and Management. I understand that:
- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - The above permission will apply for three years from the date of signing this form.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, College of Construction and Management has no control over its subsequent use and disclosure.
- ☐ A student's USI may be used for specific VET purposes including the verification of student data provided by CCM, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.
- ☐ I agree to the Fee Charges and Refund Policy and Procedure.
- ☐ I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- ☐ I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- ☐ I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- ☐ I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.
- ☐ 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.

Applicant's Name

Applicant's Signature

Date

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WHAT'S NEXT!

If you are a successful applicant, College of Construction and Management (CCM) will issue you with an Offer letter and Enrolment Acceptance Agreement expressing the course, of which you have been acknowledged. This will express all the course points of interest and in addition the charges for the course.

The acknowledgment of Offer Letter is the genuine assertion, which expresses all the information about the course, fees, refund and so on. You should sign this agreement to acknowledge the offer from College of Construction and Management.

Return the copies of the Offer and Acceptance letter with your signature and the date to CCM and your course will commence as agreed. You can email these documents to info@securitycollege.com.au or post/hand over your application at reception in campus..

For any query, please contact CCM's in the first instance by phone or email.