

Application/Enrolment Form

1. Complete all section using BLOCK LETTERS
2. Attach supporting documents, including certified copies of your passport and Academic Documents

Course Selection				
Please Tick	Qualification Code	CRICOS Code	Qualification Name	Duration
<input type="checkbox"/>	BSB50120	105493A	Diploma of Business	54 Weeks
<input type="checkbox"/>	BSB60120	105494M	Advanced Diploma of Business	64 Weeks
<input type="checkbox"/>	BSB80120	106515C	Graduate Diploma of Management (Learning)	76 Weeks
<input type="checkbox"/>	CPC30220	107988F	Certificate III in Carpentry	94 Weeks
<input type="checkbox"/>		0101439	GENERAL ENGLISH (Elementary, Pre-intermediate, Intermediate, Upper intermediate)	40 Weeks

Do you need Airport pickup ☐ Yes ☐ No

Note: for updated fees and charges, refunds and cancellations please refer to our student handbook, website or contact to our reception at Building D, 60 Belfast Street, Broadmeadows VIC 3047

Personal Details	
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other:
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Family Name*	
Given 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 us 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.*

Place and country of Birth			
Date of Birth	/ /	Nationality	
Passport No		Expiry Date	
Visa Type		Visa Subclass	
Visa Number		Visa Expiry Date	

Overseas health Cover	
Do you have Overseas Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, OSHC Provider: _____	
If No, I require	<input type="checkbox"/> Single Cover <input type="checkbox"/> Family Cover
Name(s) of the family member(s) _____	

Date of Birth: (DD/MM/YYYY) ____/____/____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, Name of institute			
Are you Transferring from another education provider in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Unique Student Identifier			
Do you have a Unique Student Identifier (USI)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, please specify your USI _____			
USI verified by Institute of Business and Management (Victoria):			
Staff Name _____		Signature _____ Date: / /	
<small>*From 1 January 2015, we 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 http://www.usi.gov.au/create-your-USI/ on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance</small>			
Contact Details			
Residential Address (Home Country)			
Address:			
Country:			
Phone:		Email:	
Residential Address (Australia)			
Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	
Mobile		Email	
Postal Address (if different from residential Address)			
Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	
PO Box or roadside delivery box:			
Preferred Contact Method		Email <input type="checkbox"/>	Phone <input type="checkbox"/>
Emergency Contact in Australia or Home Country			
Name			

Phone			
Relationship			
English Language Proficiency			
Assessment Type	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> TOEFL <input type="checkbox"/> Others
Score Achieved		Date	
<input type="checkbox"/> Not Required. I am from Level I country. (You will be required to undertake Placement Assessment if you are not from the list of exempted countries. Refer Entry requirement policy)			
Previous Qualification Achieved			
Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Bachelor or Above	• Degree		
• Advanced Diploma	• Diploma		
• Year 12	• Certificate IV		
• Certificate III	• Certificate II		
In case of overseas qualification, has the qualification been skill assessed in Australia?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Most recent or current Qualifications	
Name of Qualification:	
School/ Institution:	
Country:	
Year was/to be completed:	
<i>Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. Academic records not in English must also be accompanied by a certified translated copy</i>	

Recognition of Prior Learning/ Credit Transfer	
Do you want to apply for RPL/Credit Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, you must attach certified translated (English) copies of your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.). so that Institute of Business and Management (Victoria) can assess your eligibility for RPL/Credit Transfer Complete RPL/CT form available at our reception and website.	

Reason for Study Which of the following best describes your reason for undertaking this course?	
• To get a job	• To get a better job or promotion
• Required as part of my job	• To start a new career in a different field
• To start my own business	• To gain new skill
• To gain knowledge in another course	• Others

• For personal interest or self-development	Specify:
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Special Needs

Do you need any special support such as Language, Literacy and Numeracy Yes ☐ No ☐

Do you suffer from any physical / mental disability that may affect your participation in the course?
Yes ☐ No ☐

Any Other Special Need? Yes ☐ No ☐

If Yes, direct it to our administration Department who will assist you on the support option available to you

Employment

Which of the following best describes your current employment status?

- | | |
|---|---------------------------------------|
| • Full time employee | • Part time employee |
| • Unemployed- seeking full time work | • Unemployed- seeking part time work |
| • Self-employed – not employing others | • Not employed – not looking for work |
| • Employed – unpaid worker in a family business | • Employer |

Privacy Notice

Under the Data Provision Requirements 2012, Institute of Business and Management (Victoria) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by institute for statistical, regulatory and research purposes. Institute of Business and Management (Victoria) may disclose your personal information for these purposes to third parties, including:

- *Employer – if you are enrolled in training paid by your employer;*
- *Commonwealth and State or Territory government departments and authorised agencies;*
- *NCVER;*
- *Organisations conducting student surveys; and*
- *Researchers.*

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- *Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;*
- *facilitating statistics and research relating to education, including surveys;*
- *understanding how the VET market operates, for policy, workforce planning and consumer information; and*
- *administering VET, including program administration, regulation, monitoring and evaluation.*

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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.*
- *I have read and understood Institute of Business and Management (Victoria)'s relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing info@ibm.vic.edu.au or calling 03 9478 3163.*

- I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at IBM (Victoria). I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

Use of personal information:

I understand that Institute of Business and Management (Victoria) may distribute my personal details as indicated in the statement:

"Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law."

Student Name:

Student signature: Date:

Application Checklist

<input type="checkbox"/> Completed all sections of this application	<input type="checkbox"/> Attached relevant employment documentation
<input type="checkbox"/> Attached certified true copies of your VISA	<input type="checkbox"/> Attached any other relevant documentation
<input type="checkbox"/> Attached certified true copies of your Passport	<input type="checkbox"/> Read and signed the declaration
<input type="checkbox"/> Attached certified true copies of your qualifications	<input type="checkbox"/> Attached certified true copies of your English Proficiency
<input type="checkbox"/> Copy of your current OHSC	

Education Agent Details (If applicable)

Agency Name		Agent Name	
Email Id:			

Agent declaration: (Please click all the circles to indicate your agreement)

As the Education Agent of this student seeking to apply for enrolment at IBM (VIC), I confirm:

- ☐ That I comply with the standards of the ESOS framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- ☐ That the information contained within this application form is accurate, and that the supporting documentation including, but not limited to the "certified copy" of the applicant's academic record is correct and has not been altered in any way.
- ☐ That I understand Institute of Business and Management (Victoria) expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- ☐ That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Institute of Business and Management (Victoria) so that Institute can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate.
- ☐ That I understand Institute of Business and Management (Victoria) expects Education Agents to ensure that each student applying for entry to Institute of Business and Management (Victoria) is familiar with the information contained in: The Application Form, Overseas Student Pre-Enrolment Information and the student Handbook.
- ☐ I confirm the student has signed this application form.
- ☐ I have provided the student's personal email address and residential address, as disclosed to me by the student

Agent Signature/Stamp:			
Office Use Only			
Date Received:		Staff Signature:	
Application Submission			
Please submit your application to: info@ibm.vic.edu.au OR Institute of Business and Management (Victoria), Building D, 60 Belfast Street Broadmeadows VIC 3047, Australia			