

STUDENT APPLICATION FORM (DOMESTIC) AND PRE-TRAINING REVIEW FOR

Thank you for your interest in enrolling in GBCA. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment. Please tick where appropriate

Agent / Agency Details	
Agent Name:	Agency Name:
Office Address:	
Telephone:	Email:
Personal Details	
First Name (IN CAPITAL):	
Family Name (IN CAPITAL):	
Date of Birth (DD/MM/YYYY):	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:	
City/Town of Birth:	
Current Address	
Suburb:	State: Postcode:
Phone Number:	Mobile Number:
Email Address:	
Emergency Contact (in Australia)	
Surname:	Given Name/s:
Relationship to Student:	Contact Number:
Please tick the relevant course that you want to study at GBCA	
English Courses	
<input type="checkbox"/> 10362NAT Certificate I in Spoken and Written English (CRICOS 092187M)	<input type="checkbox"/> 10364NAT Certificate III in Spoken and Written English (CRICOS 092189J)
<input type="checkbox"/> 10363NAT Certificate II in Spoken and Written English (CRICOS 092188K)	<input type="checkbox"/> 10365NAT Certificate IV in Spoken and Written English (Further Studies) (CRICOS 092190E)
Vocational Courses	

<input type="checkbox"/> FNS30315 Certificate III Accounts Administration (CRICOS 088907G)	<input type="checkbox"/> BSB51915 Diploma of Leadership & Management (CRICOS 090860K)
<input type="checkbox"/> FNS40215 Certificate IV Bookkeeping (CRICOS 088906G)	<input type="checkbox"/> BSB60215 Advanced Diploma of Business (CRICOS 090862G)
<input type="checkbox"/> BSB50215 Diploma of Business (CRICOS 090861J)	<input type="checkbox"/> PSP50916 Diploma of Interpreting (LOTE- English) (CRICOS 091761E)
	<input type="checkbox"/> ICT50115 Diploma of Information Technology (CRICOS 093799G)

Package Courses to Bachelor Degrees at University of Canberra (Melbourne campus)

<input type="checkbox"/> BSB50215 Diploma of Business (CRICOS 090861J)	<input type="checkbox"/> ICT50115 Diploma of Information Technology (CRICOS 093799G)
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Please indicate the month and year you would wish to start the course: ____ / ____

Do you wish to apply for Credit Transfer (CT)?	<input type="checkbox"/> Yes (Evidence is required) <input type="checkbox"/> No
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Explanation: Have you previously undertaken formal learning that you think might be used to provide credit towards this course? Formal learning means a recognised course for which you have received a qualification and/or a statement of attainment or statement of results? Please refer to GBCA's Credit Transfer Policy and Procedure.

Do you wish to apply for Recognition of Prior Learning (RPL)?	<input type="checkbox"/> Yes (A separate process is required) <input type="checkbox"/> No
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Explanation: Have you previously gained work skills/experience, or other life skills/experience that might be used to provide recognition of prior learning (RPL) towards this course? Please refer to GBCA's Recognition of Prior Learning Policy and Procedure.

Proof of resident status

<input type="checkbox"/> Medicare	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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Proof of address

<input type="checkbox"/> Driver licence	<input type="checkbox"/> Bank statement	<input type="checkbox"/> Utility bill
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Origin / Language Background / Support

Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
Main language spoken at home:	<input type="checkbox"/> English as first language <input type="checkbox"/> Other, please specify: _____
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all

English Test score No Yes, Band/Score: _____
(IELTS or equivalent) Test date: _____

Are you Aboriginal or Torres Strait Islander? No Yes, Aboriginal
 Yes, Torres Strait Islander

Do you suffer from any disabilities? Yes
 No (Skip the next question)

Mental Illness
 Acquired Brain

Please indicate the areas of disability, impairment or long-term condition:
 Hearing/Deaf
 Physical
 Intellectual
 Learning

Vision
 Medical Condition
 Other

Do you require additional learning support from the college? No
 Yes, please specify: _____

Educational / Employment History

What is your highest completed school level? Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent
 Year 8 or below

What year did you complete this school level? _____

Are you still attending secondary school?
 Yes No

Have you SUCCESSFULLY completed any of the following qualifications?
 Yes No

If yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.
A – Australian E – Australian equivalent I – International
Note: if you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. A – Australian
2. E – Australian equivalent
3. I – International

A E I

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate / Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate I

Certificates other than the above

Which best describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in family business	<input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
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Which best describes your main reason for undertaking this course?

To get a job
 To develop my existing business
 To start my own business
 To try for 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
 Other reasons

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)

1 - Managers
 2 - Professionals
 3 – Technicians and Trade Workers
 4 – Community and Personal Service Workers
 5 – Clerical and Administrative Workers
 6 – Sales Workers
 7 – Machine Operators and Drivers
 8 – Labourers
 9 – Other

Which of the following classifications BEST describes the industry of your current or previous Employer?

A – Agriculture, Forestry and Fishing
 B – Mining
 C – Manufacturing
 D – Electricity, Gas, Water and Waste Services
 E – Construction
 F – Wholesale Trade
 G – Retails Trade
 H – Accommodation and Food Services

- I – Transport, Postal and Warehousing
- J – Information Media and telecommunications
- K – Financial and Insurance Services
- L – Rental, Hiring and real Estate Services
- M – Professional, Scientific and Technical Services
- N – Administrative and Support Services
- O – Public Administration and Safety
- P – Education and Training
- Q – Health Care and Social Assistance
- R – Arts and Recreation Services
- S – Other Services

I have USI, and my USI is

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I don't have USI, I will provide later.

Previous Education (Most recent ones)

<i>Institution (Name and Location)</i>	<i>Years attended (e.g. 2009 – 2013)</i>	<i>Degree/Award Attained</i>

Work Experience

<i>Employer (Name and Location)</i>	<i>Years employed</i>	<i>Position Held</i>

Guarantee Statement:

GBCA is a member of the Australian Council for Private Education and Training (ACPET)'s Australian Student Tuition Assurance Scheme (ASTAS). Should GBCA be unable to provide your course there are measures in place to ensure you can continue to study, or, receive a refund of any unused tuition fees. For more information, visit www.acpet.edu.au

Student Privacy Statement:

- Why the Global Business College of Australia (GBCA) collects personal information
Personal information collected by GBCA is for the primary purpose of providing the requested course of study. This includes information used
 - For administrative purposes and to correspond with you
 - To meet legal obligations and respond to emergency situations;
 - To inform you about your course or other GBCA courses, events and services;
 - To facilitate or verify the allocation of a Unique Student Identifier. Information may also be collected for the following related secondary purposes
 - For the purposes of quality assurance and course evaluation
 - For the purposes of undertaking GBCA commissioned research and student elections
 - To invite you to participate in the GBCA Alumni upon completion of your course

- To whom do we disclose the information we collect?
Information may be disclosed to the following types of organisations, upon written application where there is a specific reason and where the disclosure is required or authorised by law:
 - Government departments eg. Department of Immigration and Border Protection (DIBP), VET Regulators (ASQA), National Centre for Vocational Education Research (NCVER), State Department of Education and Training.
 - External organisations contracted for the purposes of undertaking GBCA commissioned research for the benefit of GBCA and the student body; Contracted service providers which the GBCA uses to perform services on its behalf; To an employer or organisation sponsoring a student's study;
 - To the parent or authorised representative of a student who is a minor (under 18);
 - Other tertiary educational institutions for results, course completion or certificate verification to facilitate your subsequent application to that institution.
- What happens if you choose not to provide information for primary and related secondary purposes?
 - Your enrolment and study cannot proceed if you choose not to provide enrolment information.
 - If you have reason to restrict the release of personal information collected by GBCA in any of the ways explained above, you may contact the Manager, Student Administration by emailing: admission@gbca.edu.au.
- Accessing your personal information
You have a right to access personal information that GBCA holds about you, subject to any exceptions in relevant legislation. If you wish to access your personal information or enquire as to how it is handled, please contact the Manager, Student Administration by emailing admission@gbca.edu.au.
- Privacy Policy
GBCA has a Privacy Policy which outlines the ways in which we intend to meet our privacy commitments. GBCA also has a Complaints and Appeals Policy and Procedure, which provide the procedures for making complaints in details.
- Statement on GBCA Photography
GBCA may on occasion take and publish photographs of students involved in GBCA activities on and off campus for educational and promotional purposes, and may publish photographs in hard copy or via electronic media or on the GBCA's website. Such photos may be viewed by the general public. GBCA will only use for information when you give GBCA a written consent to do so. If you object to your photograph being taken or wish to restrict its use, please notify the photographer at the event.
- For Students for Whom a Unique Student Identifier is required:
GBCA is also collecting information for the purpose of being able to apply for a Unique Student Identifier on your behalf, or verify a Unique Student Identifier that you have supplied, under the Student Identifiers Act 2014. GBCA will disclose this information to the Student Identifiers Registrar. Detail of how the Student Identifiers Register will collect, store and use your information is detailed in the Student Identifiers Registrar Privacy Policy.
- More information,
For more information, please refer to GBCA's Policy 25 Privacy Policy at <http://gbca.edu.au/students>

Terms and Conditions of Enrolment

The Terms and Conditions of Enrolment apply equally to a new and/or continuing student unless otherwise specified. GBCA reserves the right to amend the Terms and Conditions of Enrolment at any time. A prospective student acknowledges and agrees to follow GBCA's policies and Procedures as published on www.gbca.edu.au A prospective student acknowledges and agrees to follow the student Code of Behavior as following: The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation

- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the College property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times
- The expectation to have GBCA's property protected from damage or other misuse (include obeying of any signs that specify use of GBCA's property: student kitchen, computer lab...)
- The expectation that students will not engage in copyright breaches, cheating or plagiarism
- The expectation that students will submit work when required.
- The expectation that students will be punctual for classes.
- The expectation that students will treat other students, GBCA's staff with respect and without discrimination.
- The expectation that students will at all times meet the requirements, terms and conditions contained in the Student application and enrolment form including payment of fees.
- The expectation that students will maintain consistent attendance by attending all classes and assessments.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified in the Student application and enrolment form.
- The expectation that all fees will be paid by the due date.

Acknowledgement:

I have access to the electronic copies of the following documents from www.gbca.edu.au/students:

- Course information and student handbook
- Complaints and Appeals policy and Procedure
- Refund Policy and Procedure

These policies and the availability of complaints and appeals processes do not remove students' right to take action under Australia's consumer protection laws.

Document checklist

(Please select the required documents you have provided with this application):

- Certified copies of ID
- A set of certified educational qualifications (such as secondary school qualifications or the equivalent).

Self-Declaration

I declare that the information on the student application form is to the best of my knowledge, accurate and complete at the time of this application.

I further acknowledge that any false information and not disclosing relevant information for application of this qualification will result in the refusal of my application at GBCA.

I understand that it is my full responsibility to provide all relevant and required documentation and answer all questions truthfully.

I declare that I am aware of and understand my financial obligations relating to studying in Australia and with GBCA. I declare that I have access to the funds required to cover all costs related to my study while in Australia.

I fully understand and agree with the terms and conditions of enrolment.

I have received/ accessed electronically/hard copies of all of the below:

- Refunds Policy
- Student Code of Behaviour
- Student Complaints and Appeals Policy and Procedure
- Deferral suspension and cancellation Policy and Procedure
- Student handbook

(If applicable) I authorize GBCA to verify my USI / apply USI on my behalf.

I further understand that the enrolment fee is **NON-REFUNDABLE and NON-TRANSFERABLE**.

Student Name:

Student Signature:

Date:

Acknowledgement and Consent

I further acknowledge and provide unconditional consent to my testimonial and/or photograph and/or video to be used in GBCA website, newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student of GBCA.

Please tick: Yes No

Appendix A. Pre-Training Review form

Have you reviewed the course outline on our Website or Fact Sheet?

Yes No (if no, please visit <http://gbca.edu.au/courses-programs/> to review course details)

Please list two (2) reasons why you want to study the selected course?

1.

2.

What relevant work experience do you have in the field that you want to study? (e.g. Project management)

What is your main career goal?

Do you have access to enough information to make an informed decision about your enrolment in this course at GBCA? Please tick the relevant box if you do.

- Entry requirements
- Content of your proposed course
- Duration of your proposed course
- How the course will be delivered?
- How assessment will be conducted during your course
- Student support services available at GBCA
- Student Handbook
- Complains and Appeals Policy and Procedure
- Course Fees and other charges you will incur
- GBCA Refunds policy

Do you regularly use any of these digital technologies? Check all that are applicable:

- Desktop or note book computer
- Tablet or smart phone
- Internet
- Applications like: Microsoft Word, Excel, Power Point
- Other: _____

How do you rate your skills in the use of the digital technologies listed?

- Beginner
- Limited
- Capable
- Advanced

How do you like to learn? Check all that are applicable.

- Being shown how to do something and then trying it myself with some supervision
- Researching and reading to find information I need.
- Learning in a structured way from someone who has the knowledge and experience
- Working with others on the same problem or activity
- Working in class with teacher and other students
- Working by myself in class

- Doing most of the work at home or in my own time
- Other (please specify): _____

Acknowledgement

Student Name: _____

Signature: _____

Date: _____

Official Use Only

Application ID# _____

Data entered into WISENET on _____ by _____

Student ID# _____

Special program code (if applicable): _____

Comments (if applicable):

Student is suitable to undertake this course?

- Yes No

Comments (If applicable): _____

Staff Name: _____

Signature: _____

Date: _____