

Thank you for your interest in enrolling in GBCA. Please fill out ALL fields to ensure correct processing of your enrolment. Fields marked with an asterisk (*) must be completed.

AGENT/ AGENCY DETAILS

AGENCY NAME

OFFICE ADDRESS

CONTACT NUMBER

EMAIL ADDRESS

HOW DO YOU KNOW ABOUT GBCA?

PERSONAL DETAILS

FIRST NAME*

FAMILY NAME (SURNAME)*

DATE OF BIRTH (DD/MM/YYYY) *

GENDER*

COUNTRY OF BIRTH*

CITY/TOWN OF BIRTH*

CURRENT ADDRESS*

SUBURB *

POSTCODE*

STATE*

PHONE NUMBER

MOBILE NUMBER*

EMAIL ADDRESS*

 PROOF OF RESIDENCY STATUS
(PROVIDE ONE)*

 Green Medicare Card
 Australian Birth Certificate
 Australian/New Zealand Passport
 Foreign Passport and Permanent
 Residence Visa
 Protection/ Safe Haven visa

 REQUIRED DOCUMENTS
(PLEASE PROVIDE ALL)

 Evidence of Victorian Address
 A set of certified educational
 qualifications (such as secondary
 school qualifications or the equivalent)

 PROOF OF ADDRESS (PROVIDE ONE)*
 If student is over 18

 Student's Driver Licence
 Student's Bank Statement
 Student's Utility Bill

 PROOF OF ADDRESS (PROVIDE ONE)*
 If student is under 18

 Guardian's Driver Licence
 Guardian's Bank Statement
 Guardian's Utility Bill

EMERGENCY CONTACT (In Australia)*

FIRST NAME*

FAMILY NAME*

RELATIONSHIP TO STUDENT*

CONTACT NUMBER*

EMAIL ADDRESS*

THE COURSE YOU WANT TO STUDY AT GBCA*

PLEASE SELECT THE COURSE FROM THE LIST BELOW*

WHEN WOULD YOU WISH TO START THE COURSE?*

DAY

MONTH

YEAR

Note: GBCA will conduct the placement test to determine the course level that is most suitable for me. The course that GBCA offers may be different from the course that I am applying, dependent on the outcome of the placement test.

DO YOU INTEND TO MAKE A CLAIM FOR A CENTRELINK STUDENT PAYMENT? (By selecting YES, you acknowledge and agree that GBCA will report your course progress to the government as required.)

DO YOU WISH TO APPLY FOR CREDIT TRANSFER (CT)? *

 YES
(Evidence is required)

NO

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)? *

 YES
(separate process is required)

NO

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.

ORIGIN/ LANGUAGE BACKGROUND SUPPORT

HOW WELL DO YOU SPEAK ENGLISH?*	MAIN LANGUAGE SPOKEN AT HOME	HAVE YOU EVER TAKEN AN IELTS TEST BEFORE?	YES, BAND/ SCORE	IELTS TEST DATE (DD/MM/YYYY)
		YES NO		
DO YOU SUFFER FROM ANY DISABILITIES?*	PLEASE INDICATE THE AREAS OF DISABILITY?			ARE YOU ABORIGINAL OR TORRES STRAIT ISLANDERS?*
YES NO				
DO YOU REQUIRE ANY LEARNING SUPPORT? *	YES, PLEASE SPECIFY			
YES NO				

EDUCATIONAL / EMPLOYMENT HISTORY

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?*	WHAT YEAR DID YOU COMPLETE THIS SCHOOL LEVEL?*	ARE YOU STILL ATTENDING SECONDARY SCHOOL?*
		YES NO
I HAVE SUCCESSFULLY COMPLETED OF THE FOLLOWING QUALIFICATIONS		
RECOGNITION IDENTIFIER		
IN YEAR		
WHICH BEST DESCRIBE YOUR CURRENT EMPLOYMENT STATUS?*		
WHICH BEST DESCRIBE YOUR MAIN REASON FOR TAKING THIS COURSE?*		
WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION?*		
WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER?*		

I HAVE USI, AND MY USI NUMBER IS

*(If you dont have a USI, please create one using the following link
<https://www.usi.gov.au/students/get-a-usi>)*

PREVIOUS EDUCATION (MOST RECENT ONES)

YEARS ATTENDED (FROM - TO)	INSTITUTION NAME AND LOCATION	DEGREE/ AWARD ATTAINED
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YEARS EMPLOYED (FROM - TO)

EMPLOYER AND LOCATION

POSITION HELD

WORK EXPERIENCE

YEARS EMPLOYED (FROM - TO)

EMPLOYER AND LOCATION

POSITION HELD

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

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 THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

The 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.

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:

- 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the 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. 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 <https://www.dese.gov.au/national-vet-data/vetprivacy-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 Global Business College of Australia on (03) 9041 3050 and GBCA's Policy 25 Privacy Policy at <http://gbc.edu.au/students> to:

- 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

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.gbc.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 socioeconomic 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 courtesy 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.gbc.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.

Please sign below.

ACKNOWLEDGEMENT AND CONSENT

YES NO

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

SIGNATURE OF STUDENT

DATE:

SIGNATURE OF GUARDIAN
(IF STUDENT IS UNDER 18)

DATE:

EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION

SECTION A - PRE-TRAINING REVIEW

(to be completed by the student)

This document is part of our Pre-training review process. It is designed to gather information on your knowledge, skills, experience, career plans and hopes for the future. It will be considered in conjunction with your enrolment form, Language, Literacy and Numeracy assessments, Credit Transfer/RPL application documents and discussions with our staff. This will assist us to make sure the course is right for you and to customize your learning program. Please complete this document accurately honestly and to the best of your ability.

1. DO YOU HAVE ANY INDUSTRY EXPERIENCE RELATING TO THE COURSE YOU APPLY FOR? IF YES, PLEASE PROVIDE DETAILS.*

NO

YES

2. DO YOU HAVE ANY QUALIFICATION RELATING TO THE COURSE YOU APPLY FOR? IF YES, PLEASE PROVIDE DETAILS.*

NO

YES

3. WHAT DO YOU HOPE TO ACHIEVE FROM THIS TRAINING PROGRAM?*

4. DO YOU WISH TO GO ON TO FURTHER STUDY AFTER COMPLETING THIS QUALIFICATION? IF SO WHICH QUALIFICATION? *

5. WHAT EMPLOYMENT ARE YOU HOPING TO ATTAIN AFTER COMPLETING THIS QUALIFICATION?*

6. HOW MANY HOURS PER WEEK YOU CAN DEDICATE TO STUDY THIS COURSE?*

7. BRIEFLY OUTLINE ANYTHING THAT MIGHT PREVENT YOU FROM PROGRESSING THROUGH THE TRAINING AND ASSESSMENT PROGRAM (E.G. PHYSICAL INJURIES, ADDITIONAL NEEDS, DISABILITIES, LANGUAGE BARRIERS, CHILDCARE/ FAMILY RESPONSIBILITIES, FINANCIAL DIFFICULTIES, UPCOMING HOLIDAY'S RELIGIOUS REQUIREMENTS, ETC.)

8. HOW CAN WE HELP YOU TO OVERCOME THESE BARRIERS?

9. IF YOU HAVE ANY CONCERN'S ABOUT ENROLLING INTO THIS COURSE, PLEASE DESCRIBE HERE.

10. DIGITAL LITERACY. THIS COURSE WILL REQUIRE YOU TO USE THE INTERNET, EMAIL, WORD, EXCEL AND POWERPOINT. IN A FEW SENTENCES, PLEASE DESCRIBE YOUR EXPERIENCE AND PROFICIENCY USING COMPUTERS FOR INTERNET SEARCHING, DOCUMENT PREPARATION, EMAIL COMMUNICATION AND ANY ADDITIONAL FUNCTIONS.*

PLEASE TICK ALL THE STATEMENTS WHICH APPLY TO YOU*

I have access to a computer for internet, email & word processing

I am confident using emails

I am confident using the internet to search for information, navigate websites and can move within and around screens

I am confident with basic word processing

I am confident with making basic presentations with PowerPoint (or similar, e.g. Slideshare)

SECTION B - STUDENT DECLARATION

TO BE COMPLETED BY THE STUDENT – DON'T LEAVE ANY SECTION BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DON'T UNDERSTAND A QUESTION

Q1 Write the name of the course/s you're applying for.

Q2 Are you doing, or have you done any other Skills First training in 2025? Tick your response

No

Yes, write the course(s) name below. Include training you haven't started

Q3 Are you enrolled in a school, including government, non-government, independent, Catholic or home school?

No

Yes

Q4 Are you enrolled in the Commonwealth Government's Skills for Education and Employment program?

No

Yes

Student declaration – read and complete the declaration below.

STUDENT'S NAME:

STUDENT'S SIGNATURE:

DATE: