

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.
 感谢您有兴趣加入 GBCA。请填写所有字段以确保正确处理您的注册。标有星号 (*) 的字段必须填写。

AGENT/AGENCY DETAILS (中介/代理详细信息)*

AGENCY NAME/中介名字 OFFICE ADDRESS/办公室地址 CONTACT NO./联系电话 EMAIL ADDRESS/Email地址

HOW DO YOU KNOW ABOUT GBCA? /您如何知道 GBCA的?

PERSONAL DETAILS / 个人信息 *

FIRST NAME /名 FAMILY NAME /名 DATE OF BIRTH (DD/MM/YYYY) /出生日期

GENDER / 性别 COUNTRY OF BIRTH /出生国家* CITY/TOWN OF BIRTH/出生城市*

CURRENT ADDRESS /当前住址 SUBURB /区 POSTCODE/邮编 STATE/州*

PHONE NO. /座机号码 MOBILE NO./手机号码 EMAIL ADDRESS/Email地址

PROOF OF RESIDENCY STATUS
(PROVIDE ONE)*
居住身份证明 (提供一份)*

REQUIRED DOCUMENTS (PLEASE
PROVIDE ALL)
所需文件 (请提供全部)

PROOF OF ADDRESS (PROVIDE
ONE)*
If student is over 18
地址证明 (提供一份)
如果学生年满 18 岁

PROOF OF ADDRESS (PROVIDE
ONE)*
If student is UNDER 18
地址证明 (提供一份)
如果学生未满 18 岁

Green Medicare Card /绿色医保卡
Australian Birth Certificate/澳大利亚
出生证明
Australian/New Zealand Passport /澳
大利亚/新西兰护照
Foreign passport and Permanent
Residence Visa /外国护照和永居签证
Protection/ Safe Haven Visa /保护/避
风港签证

Evidence of Victorian Address
维多利亚州住址

A set of certified educational
qualifications (such as secondary
school qualifications or the
equivalent)
一组经过认证的教育资格 (例如中
学学历或同等学历)

Student's Driver License
学生驾照

Student's Bank Statement
学生的银行对账单

Student's Utility Bill
学生的水电费账单

Guardian's Driver License
监护人驾照

Guardian's Bank Statement
监护人的银行对账单

Guardian's Utility Bill
监护人的水电费账单

EMERGENCY CONTACT (IN AUSTRALIA) / 紧急联络 (澳大利亚境内) *

FIRST NAME /名 FAMILY NAME /名 RELATIONSHIP TO STUDENT
与学生的关系 CONTACT NO./联系电话* EMAIL ADDRESS /Email地址*

THE COURSE YOU WANT TO STUDY AT GBCA / 您想在 GBCA 学习的课程 *

PLEASE SELECT THE COURSE FROM THE LIST BELOW
请从以下列 表中选择课程

WHEN WOULD YOU WISH TO START THE COURSE?
您希望什么时候开始课程?

DAY /日 MONTH /月 YEAR /年

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.

注: GBCA 将进行分级测试以确定最适合我的课程级别。GBCA 提供的课程可能与我申请的课程不同，具体取决于分级测试的结果。

ORIGIN/ LANGUAGE BACKGROUND SUPPORT / 来源/语言背景支持 *

HOW WELL DO YOU SPEAK ENGLISH? *
你的英语说得如何?

MAIN LANGUAGE SPOKEN AT HOME
在家使用的主要语言

HAVE YOU EVER TAKEN AN IELTS TEST BEFORE?
你以前参加过雅思考试吗?

YES, BAND/ SCORE
是的, 等级/分数

IELTS TEST DATE
(DD/MM/YYYY)
雅思考试日期(DD/MM/YYYY)

YES /是 NO/否

DO YOU SUFFER FROM ANY DISABILITIES?
您是否患有任何残疾?

PLEASE INDICATE THE AREAS OF DISABILITY?
请指出残疾类型

ARE YOU ABORIGINAL OR TORRES STRAIT ISLANDERS?
您是原住民还是托雷斯海峡岛民?

YES /是 NO /否

DO YOU REQUIRE ANY LEARNING SUPPORT?
您需要任何学习支持吗?

YES, PLEASE SPECIFY / 是的, 请具体说明

YES /是 NO /否

EDUCATIONAL / EMPLOYMENT HISTORY / 教育/工作经历 *

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?
您完成的最高学业水平是多少?

WHAT YEAR DID YOU COMPLETE THIS SCHOOL LEVEL?
您在哪一年完成了这所学校的课程?

ARE YOU STILL ATTENDING SECONDARY SCHOOL?
您还在上中学吗?

YES /是 NO /否

I HAVE SUCCESSFULLY COMPLETED OF THE FOLLOWING QUALIFICATIONS / 我已成功完成以下学历

RECOGNITION IDENTIFIER
识别标识符

IN YEAR
年份

WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? / 哪个最能描述您目前的就业状况?

WHICH BEST DESCRIBES YOUR MAIN REASON FOR TAKING THIS COURSE?
哪个最能描述您参加本课程的主要原因?

I HAVE USI, AND MY USI NUMBER IS
我有 USI, 我的 USI 号码是

NO, I DON'T HAVE USI. I WILL PROVIDE LATER
不, 我没有 USI, 我稍后会提供

(Please create one using the following link <https://www.usi.gov.au/students/get-a-usi> and inform GBCA of your USI number.)

(请使用以下链接创建一个 <https://www.usi.gov.au/students/get-a-usi> 并将您的 USI 号码告知 GBCA)

PREVIOUS EDUCATION (MOST RECENT ONES) / 以前的教育背景 (最新的) *

YEARS ATTENDED (FROM - TO) 就读年份 (从 - 到)	INSTITUTION NAME AND LOCATION 机构名称和位置	DEGREE/ AWARD ATTAINED 获得学位/奖项

WORK EXPERIENCE / 工作经验 *

YEARS EMPLOYED (FROM - TO) 工作年限 (从 - 到)	EMPLOYER AND LOCATION 雇主和地点	POSITION HELD 职位

GUARANTEE STATEMENT

GBCA is a member of the Australian Council for Private Education and Training (ACPET)'s Australian Student Tuition Assurance Scheme (ASTIAS). 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://gbca.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.gbca.edu.au

A prospective student acknowledges and agrees to follow the student Code of Behavior as following: The Student Code of Behavior 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 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.

Please sign below.

ACKNOWLEDGEMENT AND CONSENT / 确认和同意 *

YES / 是

NO / 否

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.

我承认并无条件同意我的证明和/或照片和/或视频在我是 GBCA 的现任或前任学生期间用于 GBCA 网站、报纸、海报、传单和/或任何其他营销

SIGNATURE OF STUDENT
 学生签名

DATE :
 日期 :

SIGNATURE OF GUARDIAN
(IF STUDENT IS UNDER 18)
 监护人签名 (如果学生未满 18 岁)

DATE :
 日期 :

EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION *

资格证明和学生声明 *

SECTION A - PRE-TRAINING REVIEW (to be completed by the student)

A 部分 - 培训前审查 (由学生填写)

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.

本文档是我们培训前审查流程的一部分。它旨在收集有关您的知识、技能、经验、职业计划和对未来的希望的信息。它将与您的报名表、语言、识字和算术评估、学分转移/RPL 申请文件以及与我们员工的讨论一起考虑。这将帮助我们确保课程适合您并定制您的学习计划。请如实填写本文件，并尽您所能。

1. WHEN DID YOU COME TO AUSTRALIA?
请问什么时候来的澳洲？
2. AFTER YOU CAME TO AUSTRALIA, DID YOU TAKE ANY ENGLISH TRAINING? IF YES, WHICH COURSE DID YOU TAKE? HOW LONG DID YOU TAKE FOR THAT COURSE? E.G. 300 OUT OF 510 HOUR AMEP ENGLISH
来到澳大利亚之后有参加过任何的英语培训吗？(如有，什么课程？学习了多久？例如：510 小时中的 300 小时)
3. DID YOU USE ENGLISH AS WORKING LANGUAGE PREVIOUSLY?
工作期间有没有用到英语？
4. DID YOU WORK OVERSEAS? (IF YES, HOW LONG DID YOU WORK? WHICH JOB DID YOU TAKE?)
在国内是否工作过 (工作了多久？什么职业?)
5. AFTER YOU CAME TO AUSTRALIA, DID YOU WORK? WHICH KIND OF JOB DID YOU TAKE?
来到澳洲后是否工作？如有从事哪种工作？
6. HOW LONG DO YOU PLAN TO STUDY AT GBCA? WHICH ASPECT DO YOU PLAN TO IMPROVE?
准备在 GBCA 学习多久的课程。计划提高哪些方面？
7. WHAT DO YOU HOPE TO ACHIEVE FROM THIS TRAINING PROGRAM?
*您希望从本培训计划中获得什么？**
8. DO YOU WISH TO GO ON TO FURTHER STUDY AFTER COMPLETING THIS QUALIFICATION? IF SO WHICH QUALIFICATION?
您希望在完成此资格后继续深造吗？如果是，您希望获得哪个资格？
9. WHAT EMPLOYMENT ARE YOU HOPING TO ATTAIN AFTER COMPLETING THIS QUALIFICATION?
完成此资格后，您希望获得什么工作？
10. HOW MANY HOURS PER WEEK YOU CAN DEDICATE TO STUDY THIS COURSE?
您每周可以花多少小时来学习本课程？
11. 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 HOLIDAYS RELIGIOUS REQUIREMENTS, ETC.)
简要概述任何可能阻碍您在培训和评估计划中取得进步的因素 (例如身体伤害、额外需求、残疾、语言障碍、儿童保育/家庭责任、财务困难、即将到来的假期的宗教要求)

12. HOW CAN WE HELP YOU TO OVERCOME THESE BARRIERS?
我们如何帮助您克服这些障碍?

13. IF YOU HAVE ANY CONCERNS ABOUT ENROLLING INTO THIS COURSE,
PLEASE DESCRIBE HERE.

如果您对注册本课程有任何疑问, 请在此处描述。

14. ATTENDANCE REQUIREMENT: MINIMUM 2 DAYS PER WEEK

出勤率最少是一周两天

I AM FULLY AWARE OF THIS REQUIREMENT

我充分意识到

YES / 是

NO / 否

15. IF YOU DO NOT ATTEND THE CLASS AND SUBMIT ASSESSMENT FOR 2 MONTHS,
YOUR ENROLMENT WILL BE CANCELLED.

如果两个月未出席, 未上传作业 会按照退学要求取消在读课程的学习资格

YES / 是

NO / 否

I AM FULLY AWARE OF THIS REQUIREMENT

我充分意识到

16. WHICH CLASS DO YOU PREFER?
你更喜欢哪一门课?

DAY CLASS/ 日间班, CITY

(337 La Trobe St, Melbourne/ 338 Queen St, Melbourne)

DAY CLASS / 日间班, BOX HILL

(Suite 2, 10-12 Prospect St, Box Hill)

EVENING CLASS/ 晚班

17. IF WE RESUME FACE-TO-FACE CLASSES, WHICH CAMPUS LOCATION WOULD
YOU PREFER?

如果恢复课堂上课, 倾向于在哪个校区(这个问题目前只适用于英语课)?

CITY

(337 La Trobe St, Melbourne/ 338 Queen St, Melbourne)

BOX HILL

(Suite 2, 10-12 Prospect St, Box Hill)

I PREFER ONLINE CLASS / 我更喜欢在线课程

18. 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

数码素养。本课程将要求您使用互联网、电子邮件、Word、Excel 和
POWERPOINT。请用几句话描述您使用计算机进行互联网搜索、文件准
备、电子邮件通信和任何其他功能的经验和熟练程度。

**PLEASE TICK ALL THE STATEMENTS WHICH APPLY TO YOU 请
勾选所有适用于您的声明**

I have access to a computer for internet, email & word processing 我
可以使用计算机进行互联网、电子邮件和文字处理

I am confident using the internet to search for information, navigate
websites and can move within and around screens
我有信心使用互联网搜索信息、浏览网站并且可以在屏幕内和
屏幕周围移动

I am confident using emails
我有信心使用电子邮件

I am confident with basic word processing
我对基本的Word操作很有信心

I am confident with making basic presentations with PowerPoint
(or similar, e.g. Slideshare)
我有信心使用 PowerPoint (或类似软件, 例如 Slideshare) 进
行基本演示

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

B 部分 - 学生声明*

由学生填写 – 除非您被要求跳过一个问题或进入声明，否则不要将任何部分留空 – 如果您不理解某个问题，请向培训提供者寻求帮助

Q1 Write the name of course/s you're applying for. Tick your response
您申请的课程名称是什么. 请勾选您的回答.

Q2 Are you doing, or have you done any other Skills First training in 2024? Tick your response.
在2024年您是否已参加或曾经参加过任何Skills First的培训? 请勾选您的回答

No 否

Yes, write the course(s) name below. Include training you haven't started.
是, 请提供您课程的名称, 包括您还未开始的课程

Q3 Are you enrolled in a school, including government, nongovernment, independent, Catholic or home school?
您是否就读于学校, 包括公立学校、私立学校、独立学校、天主教学校或家庭学校

No

Yes

Q4 Are you enrolled in the Commonwealth Government's Skills for Education and Employment program?
您是否参加了政府的教育与就业技能计划?

Yes

No

Student declaration – read and complete the declaration below *
学生声明 – 阅读并完成以下声明*

STUDENT'S NAME:

学生姓名:

STUDENT'S SIGNATURE:

学生签名:

DATE:

日期: