

## 1 COURSE INFORMATION

Write the  
course you  
Going to apply  
for ►

☐ BSB50420 – Diploma of Leadership and Management  
(CRICOS Code: 115609M, Duration: 52 Weeks)

☐ BSB60420 – Advanced Diploma of Leadership and Management  
(CRICOS Code: 115611F, 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 ►

## 4 Australia (Contact Details)

Residential  
Add. ►

Post Code ►

State ►

Postal Address  
(if different from  
above) ►

Post Code ►

State ►

Mobile ►

Telephone ►

Email ►

Alternative  
Email (Optional)  
►

**Home  
Country  
Contact  
Details)**

**Residential**

**Add. ▶**

**Post Code ▶**

**State ▶**

**Postal Address**

*(if different from*

*above) ▶*

**Post Code ▶**

**Mobile ▶**

**State ▶**

**Telephone ▶**

**Email ▶**

**Alternative**

**Email (Optional)**

▶

**5**

**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.*

**6**

**RESIDENCY &  
VISA  
INFORMATION**

**7**

**SCHOOLING**

**Still in School ▶**

☐ Yes

☐ No

**Highest School Level completed ▶**

**Year Completed ▶**

**Institute ▶**

## 8 PREVIOUS QUALIFICATION S ACHIEVED

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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma of Associate Diploma
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma of Associate Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above

Please provide certified documents for the courses that you took.

## 9

### 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

Origin ▶

Language Test, if taken ▶

Score ▶

☐ Aboriginal

☐ Torres Strait Islander

☐ Both

☐ None

## 10

### DISABILITY

Condition ▶

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

If you answered 'Yes', you  
can contact the institute  
for further support  
services available

☐

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? ▶**

- |   |   |
|---|---|
| <input type="checkbox"/> Full-time employee               | <input type="checkbox"/> Part-time employee                   |
| <input type="checkbox"/> Self-employed - Employing others | <input type="checkbox"/> Self-employed - Not employing others |
| <input type="checkbox"/> Employed - Unpaid worker         | <input type="checkbox"/> Unemployed - Seeking Full-time work  |
| <input type="checkbox"/> Not employed - Not seeking work  | <input type="checkbox"/> 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)**

- |   |  |
|---|--|
| <input type="checkbox"/> 1 - Manager      | <input type="checkbox"/> 4 - Community & Personal Service Worker |
| <input type="checkbox"/> 2 - Professional | <input type="checkbox"/> 5 - Early Childhood Educator            |
| <input type="checkbox"/> 3 - Chef         | <input type="checkbox"/> 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 the Redford institute? ▶**

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

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

**Reason to study in Australia ▶**

*Use extra sheets if required*

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## STUDY REASON (Cont.)

**Reason to  
study with this  
institute ►**

*Use extra sheets if  
required*

**Why would like to study with this institute 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 this institute will benefit your current or chosen career path? Please Explain.**

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

**Career Plan ►**

*Use extra sheets if  
required*

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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 the institute 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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**DOCUMENTA  
TION**

**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 Card ☐ Direct Deposit in Redford's Bank Account ☐ Credit

**Bank Details ▶**

Account Name	
Bank	
BSB	
Account Number	

(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 the policies and procedures which are available on website.

## 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 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](http://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/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 the institute 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

## Enrolment Declaration

- ☐ The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- ☐ Institute 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 the institute 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 the institute, and adhere to any other prerequisite 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 the institute, and agree to abide by all rules and regulations of the institute. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that the institute can withhold my academic results until my debt is fully paid and any property belonging to the institute has been returned.
- ☐ I confirm that I have received and read a copy of the institute's student Handbook and fully understand the requirements of the course and relevant policies and procedures.
- ☐ (Optional) I hereby give my permission to the institute to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for the institute. 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, institute 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 the institute, 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

## WHAT'S NEXT!

If you are a successful applicant, The institute 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 the institute.

Return the copies of the Offer and Acceptance letter with your signature and the date to the Redford Institute and your course will commence as agreed. You can email these documents to [redfordinstitute@gmail.com](mailto:redfordinstitute@gmail.com) or post/hand over your application at reception in campus.

For any query, please contact the institute in the first instance by phone or email.