



## COURSE 1

The course(s) you are applying for ►

- ☐ **CPP20218** - Certificate II in Security Operations
- ☐ **SIT30816** - Certificate III in Commercial Cookery
- ☐ **SIT40516** - Certificate IV in Commercial Cookery
- ☐ **SIT50416** - Diploma of Hospitality Management

AND / OR  
The unit(s) you are applying for ►

- ☐ **RIIWH5205E** - Control traffic with stop-slow bat
- ☐ **RIIWH5302E** - Implement traffic management plan
- ☐ **CPCCWHS1001** - Prepare to Work Safely in the Construction Industry
- ☐ **CPPSEC3101** - Manage conflict and security risks using negotiation
- ☐ **CPPSEC3121** - Control persons using empty hand techniques
- ☐ **HLTAID001** - Provide cardiopulmonary resuscitation
- ☐ **HLTAID003** - Provide first aid
- ☐ **HLTAID006** - Provide advanced first aid

## MODE OF DELIVERY 2

Choose the preferred mode of delivery ►

In following categories, which BEST describes your requirement ?

- ☐ Face-to-Face
- ☐ Blended
- ☐ Work based
- ☐ On-site at your address
- ☐ Distance Learning

## PERSONAL DETAILS 3

Title ► ☐ Mr. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Other

Family Name ►

Given Name(s) ►

Gender ► ☐ Male ☐ Female ☐ Other ☐ Don't want to disclose

Date of Birth ►

## CONTACT DETAILS 4

Residential Add ►

State ►  Post Code ►

Postal Address (if different from above) ►

State ►  Post Code ►

Telephone ►  Mobile ►

Email ►

Alternative Email (optional) ►

## EMERGENCY CONTACT DETAILS 5

Name ►

Address ►

Telephone ►

Relationship ►

## 6

### RESIDENCY & VISA INFORMATION

Nationality ►

Issue Date ►

Visa Type (if not Australian Citizen) ►

Expiry Date ►

Passport No. ►

Expiry Date ►

Sub Class ►

Study Right ► ☐ Yes ☐ No

Applied for Australian Permanent Residency in Australia ☐ Yes ☐ No



## 7 SCHOOLING

Still in School ▶ ☐ Yes ☐ No

Highest School Level Completed ▶

Year Completed ▶

Institute ▶

## 8 PREVIOUS QUALIFICATIONS ACHIEVED

Still in School ▶ ☐ Yes ☐ No

Highest School Level Completed ▶

Year Completed ▶  Institute ▶

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	
<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 ▶ How well do you speak English?  
☐ Very Well ☐ Well  
☐ Not Well ☐ Not at all

Origin ▶ ☐ Aboriginal ☐ Torres Strait Islander  
☐ Both

## 10 DISABILITY

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

☐ Hearing/Deaf ☐ Learning  
☐ Acquired Brain Impairment ☐ Intellectual  
☐ Medical Condition ☐ Vision  
☐ Physical ☐ Other, please specify

☐ Mental Illness

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

## 11 EMPLOYMENT

Employment Status  
 ▶ In following categories, which BEST describes your current employment status?

☐ Full-time employee ☐ Part-time employee  
☐ Self-employed-Employing others ☐ Self-employed-Not employing others  
☐ Employed-Unpaid worker ☐ Unemployed-Seeking Full-time work  
☐ Not employed-Not seeking work ☐ 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)

☐ Manager ☐ Community & Personal Service Worker  
☐ Professional ☐ Early Childhood Educator  
☐ Admin & Support ☐ Other, please specify

## 12 STUDY REASON

Main Reason  
 ▶ In following categories, which BEST describes your main reason for undertaking the course(s) with CEA?

☐ To develop my existing business ☐ To try a different career  
☐ To get a job ☐ Want extra skills for my job  
☐ To get better job or promotion ☐ Requirement of my job  
☐ To get into another course ☐ For personal interest & self-development  
☐ To start my own business ☐ Other reason please state

## 13 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.

## 15 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 CEA to create USI on your behalf, please contact Admissions department, email at [info@communityeducation.edu.au](mailto:info@communityeducation.edu.au) or call (07)37081061 for further guidance.

## 14 TRANSFERRING 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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FEE  
STATEMENT  
AND REFUND

## Fees Policy Statement

The policy of the organisation is at all times to be fair and equitable to registered students. Applications for refunds can be made to the CEO of the organisation. Please go through Student Handbook for detailed policy and procedure. CEA makes sure that all stakeholders are informed about fees and charges for all courses on our scope. It identifies the processes in place to protect the fees paid by students in advance and also includes implementing the course fee outline (please refer to the table below). Details of fees and charges are also supplied in the course information for each course and on our website (<http://communityeducation.edu.au/>). Please also consult our course adviser for further details.

## Courses Fees

Course Code	Course Title
CP20218	Certificate II in Security Operations
SIT30816	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery
SIT50416	Diploma of Hospitality Management
RIIWH5205D	Control traffic management plan
RIIWH5302D	Implement traffic management plan
CPPSEC3101	Manage conflict and security risks using negotiation
CPPSEC3121	Control persons using empty hands techniques
HLTAID001	Provide cardiopulmonary resuscitation
HLTAID003	Provide first aid
HLTAID006	Provide advanced first aid
CPCCWH51001	Prepare to Work Safely in the Construction Industry

- The fee includes enrolment charges, tuition, and material costs associated with delivering the training and assessment services and awarding the qualification to the participant. Check with CEA Staff for latest fee schedule.
- Students who are unable to meet their payment deadlines should inform CEA Staff and can request for payment plans. This is legally binding document between Community Education Australia and student enrolling in a course. Full payment is required before course completion. No certificate will be awarded if full payment has not been received.

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FEE  
PAYMENT

## Payment Method

- ☐ Cash  
☐ Direct Deposit in CEA's Bank Account  
☐ Credit Card

## Bank Details

Bank	Commonwealth Bank Australia
BSB	062 514
Account Number	104 757 85
Account Name	McEvoy & Doust Pty Ltd trading as Community Education Australia

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

Card Holder's Name

Card Holder's Signature

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POLICE &  
PROCEDURES

## Information

To ensure that you, as a student, understand your obligations and commitments to this courses, we have developed our Community Education Australia 'STUDENT HANDBOOK'

It is important that you read our handbook prior to submitting these documents. As part of the enrolment process, CEA delegate will summarise this and ask you to confirm your knowledge and understanding as well as your commitment and obligations.

## Policies & Procedures Access

Please refer to CEA's 'STUDENT HANDBOOK' for following policies and procedures :

- Fee Refund Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Code of Conduct
- Fees and Charges Policy and Procedure
- Access and Equality Policy and Procedure
- Disciplinary Policy and Procedure
- Recognition of Prior Learning and Course Credit Policy and Procedure
- Qualification Issuing Policy and Procedure
- Personal Information and Privacy Policy and Procedure





## ENROLMENT DECLARATION

Please go through the eligibility criteria carefully before submission of the documents. The information is provided on our website <http://communityeducation.edu.au> and Student Handbook.

### Student Privacy Information

Community Education Australia (CEA) is required to provide both state and Commonwealth Government, with student and training activity data which may include information you provide in this enrolment application form. Information is required to be provided for statistical purposes and in accordance with information and Privacy Policy. The Education and Training Reform Act 2006, the Student Identifiers Act 2014 (cth) and the Student Identifiers Regulation 2014 (cth) require and Community Education Australia to collect and disclose student personal information for a number of purposes including Commonwealth's Unique Student Identifier (USI). For more Information in relation to how student information may be used or disclosed, please refer to Community Education Australia's Personal Information & Privacy Policy and Procedure. (<http://communityeducation.edu.au/>) or contact Community Education Australia on (07) 3708 1061.

### Privacy Notice

Under the Data Provision Requirements 2012, Community Education Australia (CEA) 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) may be used or disclosed by CEA for statistical, administrative, regulatory and research purposes. CEA may disclose your personal information for these purposes to :

- School - if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer - if you are enrolled in training paid by your employer;
- Commonwealth, 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:

- Populated authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third -party contractor or authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

- For more information about NCVER's Privacy Policy got to <https://www.ncver.edu.au/privacy>

### Enrolment Declaration

- ☐ The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above
- ☐ I confirm that I have conducted a pre-training review in which I have discussed all my training options including RPL and CT with Community Education Australia and that the elected course/s is the appropriate training option for me.
- ☐ I confirm and accept Community Education Australia's recommended learning pathway as my training program.
- ☐ I have read and understood Community Education Australia's Personal Information & Privacy Policy Procedure.
- ☐ I have been provided with information about /and access to Community Education Australia's Student Handbook, course training plan and schedule, assessment due dates and a current Statement of Fees.

- ☐ I have been informed of my rights and obligations as a student with Community Education Australia, and agree to abide by all rules and regulations of Community Education Australia. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Community Education Australia can withhold my academic results until my debt is fully paid and any property belonging to Community Education Australia has been returned.
- ☐ I authorise Community Education Australia, in the event of illness or accident during any organized activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.





- ☐ (Optional) I hereby give my permission to Community Education Australia to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Community Education Australia. 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, Community Education Australia 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 CEA, 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 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 completed the language literacy and numeracy indicator tool, or been given the opportunity to.
- ☐ 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 have read and understood CEA's Statement of Fees.
- ☐ I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

Applicant's Name

Applicant's Signature

Date

## FOR OFFICE USE ONLY

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, and Numeracy assistance required to achieve workplace competency?

☐ Yes ☐ No

Review deems proposed assessment instruments, learning material and strategies as appropriate.

☐ Yes ☐ No

Review deems proposed assessment instruments, learning material and strategies require adjustment. Additional language literacy or numeracy support will be required.

☐ Yes ☐ No

What is applicant's capacity to benefit?

☐ Yes ☐ No ☐ Good ☐ Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)

☐ Yes ☐ No

Based on the information provided in the Pre-training review I believe the course selected is suitable for the learner.

☐ Yes ☐ No

☐ I have assessed this applicant;

☐ I find that the applicant is competent in language, literacy and numeracy.

☐ I find that the applicant is not competent in language, literacy and numeracy.

Comments if any:

### Document Checklist

- Proof of Australian citizenship/residency status or New Zealand citizenship
- Photo identification
- Proof of residential address
- Proof of age, if no Australian Driving License
- Enrolment Application Form filled and signed

### For CEA Official

I confirm that the applicant has been informed of entry requirements for the course and eligibility requirements and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration

Date Received:

Date Approved:

Approved by:

Signature: