



1 COURSE

The course you are applying for ▶

- CPP20212 - Certificate II in Security Operations
- CPP30411 - Certificate III in Security Operations
- SIT30816 - Certificate III in Commercial Cookery
- SIT30916 - Certificate III in Catering Operations
- SIT40416 - Certificate IV in Hospitality
- SIT40516 - Certificate IV in Commercial Cookery
- SIT50416 - Diploma of Hospitality Management

2 MODE OF DELIVERY

Choose the preferred mode of delivery ▶

In following categories, which BEST describes your requirement? ▶

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

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 CONTACT DETAILS

Residential Add. ▶

State ▶

Post Code ▶

Postal Address (if different from above) ▶

State ▶

Post Code ▶

Telephone ▶

Mobile ▶

Email ▶

Alternative Email (Optional) ▶



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EMERGENCY  
CONTACT DETAILS

Name ▶

Address ▶

Telephone ▶  Relationship ▶

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RESIDENCY & VISA  
INFORMATION

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

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SCHOOLING

Still in School ▶  Yes  No Highest School Level completed ▶

Year Completed ▶  Institute ▶

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PREVIOUS  
QUALIFICATIONS 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.

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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

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DISABILITY

**Condition ▶**

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

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

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Hearing/Deaf              | <input type="checkbox"/> Physical       | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision       |
| <input type="checkbox"/> Medical Condition         | <input type="checkbox"/> Learning       | <input type="checkbox"/> 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"/> Manager         | <input type="checkbox"/> Community & Personal Service Worker |
| <input type="checkbox"/> Professional    | <input type="checkbox"/> Early Childhood Educator            |
| <input type="checkbox"/> Admin & Support | <input type="checkbox"/> Other (please specify)              |

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STUDY REASON

**Main Reason ▶**

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

- |  |   |
|--|---|
| <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      | <input type="checkbox"/> For personal interest & self-development |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> Other reason (please state)              |

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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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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:

**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.

**16** **FEE STATEMENT AND REFUNDS**

**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 consult our course adviser too for further details.

**Courses Fees ▶**

Course Code	Course Title
CPP20212	Certificate II in Security Operations *
CPP30411**	Certificate III in Security Operations *
SIT30816	Certificate III in Commercial Cookery *
SIT30916	Certificate III in Catering Operations *
SIT40516	Certificate IV in Commercial Cookery *
SIT40416	Certificate IV in Hospitality *
SIT50416	Diploma of Hospitality Management *

\* FFS – Fee for Service

\*\* Certificate 3 Guarantee Program. Use appropriate Enrolment Form if applying for Government funding.

This fee includes enrolment charges, tuition, services, material fees and other costs associated with delivering the training and assessment services and awarding the qualification to the participant.

Students who are unable to meet their payment deadlines should inform CEA Reception staff and can request for payment plans. This is legally binding documents between Community Education Australia and the student enrolling in a course. Full payment is required before course completion. No certificate will be awarded if full payment has not been received.

**17** **FEE PAYMENT**

**Payment Method ▶**

Cash  Direct Deposit in CEA's Bank Account  Credit Card

**Bank Details ▶**

<b>Bank</b>	Commonwealth Bank Australia
<b>BSB</b>	062 514
<b>Account Number</b>	104 657 85
<b>Account Name</b>	McEvoy & Doust Pty Ltd trading as Community Education Australia

*(Please put your full name in description of direct deposit 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

Card Holder's Name

Card Holder's Signature

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POLICIES & PROCEDURES

**Information** ► To ensure that you, as a student, understand your obligations and commitments to this course, 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 Equity 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, 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 and your training activity data) may be used or disclosed by CEA for statistical, regulatory and research purposes. CEA may disclose your personal information for these purposes to third parties, including:

- 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 and 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:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 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)).

**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?

Poor       Fair       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:**





## RTO–Student Information for the Unique Student Identifier

### *USI...bringing your skills together*

All students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI).

A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

In time your USI account will contain all of a student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

### Who needs a USI?

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training.

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with;
- view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation view access to their transcript;
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript.

For international, overseas or offshore students please visit [usi.gov.au](http://usi.gov.au) for more information.

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## How to get a USI

It is free and easy for students to create their own USIs online.

While students may create their own USI, training organisations are also able to create USIs for students. Training organisations should do this as part of the enrolment process when students begin studying. Where this service is provided, training organisations will let students know.

## Steps to create a USI

The following steps show how students can create a USI:

**Step 1** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

**IMPORTANT:** To make sure we keep all a student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID.

If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

**Step 2** Have contact details ready (e.g. email address, or mobile number, or address).

**Step 3** Visit the USI website at: [usi.gov.au](https://usi.gov.au).

**Step 4** Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

**Step 7** The student should then write down the USI and keep it somewhere handy and safe.

## More information

For more information please visit: [usi.gov.au](https://usi.gov.au)

Or contact us at Email: [usi@education.gov.au](mailto:usi@education.gov.au)

Phone: **1300 857 536**

To view this document online please visit: [usi.gov.au](https://usi.gov.au)