**Enrolment Form – BSB40920 Certificate IV in Project Management Practice**

If completing enrolment form by hand, please complete in ***BLOCK CAPITAL LETTERS***.

Fees and charges:

The schedule of fees is attached.

All fees quoted on this form are GST-free. Creative Vision Training does charge GST for some services not listed on this enrolment form. Please refer to the website or contact Creative Vision Training for further information.

In accordance with RTO Standards 2015, the maximum amount of fees able to be collected in advance is $1500 on initial enrolment. If your fees are being paid for by your employer or another organisation they may be paid in full at time of enrolment.

To comply with the standards, you would then pay instalments so that at no time would we hold fees of $1500 in advance. However, all fees must be paid as agreed and all must be paid before a qualification can be issued.

A fourteen (14) day cooling off period applies to all enrolments. However, if you commence training or submit assessment evidence in this time you are deemed to have agreed to a contract of training and the cooling off period is voided.

Fees are held in reserve until the cooling off period has passed. Please refer to [creativevisiontraining.edu.au](http://www.spectraining.edu.au/public-policies) for the special conditions that apply to payments in advance for workshops where withdrawing from the enrolment may incur penalties if within seven days of scheduled starts.

Certificate issuance

Creative Vision Training Pty. Ltd does not charge for the issuance of the copy-protected (digital) PDF Statements of Attainment or Qualifications. HOWEVER, if you require a physical (embossed card) Certificate or Statement, this will incur an additional charge of $15 to cover printing, postage, and handling. All Certificates and Statements are posted via Australia Post Registered Post to the nominated postal address on this enrolment form.

Copies of our student manual can be obtained from the web site www.creativevisiontraining.edu.au

The RPL Information provided to you identifies the evidence required, however other evidence you may have may also be acceptable. When considering a claim for RPL / RCC, please note that if you are unsuccessful in your RPL application, this fee is counted towards your enrolment in any gap training or full training programs for this qualification.

If necessary, contact Anne@creativevisiontraining.edu.au for clarification of any enrolment issues you may have.

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| **Instalments**  Students may pay by interest free instalments provided all fees are paid before the qualification is completed. Any fees paid in advance and which total more than $1500, must be paid by instalments. |

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| **COURSE/QUALIFICATION DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course: BSB40920 Certificate IV in Project Management Practice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location: Remote/Online | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trainer/Assessor: David Thomson / Anne Patterson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **First Name:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Middle Name(s):** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Last Name:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Maiden Name:** | | | | | (if last name changed – for USI purposes) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:** | | | | |  | | | | | | | | | | **Gender:** | | | |  | | **Male** | | | | | | |  | | **Female** | | | | | |  | | | | **Other** | | |
| **Unique Student Identifier\*:** | | | | | | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*If you don’t have a 10-character USI, or don’t remember it, USI is available from [usi.gov.au](https://www.usi.gov.au/) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CONTACT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Phone** | | | | **Mobile:** |  | | | | | | | | | | | | | **Work:** | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | **Home:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Primary E-mail:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Secondary E-mail:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Home Address:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Suburb/Town:** | | | | |  | | | | | | | | | | | | | **State:** | | | |  | | | | | | | | **Post Code:** | | | | | | | | | |  | | |
| **Postal Address:** | | | | | As above  ***OR*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If different:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Suburb/Town:** | | | | |  | | | | | | | | | | | | | **State:** | | | |  | | | | | | | | **Post Code:** | | | | | | | | | |  | | |
| **DEMOGRAPHICS (AVETMISS DATA)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVETMISS data is data collected for the Commonwealth Government to help inform decision-makers on skills training and gaps in the community. It also provides the Commonwealth with extra information for census reporting. It is a requirement for the award of nationally recognised training that qualifications and competencies. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Your Employment*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Which one of these options BEST describes your current employment status?** (**Tick ONE box only**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Full-time employee | | | | | | | | | | | | |  | | | Part-time employee | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Casual employee | | | | | | | | | | | | |  | | | Contractor/Self Employed | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are you currently employed in a trainer/assessor role?** | | | | | | | | | | | | | | | | | | | | | |  | | | | Yes | | | | | | | | | |  | | | | | No | |
| **How many years (or months) experience have you had in Vocational Training?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| ***Your Education*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **What was the highest grade in school you *COMPLETED*** | | | | | | | | | | | | | | | | | | | | | | | | | Year       (e.g. ‘Year 10’) | | | | | | | | | | | | | | | | | |
| **What YEAR did you complete your highest level of school?** | | | | | | | | | | | | | | | | | | | | | | | | | (e.g. ‘1997’) | | | | | | | | | | | | | | | | | |
| **Are you still attending school?** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Yes | | | |  | | | | | No | | | | |
| **Where were you born?** | | | | | |  | Australia | | | | | |  | Other – Please Specify: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Your Qualifications*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you SUCCESSFULLY completed any of the following qualifications? (**Tick ANY applicable boxes**)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Bachelor’s Degree or Higher Degree | | | | | | | | | | | | | |  | | Certificate III (or Trade Certificate) | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Advanced Diploma or Associate Degree | | | | | | | | | | | | | |  | | Certificate II | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Diploma (or Associate Diploma) | | | | | | | | | | | | | |  | | Certificate I | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Certificate IV (or Advanced Certificate/Technician) | | | | | | | | | | | | | |  | | Certificates other than the above  (e.g. Overseas qualifications) | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | No, I have no formal training certificates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***About You*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **What language do you speak *most often* when at home?** | | | | | |  | English (If English only, skip the next question) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Other – Please Specify: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **How well do you speak English?** | | | | | | | | | |  | | Very Well | | | | | | | |  | | | Well | | | | | | | | | | |  | | | Not Well | | | | | |
| **Do you consider yourself to have a disability, impairment or long-term condition?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | Yes | | | |  | | | No |
| ***If you answered YES*, please indicate the areas of disability, impairment or long-term condition:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Hearing | | | | | |  | | Learning | | | | | | | | | | | | |  | | | Medical Condition | | | | | | | | | | | | | | | |
|  | | | Physical | | | | | |  | | Vision | | | | | | | | | | | | |  | | | Mental Illness | | | | | | | | | | | | | | | |
|  | | | Intellectual | | | | | |  | | Acquired Brain Injury | | | | | | | | | | | | |  | | | Other: | | | | | | | | | | | | | | | |
| **Are you of Aboriginal or Torres Strait Islander origin?**  **(For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Yes, Aboriginal |  | Yes, Torres Strait Islander |  | No, neither | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Your Reason for Studying*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Which of these reasons BEST describes your main reason for undertaking this course**  **(Please tick ONE box only)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To get a job | | | | | | | | | | | | |  | | | It was a requirement of my job | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To develop my existing business | | | | | | | | | | | | |  | | | To get into another course of study | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To start my own business | | | | | | | | | | | | |  | | | I wanted extra skills for my job | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To try for a different career | | | | | | | | | | | | |  | | | For personal interest or self-development | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To get a better job or promotion | | | | | | | | | | | | |  | | | Other reasons | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **I request a PAPER COPY of my certificate/statement be sent to me upon completion**  Note: This will incur an addition fee of $15 to cover postage (Registered Post) and handling. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Future surveys*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If you DO NOT wish to be contacted by NCVER/ASQA for future student/learner surveys complete the following** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | I DO NOT consent to being contacted for future surveys. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Mandatory pre-enrolment criteria check

The following requirements required to ensure that candidates meet these minimum requirements before enrolling. If you have any questions or concerns regarding these requirements, please contact SpecTraining on 1300 029 121.

Pre-enrolment questionnaire and Statutory Declaration

In addition, you are required to complete the attached Pre-enrolment questionnaire in order to ensure that you are offered an appropriate amount and method of training, taking into account your current skills and experience in a training environment.

We also require you to complete the statutory declaration regarding the authenticity of assessment evidence submitted, either for RPL or course work.

Question 1: Language and Literacy skills

Candidates must have a sound grasp of written and verbal English.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have at least a Year 10 standard in verbal and written English? | Yes |  | No |  |
| Do you have at least a Year 10 standard in mathematics? | No |  | Yes |  |

If you feel you do not, please contact the office as some pre-enrolment assistance can be provided. We are also able to refer you to external sources of assistance if needed.

Question 2: Technology Skills

Some of the units require you to complete work using computers to create documents, research the internet and source reference materials. Some course content is also provided by webinars.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have at least basic familiarity with computers? | Yes |  | No |  |
| Do you have access to the Internet? | No |  | Yes |  |
| Do you have access to MS Word, MS PowerPoint or similar applications? | No |  | Yes |  |
| Can you use these applications to create documents, incorporating tables and graphics? | Yes |  | No |  |
| Can you use these applications to complete templates? | Yes |  | No |  |

Internet access is available at various prices from public libraries and internet cafés. An assessor may be able to help you with basic functions in mentoring sessions.

Privacy Notice (Effective 1 July 2019)

Creative Vision Training privacy policy ( [www.creativevisiontraining.edu.au/public-policies](http://www.spectraining.edu.au/public-policies)) describes how we use the information you provide.

We do not disclose your information to a third party except as required by:

* ASQA auditors who monitor that we comply with their regulations
* designated trainers and assessors for the purposes of your training

Should an external body, such as another training organisation wish to verify your qualifications, they must give us your written permission for this information to be released.

Under the Data Provision Requirements 2012, **Creative Vision Training Pty Ltd** 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 **Creative Vision Training Pty Ltd** for statistical, regulatory and research purposes. **Creative Vision Training Pty Ltd** may disclose your personal information for these purposes to:

* Commonwealth and State or Territory government departments and authorised agencies
* NCVER
* Employer – if you are enrolled in training paid by your employer

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* populating 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 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 (C’th), 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)).

The Australian Skills Quality Authority (ASQA) also may survey students in accordance with their audit protocols. More details about ASQA, their policies and audit processes can be found on [www.asqa.gov.au](http://www.asqa.gov.au).

## Student Declaration and Consent

* I declare the information I have supplied is true and correct and understand my enrolment may be cancelled if I make false statements on this form, which in turn may affect any refund claims.
* I consent to the collection, use and disclosure of my personal information as per the Privacy Notice above.
* I have read and understood the information provided, the refund policy and the notes attached to all parts of this enrolment form. By signing below, I agree to abide by all relevant policies and procedures of Creative Vision Training Pty Ltd and understand my enrolment is accepted under the conditions of payment as set out in the Information Kit, the associated documents and on this form.
* I understand that selecting a **credit card payment** will result in Creative Vision Training Pty. Ltd processing the transaction using MYOB online Credit Card processing facilities and that no additional fees will be charged by Creative Vision Training Pty. Ltd for doing so. By signing this form, I authorise Creative Vision Training Pty. Ltd to process my payment.
* Employers or other authorised third parties may pay fees in full. If this is the case, I will provide Creative Vision Training Pty. Ltd with a **purchase order or a letter** confirming the third party will pay for my enrolment and SpecTraining will issue a tax invoice. If my training is via a corporate training arrangement, traineeship or similar arrangement, I authorise SpecTraining to inform my employer of my progress.
* I authorise Creative Vision Training Pty. Ltd to contact third parties, referees and former training providers listed in my application to verify any qualification I offer as RPL evidence or to confirm statements I make as to my skills and experience.

|  |  |  |  |
| --- | --- | --- | --- |
| STUDENT NAME |  | | |
| STUDENT SIGNATURE  [or electronic] |  | DATE |  |