

Complete this form electronically and email to: info@visionti.com.au

THIS ENROLMENT IS NOT COMPLETED UNTIL INVOICE IS ISSUED BY US AND PAID IN FULL

1. Choose your unit/s	Tuition fee	Tuition fee
Delete any rows that do not apply at this time, so that only your desired unit/s is left in the list.	If this is a single unit enrolment	If it is one of two/three on this form.
Please note – you may enrol in no more than 3 units at any one time.		
BSBADM502 Manage meetings	490	440
BSBCUS501 Manage quality customer service	490	440
BSBINN501 Establish systems that support innovation	490	440
BSBINN502 Build and sustain an innovative work environment	490	440
BSBLDR501 Develop and use emotional intelligence	490	440
BSBLDR502 Lead and manage effective workplace relationships	490	440
BSBLDR513 Communicate with influence	490	440
BSBMGT516 Facilitate continuous improvement	490	440
BSBMGT517 Manage operational plan	490	440
BSBPMG522 Undertake project work	490	440
BSBR501 Manage risk	490	440
BSBWOR502 Lead and manage team effectiveness	490	440

2. Tally your tuition fee	Invoice amount
Please invoice me for this amount to cover the enrolment above. I understand that there are no other charges to do this study and the training commencement date is the date the invoice is paid.	
Date this enrolment form submitted xx/xx/xxxx	

3. Complete learner details							
First name		Last name					
Middle name		Title (Delete those that do not apply)	Miss Ms	Mrs Mr	Gender	Female Male	
Date of birth xx/xx/xxxx		Country of birth					
Postal address (Certificate is sent to this address)							
Suburb		Postcode					
Email address		Mobile number (For SMS reminders)					
Workplace name		Work location (City/State)					

We may contact you by phone or email to clarify details on this form before we issue the invoice.

Office Use Only

This agreement does not remove your rights under the Australia Consumer Law.

Statistical Information

You only need to complete this the first time you enrol with us.

General (Choose one per row only - delete others in the row)			
Are you still attending secondary school?	No Yes		
Are you of Aboriginal or Torres Strait Islander origin?	No	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both	
Were you born in Australia?	Yes No →	Country of birth:	
Do you speak a language other than English at home?	No Yes →	Name of language:	
How well do you speak English?	Very well Well	Not well Not at all	
Employment			
Type of employment (Choose one only - delete others)	Full-time employee Part-time employee	Self-employed – not employing others Employer	
Choose which one BEST describes your main reason for undertaking this course? (Choose one only - delete others)	To get a job To develop my existing business To start my own business To try for a different career To get a better job or promotion	It was a requirement of my job I wanted extra skills for my job To get into another course For personal development Other reasons	
Disability			
Do you consider yourself to have a disability, impairment or long-term condition?	No	If YES, indicate area/s (you may indicate more than one area)	
	Yes →	Hearing/Deaf Medical condition Physical Learning	Acquired brain impairment Intellectual Vision Other
Schooling			
What is your highest COMPLETED school level?	Year 12 or equivalent Year 10 or equivalent Year 8 or below	Year 11 or equivalent Year 9 or equivalent Never attended school	
In which YEAR (e.g. 1985) did you complete that school level?			
Previous qualification			
What is the highest-level qualification that you have COMPLETED?			
Unique Student Identifier (USI)			
Go to this website to get your own USI and add it here. www.usi.gov.au (10 characters)			

Privacy notice

Under the Data Provision Requirements 2012, Vision Training Institute is required by law 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 Vision Training Institute for statistical, administrative, regulatory and research purposes. Vision Training Institute may disclose your personal information for these purposes to:

- J Commonwealth and State or Territory government departments and authorised agencies; and
- J NCVER.

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

- J populating authenticated VET transcripts;
- J facilitating statistics and research relating to education, including surveys and data linkage;
- J pre-populating RTO student enrolment forms;
- J understanding how the VET market operates, for policy, workforce planning and consumer information; and
- J 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, third party contractor or other 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 NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.