

# Enrolment Form for International Students

Enrolment details	
Which course would you like to enroll into?	<input type="checkbox"/> BSB40215 Certificate IV in Business <input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety <input type="checkbox"/> BSB50615 Diploma of Human Resources Management <input type="checkbox"/> BSB51315 Diploma of Work Health and Safety
Have you ever studied with Kingggdom Institute of Management before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for <b>Credit</b> ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information
Do you wish to apply for <b>Recognition of Prior Learning</b> ? <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information

Personal Details			
<b>1. Enter your full name*</b>			
Surname:			
Given names:			
<p><i>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Kingggdom Institute of Management to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</i></p>			
<b>2. Enter your birth date</b>	Day/month/year: ___ / ___ / ___		
<b>3. Gender</b> (Tick ONE box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
<b>4. Enter your contact details</b>			
Home phone:	(    )	Work phone:	(    )
Mobile:			
Email address:			
<b>5. What is the address of your usual residence? (International Address)</b>			
<p><i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</i></p> <p><i>If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i></p> <p><i>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i></p>			
Building/ property name			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/territory:		Postcode:	
<b>6. What is your postal address (if different from above)? (Australian Address)</b>			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

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Language and cultural diversity	
<b>7. In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
<b>8. Do you speak a language other than English at home?</b> <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
<b>9. Are you of Aboriginal or Torres Strait Islander origin?</b> <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability		
<b>10. Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – <i>go to question 12</i>	
<b>11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:</b> <i>You may indicate more than one area. Please refer to the <u>Disability supplement</u> (at the back of this form) for an explanation of the following disabilities.</i>		
<input type="checkbox"/> Hearing/deaf [11]	<input type="checkbox"/> Physical [12]	<input type="checkbox"/> Intellectual [13]
<input type="checkbox"/> Learning [14]	<input type="checkbox"/> Mental Illness [15]	<input type="checkbox"/> Acquired brain impairment [16]
<input type="checkbox"/> Vision [17]	<input type="checkbox"/> Medical Condition [18]	<input type="checkbox"/> Other [19]

Schooling		
<b>12. What is your highest COMPLETED school level</b> ( <i>tick one box only</i> ) <i>If you are currently enrolled in secondary education, the <u>Highest school level completed</u> refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the <u>Highest school level completed</u> is Year 9.</i>		
<input type="checkbox"/> Year 12 or equivalent [12]	<input type="checkbox"/> Year 11 or equivalent [11]	<input type="checkbox"/> Year 10 or equivalent [10]
<input type="checkbox"/> Year 9 or equivalent [09]	<input type="checkbox"/> Year 8 or below [08]	<input type="checkbox"/> Never attended school [02]
<i>Go to question 14</i>		
<b>13. Are you still enrolled in secondary or senior secondary education?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous qualification achieved	
<b>14. Have you SUCCESSFULLY completed any of the following qualifications?</b>	<input type="checkbox"/> Yes – <i>indicate below Question 16</i> <input type="checkbox"/> No – <i>Go to Question 17</i>
<b>15. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level.</b> <i>If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International</i>	
Bachelor Degree or Higher Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate III (or Trade Certificate) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Advanced Diploma or Associate Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma (or Associate Diploma) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate I <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificates other than the above <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

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## Employment

**16. Of the following categories, which BEST describes your current employment status?** (Tick one box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Full-time employee [01]                  | <input type="checkbox"/> Part-time employee [02]                            | <input type="checkbox"/> Self-employed – not employing others [03] |
| <input type="checkbox"/> Self-employed – employing others [04]    | <input type="checkbox"/> Employed – unpaid worker in a family business [05] | <input type="checkbox"/> Unemployed – seeking full-time work [06]  |
| <input type="checkbox"/> Unemployed – seeking part-time work [07] | <input type="checkbox"/> Not employed – not seeking employment [08]         |  |

## Study reason

**17. Of the following categories, select the one which BEST describes your main reason for undertaking this course?** (Tick one box only)

- |  |   |
|--|---|
| <input type="checkbox"/> To get a job [01]                     | <input type="checkbox"/> It was a requirement of my job [06]            |
| <input type="checkbox"/> To develop my existing business [02]  | <input type="checkbox"/> I wanted extra skills for my job [07]          |
| <input type="checkbox"/> To start my own business [03]         | <input type="checkbox"/> To get into another course of study [08]       |
| <input type="checkbox"/> To try for a different career [04]    | <input type="checkbox"/> For personal interest or self-development [12] |
| <input type="checkbox"/> To get a better job or promotion [05] | <input type="checkbox"/> Other reasons [11]                             |

## Next of kin/emergency contact

Name:		Relationship to you:	
Address:			
Home phone:	( )	Work:	( )
Mobile:		Email:	

# Enrolment Form for International Students

Unique Student Identifier (USI)											
<p>From 1 January 2015, Kingggdom Institute of Management can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</p>											
<p><b>18. Enter your unique student identifier</b> <i>If you already have one</i></p>	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
<p><b>19. If you do not have a USI, would you like us to apply for a USI on your behalf?</b></p>	<p><input type="checkbox"/> Yes – <i>please complete 'Applying on your behalf', questions and declaration.</i></p> <p><input type="checkbox"/> No – <i>skip to next section</i></p>										
<p><b>APPLYING ON YOUR BEHALF</b></p> <p>If you would like Kingggdom Institute of Management to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a></p> <p>You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. Please provide your town/city of birth and ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.</p> <p>In accordance with section 11 of the <i>Student Identifiers Act 2014</i>, Kingggdom Institute of Management will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.</p>											
<p><b>20. Town/City of Birth</b> <i>(please write the name of the Australian or overseas town or city where you were born)</i></p>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td> </tr> </table>										
<p><b>21. We will also need to verify your identity to create your USI.</b> <i>Please provide details for one of the forms of identity below (numbered 1 to 8).</i></p>											
<p><b>1. Australian Driver's License</b> State: _____ License Number: _____</p> <p><b>2. Medicare Card</b> Medicare card number: _____ Individual reference number (next to your name on Medicare card): _____ Card colour (circle one): Green / Yellow / Blue Expiry date ___/___/___ (format DD/MM/YYYY)</p> <p><b>3. Australian Passport</b> Passport number: _____</p>	<p><b>4. Non-Australian Passport (with Australian Visa)</b> Passport number: _____ Country of issue: _____</p> <p><b>5. Immicard</b> Immicard Number: _____</p> <p><b>6. Citizenship Certificate</b> Stock number: _____ Acquisition date (day/month/year) ___/___/___</p> <p><b>7. Certificate of Registration by Descent</b> Acquisition date (day/month/year) ___/___/___</p>										
<p><b>USI APPLICATION DECLARATION</b></p> <p><input type="checkbox"/> I authorise Kingggdom Institute of Management to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.</p> <p><input type="checkbox"/> I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <a href="http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx">http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx</a></p>											
<p>Student Signature: _____</p>	<p>Date: _____ / _____ / _____</p>										
<p>Student Name: _____</p>											

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## PRIVACY NOTICE

Kinggdom Institute of Management has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at [www.kinggdom.edu.au](http://www.kinggdom.edu.au) and in our Student Handbook which all applicants receive prior to enrolment.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs. All staff at Kinggdom Institute of Management are required by law to protect the information provided on this Enrolment Form.

### EMERGENCY CONTACTS

These are people that Kinggdom Institute of Management may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Kinggdom Institute of Management.

### PERSONAL INFORMATION

Under the Data Provision Requirements 2012, Kinggdom Institute of Management is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

### INTERNATIONAL STUDENT INFORMATION

Kinggdom Institute of Management is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Immigration and Border Protection and the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

### USE AND DISCLOSURE OF YOUR DATA

A student's USI may be used for specific VET purposes including the verification of student data provided by Kinggdom Institute of Management; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Kinggdom Institute of Management for statistical, regulatory and research purposes. Kinggdom Institute of Management may disclose your personal information for these purposes to third parties, including: 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)).

### SURVEY PARTICIPATION

You may be contacted to participate in a survey conducted by NCVER, Kinggdom Institute of Management's registering body, Australian Skills Quality Authority (ASQA) or a Department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. Please note you may opt out of the NCVER survey at the time of being contacted.

### CONSEQUENCES OF NOT PROVIDING YOUR INFORMATION

Failure to provide your personal information may mean that it is not possible for you to enroll.

### ACCESS, CORRECTION AND COMPLAINTS

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Kinggdom Institute of Management's Student Support Officer in the first instance by 2/1 Station Street Subiaco WA, 6008 or [enquiry@kinggdom.com](mailto:enquiry@kinggdom.com)

### FURTHER INFORMATION

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

### UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office.



# Enrolment Form for International Students

## Application Checklist

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.

- Valid passport copy
- Valid visa (if you have one)
- High School certificate or other relevant certificates
- Proof of English Language Proficiency
- Any other relevant documents to support your application e.g. resume

## STUDENT DECLARATION AND CONSENT

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature:

Date:

/ /

Student Name:

## DISABILITY SUPPLEMENT

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

### '16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

### '17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

### '18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

### '19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.