Enrolment Form (Pre-Training Review) 2016
Cert IV Bookkeeping, MYOB and BAS Agent Courses

Please submit completed forms:
Email enrol@macquarieeducation.edu.au
Mail PO Box 967 Geelong 3220

Personal Details
Please enter your full name
Surname (Family name)
Given Name(s)
Date of Birth /
Gender Male Female

What is your full address?
Address
Suburb
State/Territory
Postcode

Your Contact Information
Mobile
Home Phone
Email

Cultural Diversity
Country of Birth Australia Other
Are you an Australian Citizen / Permanent Resident? Yes No
Holder of Permanent Visa (as a permanent resident) Yes No
Temporary Protection Visa Holder Yes No
Special Category Visa Holder (New Zealand citizen) Yes No
East Timorese Asylum Holder Yes No
Are you of Aboriginal or Torres Strait Islander Origin? Yes No

Language Spoken at Home Other Languages
Fluently
Very well
Well
Not very well
Not at all

Do you consider yourself to have a disability, impairment or long term condition?
Yes No
Vision Medical Condition Physical
Medical Condition Mental Illness
Intellectual Hearing
Computer Other
### Educational Details

**What is your highest completed school level?**
- [ ] Year 12
- [ ] Year 11
- [ ] Year 10
- [ ] Year 9 or equivalent
- [ ] Year 8 or lower
- [ ] Never attended

**Are you still attending Secondary School?**
- [ ] Yes
- [ ] No

**In which year did you complete Secondary School?**

**If you are aged under 25 years**

**Your Victorian Student Number**

- I am new to the Victorian Education System, I have never attended a Victorian school, TAFE or other training provider
- I do not have a Victorian Student Number

**If you were born after 1987 what secondary school did you attend?**

**Which industry do you intend to work in on course completion?**

**Have you successfully completed any of the following qualifications?**
- [ ] Certificate 1
- [ ] Certificate 11
- [ ] Certificate 111
- [ ] Certificate 1V
- [ ] Diploma
- [ ] Bachelor Degree
- [ ] Overseas Qualification

### Employment Details

**Which best describes your current employment status?**
- [ ] Full time employee
- [ ] Part time
- [ ] Self employed
- [ ] Casual
- [ ] Employer
- [ ] Employed Unpaid
- [ ] Unemployed – Seeking Full time work
- [ ] Unemployed – Seeking Part time work
- [ ] Not employed – Not seeking work
- [ ] Other

### Employer Details

**Company Name**

**Employer Address**

**Employer Name**

**Position Held**
- [ ] Apprentice
- [ ] Trainee
- [ ] Other

**Work Phone**

**Email**
Study Reason

Which best describes your main reason/s for enrolling in this course?

☐ To get a job  ☐ To get a better job
☐ To obtain extra skills  ☐ Other
☐ To get into another course of study
☐ It’s a requirement of my current job
☐ To develop my existing business
☐ To try a different career
☐ Personal interest / self development

Terms and Conditions

I hereby declare

1. The provision of incorrect information and/or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal of a place offered by Macquarie and any consequential losses arising therefrom.
2. Information supplied may be disclosed to relevant State and Federal Government agencies and bodies (e.g. DEEWR, Skills Victoria) as appropriate to report enrolment details and for statistical purposes and you may need to participate in the National Student Outcomes Survey managed by the National Centre for Vocational Education and Research (NCVER) and/or advise students of the possibility of receiving an NCVER survey and/or an invitation to participate in a Department endorsed project and/or being contacted by the Commission (or persons authorised by the Commission) for audit purposes.
3. Relevant information may be released to government and non-government agencies or other third parties (e.g. Department of Education Employment and Workplace Relations (DEEWR) that are legally entitled to contact and interview you, the Department of Immigration and Citizenship, Skills Victoria, Centrelink and the Australian Taxation Office) for the purpose of confirming my identity, and to verify my entitlement to become an enrolled student and receive government support (if applicable).
4. I hereby confirm my consent and voluntarily agree with Macquarie Commercial College Ltd to collect my town of birth, driver’s license number, passport number or Medicare number (if available) or VISA Number, any assessment results and other progress information to my Employer or Guardian or appropriate Government authority (If applicable).
5. Obtaining further information with respect to my application from other organisations and through ‘QualSearch’ for the purpose of determining eligibility (e.g. Confirm study and results from previous or current study).
6. To communicate by electronic means (e.g. email) and other modern communication systems.
7. Provide information to government, regulators, educational and any other relevant institutions for the purpose of research, statistical analysis, program elevation, regulatory compliance and internal management.
8. To use my course assessments and feedback for course development, marketing and advertising material.
9. To confirm my Commonwealth “Unique Student Identifier” (USI) from the appropriate government authority, or if not provided by me for Macquarie Commercial College Ltd to apply for a USI for you
10. That I shall Sign an agreed Training Plan as required for HESG and that I have read and understood the Pre-enrolment information including the Student Information Guide as it relates to my course.
11. To know I am proficient with Microsoft® Office, the Internet and email software on a PC.
12. The information supplied regarding this application including my citizenship (residency), age and highest prior qualification, to the best of my knowledge is true and complete and knowingly provided with my consent.
Student Application

I confirm that I have read & understood our Student Information Guide & nature of our Training guarantee provided prior to signing this document (please tick) [ ] Commonwealth “Unique Student Identifier”

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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Employer Name / Guardian (if applicable)

<table>
<thead>
<tr>
<th>Address / Mobile</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Macquarie Authorised Delegate

<table>
<thead>
<tr>
<th>Stephen Miller</th>
<th>Signature</th>
<th>Date</th>
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Eligibility Checks

**Residency Checks**
- Birth certificate sighted
- Passport sighted
- Drivers licence sighted
- Green Medicare Card sighted
- VISA Number (compulsory if applicable)
- Citizenship & Residency eligibility requirements
- Evidence ORIGINAL sighted & copied & placed on Student file

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<tr>
<th>Number</th>
<th>Yes</th>
<th>No</th>
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</thead>
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**Age/Identity Check (one required)**
- Birth certificate
- Passport
- Drivers licence
- Medicare Card
- Town of Birth (compulsory)
- Age Eligibility Requirements Satisfied

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<thead>
<tr>
<th>Number</th>
<th>Expiry Date</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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Course Details

I wish to enrol in the following Macquarie Commercial College Ltd Course(s)

Proposed commencement date

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Government Funded (GST free)</th>
<th>Full Fee (GST Free)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online</td>
<td>Workshop</td>
</tr>
<tr>
<td>Certificate IV Bookkeeping (FNS40211)</td>
<td>$3050</td>
<td>$3999</td>
</tr>
<tr>
<td>Certificate IV Financial Practice Support (FNS40710)</td>
<td>$3050</td>
<td>$3450</td>
</tr>
<tr>
<td>Certificate IV Bookkeeping (FNS40211)</td>
<td>$3500</td>
<td>$3999</td>
</tr>
<tr>
<td>Certificate IV Accounting (FNS40611)</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

FREE MYOB Software – Student Edition

Printed Hard Copy of Course Manuals

Payment Plan (Fees and Charges)

Payment Options

Please indicate how payment will be made

- Cash
- Cheque
- Credit
- EFTPOS

My cheque/money order payable to “Macquarie Commercial College Ltd” (ABN 99 005 582 767) is enclosed

Please debit my credit card for the amount indicated below

- Visa
- Mastercard

Credit Card Number

Card Holders Name

Card Holders Signature

Your signature on the previous page authorises Macquarie to debit the nominated credit card with the total amount payable for the services ordered on this form and that you have the authority to provide that consent to use this credit card and have read our Fees and Charges Policy & Refund Policy.

A Bank Transfer has been made to “Macquarie Commercial College Ltd”

BSB 013 645 Account 213840927

Checklist

- Copy of Enrolment Form
- Student Pre-assessment
- Language. Literacy and numeracy assessment
- RPL/CT explained and offered
- Geelong Campus
- Student information guide
- Workshop
- Online

After submitting your enrolment form

Macquarie Commercial College will begin to process your enrolment once received. If there are any concerns about the suitability of the course for you, a Student Support Officer will contact you to discuss them.
**VICTORIAN STUDENT NUMBER (VSI) & COMMONWEALTH UNIQUE STUDENT IDENTIFIER (USI)**

Do you have a current **Victorian Student Number**? ______________ or unknown?

If you don’t have an Unique Student Identifier (USI) please apply by visiting [usi.gov.au](http://usi.gov.au) and following the application instructions. It is Free to apply for your USI (see below for further information).

**UNIQUE STUDENT IDENTIFIER (USI) - PLEASE VISIT USI.GOV.AU**

A Unique Student Identifier (USI) is a free reference number made up of numbers and letters that gives students access to their USI account. From 1 January 2015 if you are undertaking nationally recognised VET training you will need to have a Unique Student Identifier (USI).

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students’ VET records are not lost. A USI gives you access to your online USI account which is made up of ten numbers and letters.

A USI shall look something like this: 3AW88YH9U5. To learn more about USI Please visit [usi.gov.au](http://usi.gov.au)

**LANGUAGE, LITERACY AND NUMERACY (LLN)**

Part of your pre-training review includes a language, literacy and numeracy (LLN) assessment. This is conducted with all potential students to identify any additional support needs and to enable an informed decision to be made in regard to your Training Plan. This support may be provided through extra tuition, modified assessment requirements or provision of alternate training materials. If you have any questions about this activity please call us. **Please complete our LLN assessment. Contact us any assistance.**

**PRE-TRAINING REVIEW**

1. What do you do currently? __________________________________________________

   __________________________________________________

2. What area / industry do you want to work in? __________________________________________________

   __________________________________________________

3. Have you applied for any jobs in that area/industry? __________________________________________________

   __________________________________________________

4. Have you searched to see what skills you need to work in that area? ______________

   __________________________________________________