

Pre-enrolment Check Form

This form must be completed by the student or their elected representative. It is also mandatory to complete this form before a student COE is created. You are required to complete all sections of this form except where it says, 'only if applicable'.

Applicant Name:		Title:													
Reviewer Name:															
Date of review:															
Review method:	Face-to-face interview ☐ Online interview ☐ Phone interview ☐ Document review ☐ Enrolment form ☐ CoE ☐ English language test ☐ Qualifications ☐ GTE														
Course being applied for:	<table border="1"> <tr> <td>☐ Certificate III in Business</td> <td>☐ Advanced Diploma of Business</td> </tr> <tr> <td>☐ Certificate IV in Business</td> <td>☐ Diploma of Project Management</td> </tr> <tr> <td>☐ Diploma of Business</td> <td>☐ Advanced Diploma of Program Management</td> </tr> <tr> <td colspan="2">☐ Certificate IV in Accounting and Bookkeeping</td> </tr> <tr> <td>☐ Diploma of Accounting</td> <td>☐ Advanced Diploma of Accounting</td> </tr> <tr> <td colspan="2">☐ Certificate III in Hairdressing</td> </tr> </table>			☐ Certificate III in Business	☐ Advanced Diploma of Business	☐ Certificate IV in Business	☐ Diploma of Project Management	☐ Diploma of Business	☐ Advanced Diploma of Program Management	☐ Certificate IV in Accounting and Bookkeeping		☐ Diploma of Accounting	☐ Advanced Diploma of Accounting	☐ Certificate III in Hairdressing	
☐ Certificate III in Business	☐ Advanced Diploma of Business														
☐ Certificate IV in Business	☐ Diploma of Project Management														
☐ Diploma of Business	☐ Advanced Diploma of Program Management														
☐ Certificate IV in Accounting and Bookkeeping															
☐ Diploma of Accounting	☐ Advanced Diploma of Accounting														
☐ Certificate III in Hairdressing															
Individual needs:	☐ Educational needs _____ ☐ Physical needs _____ ☐ Medical needs _____ ☐ Language needs _____ ☐ Any other needs, please specify: _____														

Purpose:	☐ Customer service advisor ☐ Data entry operator ☐ General clerk ☐ Payroll officer ☐ Typist ☐ Word processing operator ☐ Administrator ☐ Project Officer ☐ Administrative Supervisor ☐ Executive Officer ☐ Program Coordinator ☐ Program Consultant ☐ Project Manager ☐ Project Leader ☐ Project Team Leader ☐ Senior Administrator ☐ Senior Executive ☐ Senior Project Manager ☐ Senior Project Leader ☐ Accounts receivable clerk ☐ Accounts payable clerk ☐ Accounts supervisor ☐ Assistant Accountant ☐ Senior financial clerk ☐ Senior Accountant ☐ Senior Accounts Officer ☐ Office Manager ☐ Financial Accountant/Manager ☐ Senior Administration Manager ☐ Budget Officer ☐ Hairdresser ☐ Qualified Hairdresser ☐ Senior Stylish ☐ Hair Stylish ☐ Hair Care Professional ☐ Other, please specify:
RPL/RCC: Does the applicant indicate they wish to apply for credit transfer or RPL?	☐ RPL ☐ Credit Transfer Note: You will have to fill-in another form if you are applying for RPL or Credit Transfer. Please check with college Student Services Officer for more details regarding this.

Unique student identifier: (only if applicable)	
English language proficiency: • IELTS band score of 6.0 or equivalent OR • IELTS band score of 5.0 if the student is enrolled to study in an ELICOS course before OR • Completion of a qualification from an Institute where mode of instructions was English and where the course duration was no less than 12 months OR • Completion of an approved English Language course	☐ Test of English as a Foreign Language (TOEFL) ☐ International English Language Testing System (IELTS) ☐ Other Form of Testing which Satisfies the Institution (Please specify): _____ ☐ Cambridge English: Advanced (CAE) ☐ Pearson Test of English (PTE) Academic English test score _____ OR ☐ None: Student will sit in college level English Placement test on the orientation day or before commencing this course of study. English test score _____
Academic proficiency:	☐ Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course OR ☐ Successful completion of a qualification from an Institute where mode of instructions was English and where the course duration was no less than 12 months.
I have been made aware of the listed pre-enrolment information:	☐ Complaints and appeals ☐ Services being delivered ☐ Fees / Refunds ☐ Privacy arrangements ☐ Safety arrangements ☐ Access to information ☐ Support services ☐ Rights as a consumer and as an Overseas Student Note: The student is provided with access to the Student Handbook that also contains the above-mentioned information.

I can confirm that I am aware of the listed course information that I am seeking to enter at the college:	☐ The training product/course: BSB50120 Diploma of Business ☐ Duration: 12 months (1 year) ☐ Course tuition fees: \$6,000 ☐ Admin and Materials fees: Admin - \$200 and Materials - \$300 ☐ Course starting on (intake date): _____ ☐ Delivery locations: Level 5, 338 Pitt Street, Sydney NSW 2000 Australia ☐ Mode of delivery and course program: Face-to-face (20 hours per week) ☐ Planned training and assessment: As per the course Academic Timetable and information contained in the student handbook for the course listed above. ☐ Work placement (if applicable): Not applicable for the course I am enrolling in. ☐ Details of third parties (if applicable): Not applicable ☐ Materials and equipment the student must provide: Not applicable as the course material including equipments that is required for me to complete this course will be provided by the college.
Student Name:	
Student Signature:	

For office use only:

Decision:	Is RPL / Credit Transfer being sought?		
	Does this document provide information on why the student is wishing to study this course(s)?		
	Does this document provide information on what the student is hoping to achieve from this course(s)?		
	Does this student have the required LLN skills to undertake this course(s)?		
	Does this student have the digital capability to undertake this course(s)?		
	Does the student have the pre-requisites (if relevant) listed for this course(s)?		
	Does the student have sufficient experience, knowledge and understanding of course requirements to be able to undertake this course(s)?		
Reviewer Name, Signature and Job Title:			