

# Enrolment Application Form – Online Courses- Domestic students only.



Personal Details			
Surname:		Title: Mr/Mrs/Miss/Ms/Dr	Date of birth:
First name:		Middle name/s:	
Home phone:		Mobile:	
Email:			
Today's date:			

Home Address			
Flat/unit details:		Building:	
Street number:		Street name:	
Suburb/city or town:			
State/territory:		Postcode:	
Country:			

Postal Address (if different from above)			
P.O. Box			
Suburb, locality or town:			
State/territory:		Postcode:	

Qualification/Course
NB. Check the website for entry requirements and pricing
<input type="checkbox"/> ICT20120 Certificate II in Applied Digital Technologies
<input type="checkbox"/> FSK20119 Certificate II in Skills for Work and Vocational Pathways
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care
<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care
<input type="checkbox"/> CPP41419 - Certificate IV in Real Estate Practice
<input type="checkbox"/> CPP51122 - Diploma of Property (Agency Management)
<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management
<input type="checkbox"/> FNS40222 Certificate IV in Accounting and Bookkeeping
<input type="checkbox"/> FNS50222 Diploma of Accounting
<input type="checkbox"/> CHC33021 Certificate III in Individual Support (Ageing and Disability)
<input type="checkbox"/> CHC43121 Certificate IV in Disability Support
<input type="checkbox"/> CHC32015 Certificate III in Community Services
<input type="checkbox"/> CHC52021 Diploma of Community Services

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General Information	
1. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
2. Have you ever studied with BCC Institute before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. In which country were you born?	<input type="checkbox"/> Please specify: _____
4. Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	<input type="checkbox"/> No, English only - Go to question 6 <input type="checkbox"/> Yes, other, please specify: _____
5. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
6. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long-term condition (tick as many as apply).	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 8 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Medical condition <input type="checkbox"/> Other:
7. What is your highest COMPLETED school level (tick one box only).	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school – Go to question 11
8. In which YEAR did you complete that school level?	
9. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous Qualifications	
10. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – Indicate below <input type="checkbox"/> No – Go to Question 12
<i>If YES, then tick ANY applicable boxes below (you may indicate more than one).</i>	
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Cert/Technician)	<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than these
Please list any qualifications you have completed and the year of completion.	1. _____ Year: _____
	2. _____ Year: _____
	3. _____ Year: _____

Employment	
Of the following categories, which BEST describes your current employment status? (tick one box only).	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work

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<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment
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Study Purpose	
Of the following categories, which BEST describes your main reason for undertaking this course?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I want extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try to get into a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons

Application Checklist	
Provide a certified copy of the following documents with your application (you will need to bring in the originals to your orientation day for verification):	
<input type="checkbox"/> 100 points of I.D. (passport, drivers' license, etc.) <input type="checkbox"/> Transcripts of any previous qualifications <input type="checkbox"/> High School Certificate or equivalent <input type="checkbox"/> Any other relevant documents	<input type="checkbox"/> Proof of payment of AUD \$200 Enrolment Application Fee <ul style="list-style-type: none"> <li>• Name of Bank: Commonwealth Bank of Australia</li> <li>• BSB: 062 111</li> <li>• Account Number: 00909654</li> <li>• Swift Code: CTBAAU2S</li> <li>• Account Name: Bankstown Community College Incorporated</li> </ul> or via Credit Card – Contact the college on (02) 9793 8155

Privacy Notice
<p><b><u>Why do we collect your personal information.</u></b></p> <p>As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.</p> <p><b><u>How we use your personal information</u></b></p> <p>We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.</p> <p><b><u>How we disclose your personal information</u></b></p> <p>We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.</p> <p>We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.</p> <p><b><u>How the NCVER and other bodies handle your personal information.</u></b></p>

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The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the *NVETR Act*. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring, and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

## **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor, or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## **Contact information**

At any time, you may contact BCC Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact BCCI at [info@bcc.edu.au](mailto:info@bcc.edu.au) or phone (02) 9793 8155.

Please note, all information provided to BCC Institute will be used by BCC Institute or other authorised organisations for the purpose of general administration, communication, state and national reporting and program monitoring evaluation as per BCC Institute's Privacy Policy. Refer to <https://bcc.edu.au/images/pdf/cg4-privacy-policyv2.pdf> for more information.

## **Declaration**

In signing this Enrolment Application Form, I agree the information I have provided is true, correct, and complete. I acknowledge and agree that this is an application only to study at BCC Institute and does not guarantee me a place. If an offer is made to me my acceptance is subject to the terms and conditions in the Letter of Offer.

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Student (or guardian if applicable) signature:		Date:	
Printed name:			

Office Use Only	
Student I.D.:	
Processed date:	
Enrolment officer signature:	