



Frontier

INSTITUTE OF TECHNOLOGY



BSB30915 - Certificate III in Business Administration (Education)

Course Information Booklet

Frontier Institute of Technology

RTOID - 21244

www.frontier.edu.au

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735 Pascoe Vale Road

Glenroy, VIC 3046



About us

Frontier Institute of Technology is a Registered Training Provider that meets the administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by the Federal, State and Territory Governments in Australia.

The State Government registering authority monitors Frontier Institute of Technology and subjects it to regular external audits to verify its adherence to the standards.

Frontier Institute of Technology has been established to deliver nationally recognised training to upgrade client's skills. Detailed quality systems have been established to ensure consistency in administration, delivery and assessments.

Frontier's objectives during this program are:

- to train and equip students with the skills and knowledge relating to **BSB30915 Certificate III in Business Administration (Education)**;
- to support students to achieve successful competency and completion of this program;
- to identify special needs and learning barriers
- to assist those with special needs; and
- to provide access and equity in the enrolment, delivery and assessment process.

Who is this course designed for?

Our nationally recognised BSB30915 Certificate III in Business Administration (Education) is designed for individuals who may provide technical advice and support to a team using some discretion and judgement across a broad range of administrative competencies in an educational or school support context.

This qualification allows students to advance their career in diverse roles in team leadership and management. Furthermore, they could undertake an AQF level 4 qualification in a Business/Administration pathway for educative institutions.

We aim to target those aged between 15-19 and 19-34. This is because students decide upon their career options during these years, and Certificate III in Business Administration (Education) is the minimum qualification for people who are working or want to work in the various administrative roles.

Our potential students comprise existing workers and new entrants who are undertaking team leadership roles.

The target group for this qualification is any administrative staff working in a broad range of environments in the education branch.

Entry Requirements

It is beneficial but not essential for students to have access to a workplace while undertaking this qualification.

Applicants must:

- Be 18 years or over;
- Be sufficiently proficient in English (read, write and speak) to be able to work successfully in a highly regulated environment;
- Have satisfactorily completed a minimum of year 12 or equivalent.

Pre-Training Review (PTR)

A pre-training interview will be conducted with the applicant by a Frontier representative. This interview will help us identify your prior experience, existing knowledge, skills and suitability for the course. The Pre-Training Review will be valuable in determining if additional support and/or reasonable adjustment is required for you to successfully complete the course.

Language, Literacy & Numeracy

Applicants must undertake a language, literacy and numeracy assessment during their induction session, prior to beginning the qualification. Results will be assessed on an individual level by the assessor.

Depending upon the level of support required for the language, literacy or numeracy, alternative

training and assessment methods may be used or the learners will be recommended to pursue the Foundation Skills program, which will help them fulfil the LLN gap and achieve the qualification.

What will I study?

The students enrolled in **BSB30915 Certificate III in Business Administration (Education)** are required to complete 13 units of competency as listed below:

Core Units

BSBIND301 Work effectively in an educational environment

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

Elective Units

BSBADM307 Organise schedules

BSBADM405 Organise meetings

BSBADM406 Organise business travel

BSBCUS301 Deliver and monitor a service to customers

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU309 Produce desktop published documents

BSBITU312 Create electronic presentations

BSBMKG408 Conduct market research

BSBWRT301 Write simple documents

Please note that the above electives are meant for structured training. More electives are available for RPL students, which is detailed on our website at www.frontier.edu.au.

How is assessment conducted?

The assessment for each unit of competency will be provided by the trainer when the student is ready for assessment. Evidence for assessment may be gathered over an extended period of time for consistency. The student will complete and submit each assessment task to their instructor based on their agreed assessment timeline. Assessment materials and timelines are flexible.

How long will it take?

The time taken to complete will depend on the learner and the delivery option selected.

Intake Dates – Frontier Institute of Technology offers monthly intakes and the course may be commenced in your discretion. and the course may be commenced in your discretion. Please inquire with the Student Administration regarding intake dates. Intake dates are also published and updated on our website at www.frontier.edu.au.

Course Duration – 540 hours delivered over a period of 7 months. The course duration may vary depending on the learners' prior experience, knowledge and abilities.

How will the lessons be delivered?

Delivery Methods – You are advised to identify your delivery method prior to enrolling in the qualification. Frontier Institute of Technology offers the following delivery modes for this qualification:

- **Face to Face Delivery** – Involves structured classroom-based training in a simulated work environment. Each session will allow enough time for the students to learn the topic, undertake practice opportunities and complete/submit set tasks required for assessment purposes.
- **Self-Paced Learning** – Involves the learner undertaking learning and assessment tasks between face-to-face consultations. The extent of self-paced learning is determined by each individual learner and is communicated through the trainer and assessor.

- **Work-Based Delivery** – Occurs when the learner undertakes structured training within their workplace, which is delivered by a workplace supervisor, manager, colleague or workplace trainer.
 - **Online Delivery** – Where the learner will undertake learning and assessment tasks through an online platform where each unit will be provided with enough time for the students to learn the topic, undertake practice opportunities, complete and submit set tasks required for assessment purposes.
- User friendly course materials/manuals;
 - Assessment of each module and assistance in gathering evidence;
 - Issued nationally recognised training;
 - For further information about our services please see your student handbook.

What is expected from Students?

In order to provide students with the highest level of tuition and delivery, it is expected that students meet the following minimum requirements:

- Students are expected to attend all scheduled classes. If a student is not available to attend a class for any reason, they are to contact their trainers prior to making any other arrangements.
- Students are advised to read through the unit manual and practice their knowledge between sessions.
- Students are advised to apply the skills learned in the training sessions to their work tasks.

Please note that should any training material be lost, the replacement cost is \$66.00 per manual.

Please contact Student Administration if you need further clarification on any of these points.

How do I enrol?

1. Read the pre-enrolment and course information booklet.
2. Complete the Student Enrolment Form and sign it.
3. Supply supplementary documents such as your driving license to verify your identity.
4. Return the Enrolment form by post **or** email to:
Frontier Institute of Technology
735 Pascoe Vale Road, Glenroy, Vic- 3046
Email: enrolment@frontier.edu.au
5. Alternatively, you can also fill out an online enrolment form available on our website.

Issue of Qualification

Students will receive a nationally recognised qualification when they fulfil the requirements of all the units of competency, including core and elective, in their training plans.

The qualification will be issued once all payments have been cleared. Students who have partially completed the units of competency will receive a Statement of Attainment. The certificates will typically be issued within 28 days of request or completion of the training.

Student records are managed securely and confidentially. They are available upon request for student perusal.

Credit Transfer

Students who have completed current units from training packages at other institutions will be given recognition on presentation of a verified Transcript, Award or Statement of Attainment.

What can I expect from Frontier Institute of Technology?

- Experienced, knowledgeable and punctual trainers;
- Quality training materials and excellent student support;
- Scheduled face-to-face training sessions;

6. A pre-training interview and LLN test will be scheduled prior to your enrolment.
7. Upon final assessment of your current skills and experience, Frontier Institute of Technology will contact you to confirm your acceptance into the nominated course.

Privacy Statement

Frontier Institute of Technology Pty Ltd is required to provide the Victorian Government, through the Department, with student and training activity data, which may include information you provide in the enrolment process. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines.

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisors, other government agencies, professional bodies and/or other organisations.

What will I need to pay?

Please refer to Schedule of Fees attached on the last page of this document.

The table shows the fees which are inclusive of tuition, resources and administration fees, subject to eligibility.

Note: Fees may change during your course of study. Please be advised that Frontier Institute of Technology does not accept any fees more than \$1500.00 as an initial payment.

Fee Refund Policy

Any fees paid prior to the commencement of a course are refundable upon withdrawal from the course, less the administration charge. If a student withdraws from a course once training has commenced, no refunds are given. Please refer to the fees and refunds policy and procedure on our website at www.frontier.edu.au.

Recognition of Prior Learning (RPL)

What is RPL?

Recognition of Prior Learning (RPL) is an assessment pathway to gain a qualification. Candidates may apply for RPL if they believe they have the skills, knowledge and experience gained through work, training courses and work based training to meet the requirements of the course.

The evidence they provide will be assessed against the evidence requirements of one or more units of competency.

Who is this RPL process designed for?

The RPL Assessment process is designed for professionals/employees/workers with adequate currency and capability in the industry relevant to the qualification that they wish to obtain formal certification in.

Candidates will use their job experience and previous skills to be assessed against the requirements of the units of competency of the qualification that they wish to obtain formal certification in.

Who is eligible?

To be eligible and for us to consider your RPL application, a candidate must provide the following evidences along with a filled application form:

1. Minimum 2 years of job experience in the same field, supported by a current CV and other relevant documentation as listed below:
 - a) CV/Resume;
 - b) Any licenses, if applicable;
 - c) Previously completed qualification certificates and transcripts;

- d) Overseas qualification and transcripts, if relevant;
 - e) Employer's letter of employment;
 - f) If the business is owned by the candidate, an ABN registration copy;
 - g) A supervisor's letter acknowledging your experience in the job and the industry;
2. A declaration of a nominated Third Party Supervisor, who will work along with you to support your RPL process. A third party supervisor could be a colleague, a manager or a supervisor at your workplace.
 3. At least 2 referees.

Upon evaluating the evidences submitted, a qualified Trainer & Assessor will contact the candidate. The Trainer and Assessor will provide the candidate with an RPL Initial Evaluation report outlining the next steps they will have to take. If the candidate is dissatisfied with the outcome of the RPL application, there is an appeal option. They will have to fill out a Complaint and Appeal and send it to info@frontier.edu.au for analysis. However, we always encourage the candidate to have a one on one discussion with their trainer for a more friendly solution.

Who is eligible to be a Referee and assess your skills and knowledge?

The applicant must provide details of three referees on the application form. One of your referees must be a Supervisor, called the 'Testimonial Referee' on the application form, and the other two are called 'Nominated Referees', whom your Assessor will contact for a reference check. One of the Nominated Referees should be able to provide you with a 'Third Party Report', and they must be in a position to verify the applicant's skills and knowledge. The referee types are explained in detail below:

Testimonial Referee: 'Testimonial Referees' can be the candidate's employer, supervisors or managers and they should be able to provide the candidate with a testimonial letter declaring that they have known them for more than 1 year and that they have sufficient job experience to meet the qualification requirements. The testimonial must also outline how the qualification will benefit the candidate and the job role at their workplace.

Nominated Referee: There should be two nominated referees, they could be the candidate's colleagues, supervisors, managers or other relevant people who have worked with the candidate and can assess that their skills and knowledge are relevant to each of the units of competency. The two nominated referees are the ones who will be contacted for a reference check. If necessary, one of the nominated referees will have to provide a detailed Third Party Report for each Unit of Competency.

The RPL Stages

The RPL process shortens the course's duration, but has its own structure to assess a candidate's competency against the qualification's units of competency.

There are six stages involved in the RPL process. However, it is upon the Trainer & Assessor's discretion to determine and select the steps that candidates will need to complete.

The more evidence provided by candidates at the beginning of the process, during the 'Initial RPL Self-Assessment', the less steps the RPL process will involve.

The stages involved in the RPL process as key assessment methods include:

Stage 1: Initial Self-Assessment

During this initial stage, the candidate is provided with an 'Initial Self-Assessment' document or link where they are required to select the type of evidence that they can provide for each unit of competency. For each unit of competency, a candidate must provide all mandatory evidences and at least one of the optional evidences listed in the options. The candidate will have to gather the listed evidence and submit them in the next stage: 'Stage 2-Evidence Gathering Assessment'. Upon assessing the candidate's supplied evidence, a qualified Trainer & Assessor will contact the candidate and will provide them with an 'RPL Initial Evaluation Report' outlining the next steps they will have to take. The next five stages are explained in detail below:

Stage 2: Evidence Gathering

In the second stage, the candidate will have to submit their evidence. There are two options that the candidate can use to do that: by mail or by uploading the evidence onto the 'Stage 2: Evidence Gathering Assessment' template. This stage is a compulsory stage, where every applicant has to submit all the evidences they have listed in 'Stage 1: Initial Self-Assessment'.

Stage 3: Interview

This stage is a compulsory stage for all learners and is conducted towards the end of the RPL Process. At this stage, candidates are required to book a time and date with their trainer and assessor for a one on one interview. The assessor will ask them several questions relevant to the units of competency for the qualification they are undertaking through RPL. If the candidate cannot make time to come and see the trainer and assessor in person, the interview can be conducted through Skype, GoToMeeting or can be

held over the phone, whichever is suitable, discussed and agreed upon by both the candidate and the trainer and assessor. The trainer and assessor will record the candidate's answers in written format on the 'Stage 5: Interview Questions' template.

The candidate's personal information is protected by our Privacy Policy and will remain safe and secure. The information will only be used for assessment judgement and might be shared with Government authorities when requested.

Stage 4: Third Party Report

Stage 4 is applicable to candidates that have failed to submit all mandatory evidences and at least one of the optional evidences listed for each unit of competency. At this stage, the candidate's third-party supervisor must submit a third-party report using their templates for the units of competency mentioned in the assessor's 'RPL Initial Evaluation Report'. Third-party reports can be mailed or uploaded onto the 'Stage 4: Third-Party Report' template. The candidate's supervisor must provide comments for each item on the checklist for each unit of competency. To demonstrate competency in each unit they must outline if the candidate's performance was valid, current and sufficient.

Stage 5: Written Questions & Answers/Practical Demonstration

Stage 5 will be applicable to candidates that have failed to submit all the mandatory evidences and at least one of the optional evidences listed for each unit of competency. Candidates may be asked to complete Written Q & A relevant to the selected unit of competency lacking sufficient evidence or the assessor may ask candidates to practically demonstrate specific tasks relevant to the unit of competency lacking sufficient evidence. The latter can be done through Skype, GoToMeeting or in person.

Stage 6: Gap Training

Stage 6 will be applicable to candidates that have failed to submit any of the evidences listed for each of the units of competency. At times, this stage might be recommended towards the end of the process if the assessor determines that the gathered evidences have failed to meet the requirements of the unit of competency. At this stage, an applicant must undertake a complete structured training and assessment to gain competency in the unit.

Additional charges will apply at this stage. Candidates will be charged \$250.00 for each unit of competency.

Other Qualifications Offered by Frontier Institute of Technology

Business Services

BSB30415	Certificate III in Business Administration
BSB30915	Certificate III in Business Administration (Education)
BSB40515	Certificate IV in Business Administration
BSB50215	Diploma of Business
BSB50415	Diploma of Business Administration
BSB51918	Diploma of Leadership and Management

Building and Construction Sector

CPC30111	Certificate III in Bricklaying/Blocklaying
CPC30116	Certificate III in Shopfitting
CPC30211	Certificate III in Carpentry
CPC30318	Certificate III in Concreting
CPC30611	Certificate III in Painting and Decorating
CPC31411	Certificate III in Construction Waterproofing
CPC40110	Certificate IV in Building and Construction (Building)
CPC41013	Certificate IV in Demolition
CPC50210	Diploma of Building and Construction (Building)
CPC50308	Diploma of Building and Construction (Management)
MSF30418	Certificate III in Glass and Glazing
UEE30811	Certificate III in Electrotechnology Electrician

Community Services Sector

CHC33015	Certificate III in Individual Support
CHC52015	Diploma of Community Services

Hospitality Sector

SIT30816	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery
SIT50416	Diploma of Hospitality Management

Training and Assessment Sector

TAE40116	Certificate IV in Training and Assessment
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This form must be filled in its entirety. The information you supply will be kept private and confidential and will in no way be used for any marketing purposes.

Section A. ENTER YOUR FULL NAME*	Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other	
	Family Name (Surname):	
	Given Names:	
* 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 Frontier Institute of Technology 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.		
Section B. PERSONAL DETAILS	Date of Birth (D/M/Y): / /	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Home Phone No:	Work Phone:
	Mobile No:	Email Address:
	Residential Address:	
	Flat/Unit Details:	Street Name:
	Suburb:	
	State:	Postcode:
	Postal Address (if different from above):	
	Flat/Unit Details:	Street Name:
	Suburb:	
	State:	Postcode:
	Section C. EMERGENCY CONTACT DETAILS	Full Name:
Home Phone No:		Work Phone:
Mobile No:		Email Address:
Address:		
State:		Postcode:
Section D. LANGUAGE & CULTURAL DIVERSITY	1) In which country were you born?	
	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____	
Country of Citizenship: _____		
2) Australian Citizenship Status:		
<input type="checkbox"/> Australian Citizen		
<input type="checkbox"/> New Zealand Citizen		
<input type="checkbox"/> Australian Permanent Resident		
<input type="checkbox"/> Student Visa		
<input type="checkbox"/> Temporary Resident Visa		
<input type="checkbox"/> Visitor's Visa		
<input type="checkbox"/> Business Visa		
<input type="checkbox"/> Holiday Visa		
<input type="checkbox"/> Permanent Humanitarian Visa		
<input type="checkbox"/> Other – please specify: _____		
<input type="checkbox"/> Overseas – No Visa or Citizenship		

3) Do you speak a language other than English at home?

- No, English only
- Yes, other – please specify: _____

4) How well do you speak English?

- Very well
- Well
- Not well
- Not at all

5) Are you of Aboriginal or Torres Strait Islander origin?

- Yes, Aboriginal
- Yes, Torres Strait Islander
- No

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

Section E.
**DISABILITY &
LEARNER
SUPPORT**

1) Do you consider yourself to have a disability, impairment or long-term condition?

- Yes
- No

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

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Mental illness |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Other | |

3) If you have ticked any of the above, do you require any additional training support from us?

- Yes
- No

Section F.
CONCESSION

1) Do you hold a current concession card?

- Yes No

2) If yes, what type of card? Please tick below:

- Health Card Pensioner Card Veterans Gold Card

If you ticked a concession card type you must write the number of the card here: _____

(You must provide a certified copy of the concession card with this enrolment application.)

Section G.
SCHOOLING

1) Please tick the state(s) you have studied in (you may tick more than one box if multiple choices apply).

- VIC SA NT NSW QLD WA TAS Overseas

2) What is your highest COMPLETED school level?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

3) In which YEAR did you complete that school level? _____

4) Are you still attending secondary school?

Yes No

5) Do you have a Victorian Student Number (VSN)?

If yes, what is the number? _____

6) Are you currently enrolled as an apprentice at another education provider?

Yes No

If yes, what is your DELTA number? _____

**Section H.
PREVIOUS
QUALIFICATIONS
ACHIEVED**

1) Have you SUCCESSFULLY completed any of the following qualifications?

Yes No

2) If Yes, then tick ANY applicable boxes. If No, move to Section I.

Please indicate where you achieved the qualification by ticking the relevant boxes. A = Australia, E = Australian Equivalent and I = International

e.g. if you have Certificate III in Building and Construction achieved in Australia you should tick the boxes as indicated below:

A E I

Certificate III (or trade certificate)

A E I

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Certificates other than the above

**Section I.
EMPLOYMENT
STATUS**

1) Of the following categories, which BEST describes your current employment status?

Full-time employee

Part-time employee

Self employed – not employing others

Self employed – employing others

Employed – unpaid worker in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

2) If employed, of the following classifications, which BEST describes your current or recent occupation? (Tick ONE box only)

Managers

Professionals

Technicians and Trades Workers

Community and Personal Service Workers

Clerical and Administrative Workers

- Sales Workers
 Machinery Operators and Drivers
 Labourers
 Other

3) If employed, which of the following classifications BEST describes the Industry of your current or previous employment? (Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Arts and Recreation Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Information Media and Telecommunications | |

4) Please fill in the details of your current employer below:

Trading Name:

ABN:

Industry:

Legal Name:

Your Position:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

Contact Person:

Contact Number:

**Section J.
STUDY REASON**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

- 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 of study
 For personal interest or self-development
 To get skills for community/voluntary work
 Other reasons

**Section K.
UNIQUE STUDENT
IDENTIFIER (USI)**

From 1 January 2015, Frontier Institute of Technology 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 <https://www.usi.gov.au/your-usi/create-usi/> using a computer or a mobile device.

Enter your Unique Student Identifier (if you already have one)

Unique Student Identifier

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Application for Unique Student Identifier

If you would like Frontier Institute of Technology 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 <https://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. 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.

I [STUDENTNAME] authorise Frontier Institute of Technology to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

Town/City of Birth: _____

(please write the name of the Australian or overseas town or city where you were born)

Please provide details for one of the forms of identity below.

Please ensure that the name written in the 'Personal Details' section is exactly the same as what is written in the document you provide below.

Australian Driver Licence:

State: _____

Licence Number: _____

Medicare Card:

Medicare Card Number: _____

Individual Reference Number (next to your name on your Medicare card): _____

Card Colour:

Green Expiry Date ____/____ (format MM/YYYY)

Yellow Expiry Date ____/____ (format MM/YYYY)

Blue Expiry Date ____/____/____ (format DD/MM/YYYY)

Australian Passport Passport Number _____

Non Australian Passport (with Australian Visa)

Passport Number _____ Country of Issue _____

Citizenship Certificate

Stock Number: _____ Acquisition Date ____/____/____ (DD/MM/YYYY)

Certificate of Registration by Descent Acquisition Date ____/____/____ (DD/MM/YYYY)

In accordance with section 11 of the Student Identifiers Act 2014, Frontier Institute of Technology 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.

- Government departments and authorised agencies.
- Researchers.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

From time to time, photographs or video tapes of students and their learning are taken in a classroom or at places where the student is involved in an activity. These photos/images/videos may be used in a classroom or on the job work activities or could be published by Frontier in documents, newsletters, displays, journals, professional development materials for trainers and teachers or on the Frontier website. In addition, some outstanding student work may also be published.

I give my consent for Frontier Institute of Technology to use my photo or video on its website, social media platform, and in any promotional material or brochures that they may use or develop.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

The information herein provided is (to the best of my knowledge) true, correct and complete at the time of my enrolment. This includes information and evidence (about my date of birth and my highest held qualification level) provided to assess my eligibility for government subsidised training under the Victorian Training Guarantee.

If under an apprenticeship or traineeship program; I, the applicant, give permission for the trainer/college representative to discuss my training program, development and evidences with my employer, other trainers or supervisors. A monthly session report will be reviewed by my designated supervisor.

I declare that I have accurately stated the number of government subsidised courses I have commenced or am scheduled to commence in the current year; and the number of government subsidised courses I am currently undertaking to be true and accurate and that this does not exceed two subsidised courses in any one calendar year.

I give permission for the information contained in this enrolment form to be released to the Australian Government & State Governments for use in Australian Vocational Education and Training Information System (AVETMISS) for research and statistical purposes only.

I confirm that I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at Frontier Institute of Technology.

I have been informed of and/or have been provided the Frontier Institute of Technology Polices & Procedures, which are also available on their website at www.frontier.edu.au, and I agree to abide them.

I declare that I have been provided a copy of the Frontier Institute of Technology Fees & Charges Policy and understand the costs and duration regarding my course/s.

I understand that I am required to notify of my non-attendance at class through writing, SMS or a phone call, and that I must provide Frontier Institute of Technology with a written notice if I intend to withdraw from my course.

I understand that Frontier Institute of Technology may refuse, vary, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information provided on the enrolment and eligibility forms.

I have read and understood the information and enrolment kit and agree to the privacy statement and the requirements of this course. I wish to enrol for this course with Frontier Institute of Technology Pty Ltd. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. I also understand that I am required to advise Frontier Institute of Technology Pty Ltd of any change of name or address within 14 days of its occurrence.

Student Signature: _____

Date: ___/___/___

Note: parental consent required if student is under the age of 18.

Parent/Guardian's Signature (if under 18 years): _____

Parent/Guardian's Name: _____