**Course Application/Enrolment Form**

#### **AHC31818 CERTIFICATE III IN BEEKEEPING**

**All questions must be answered. Incomplete application forms could result in your application being delayed. Please note that by completing this Course Application/Enrolment Form, you are not guaranteed a place on the requested course.**

To lodge your form – email your application to dcurrey@beekeepingcollege.com.au

Please Print

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| Part A – Personal Details |
|  |
| NAME | FAMILY NAME |
| FIRSTNAME | OTHERNAME/S |
| \*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.  |
|  |
| DATE OF BIRTH |  |  |  |  | GENDER |  |
|  | (DAY / MONTH / YEAR) |  | (MALE/FEMALE/OTHER) |
|  |
| POSTAL ADDRESS | STREET |
| TOWN/SUBURB |
| COUNTRY | POST CODE |
|  |
| EMAIL ADDRESS |  |
|  |
| RESIDENTIAL ADDRESS | STREET |
| TOWN/SUBURB | STATE | POST CODE |
|  |
| PHONE | HOME | MOBILE |
|  |  |  |
| EMERGENCY CONTACT | Name | Phone Number |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BEEKEEPING EXPERIENCE | No of years of bee- keeping experience | No of hives | 8/10 frame, WSP or Full Depth | Hive Brand | Bee suit size | Course 1 or 2 |

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| Part B – Language, Cultural Diversity and Citizenship |
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| In which country were you born? |
|  | Australia | □ |
|  | Other: - please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
|  |  |  |
| Do you speak a language other than English at home? |
|  | No, English only | □ |
|  | Yes, other – please specify | □ |
|  |  |  |
| Are you of Aboriginal or Torres Strait Islander origin? |
| *(For persons of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes)* |
|  | No | □  |
|  | Yes, Aboriginal | □  |  |
|  | Yes, Torres Strait Islander | □  |
|  |  |  |  |
| Do you reside in Australia? |
|  | Yes | □ |  |
|  | No | □ |  |
|  |  |  |  |
| Citizenship or residency status, I am- (tick one only)  |
|  | an Australian Citizen | □ |  |
|  | an Australian Permanent Resident | □ |  |
|  | a New Zealand Citizen | □ |  |
|  | a non-resident of Australia | □ |  |
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| Part C – Disability |
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| Do you consider yourself to have a disability, impairment or long-term condition? |
|  | Yes – please answer the next question | □  |
|  | No – go to part D | □ |
|  |  |  |
| If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: |
| *(You may indicate more than one area) Please refer to the Disability supplement (Part H) for an explanation of the following disabilities.* *If you select YES to any of the options, please contact us for advice.* |
|  | Hearing/deaf | □  |
|  | Physical | □ |
|  | Intellectual | □ |
|  | Learning | □ |
|  | Mental illness | □ |
|  | Acquired brain impairment | □ |
|  | Vision | □ |
|  | Medical condition | □ |
|  | Other | □ |

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| Part D – Schooling and Employment |
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| What is your highest COMPLETED school level? (Tick ONE box only) |
| *If you are currently enrolled in secondary education, the Highest school level completed 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 Highest school level completed is Year 9.* |
|  | Year 12 or equivalent | □ |
|  | Year 11 or equivalent  | □ |
|  | Year 10 or equivalent | □ |
|  | Year 9 or equivalent | □ |
|  | Year 8 or below | □ |
|  | Never attended school | □ |
|  |  |  |
| Are you still enrolled in secondary or senior secondary education? |
|  | Yes | □ |
|  | No | □ |
|  |  |  |
| Have you SUCCESSFULLY completed any of the following qualifications? |
|  | 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 | □ |
|  | Other education (including certificates or overseas qualifications not listed above) | □ |
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| Of the following categories, which BEST describes your current employment status?  |
| ***(Tick ONE box only)*** *(Full time = 35 hours or more per week) or part-time employed (less than 35 hours per week).* |
|  | 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 | □ |
|  | Hobbyist beekeeper – not seeking employment | □ |
|  |  |  |
| Of the following categories, select the one which BEST describes the main reason you are undertaking this course (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 skill for community/voluntary work | □ |
|  | Other reasons | □ |

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| Part E – Unique Student Identifier (USI) |
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| From 1 January 2015, the College 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> on a computer or mobile device. |
| Enter your Unique Student Identifier (USI) (if you already have one) |
| *You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the ‘Forgotten USI’ link on the USI website at* [*https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/*](https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/)*.* |
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| Unique Student Identifier |  |  |  |  |  |  |  |  |  |  |  |
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| Part F – Enrolment and Declaration |

# **Student Declaration**

I Confirm:

* This form has been completed by me personally and the information I have given is correct.
* I understand that the evidence I provide with my application will need to be verified at enrolment if I am made an offer.
* I consent the Beekeeping Training College and its parent organisation to obtaining personal information necessary to complete or verify my application.
* I understand that the Beekeeping Training College will not accept responsibility for incorrectly completed forms, forms sent to the wrong address, or the return of original documents or materials.
* I understand that this application does not guarantee a place in a course.

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 **Your signature Date**

**Course Fee**

The course cost is $2,850, and can be split into two equal payments of $1,425 each. The first payment must be received a week before the course commencement date, and the second payment must be received before the start of the fourth lecture.

The course fee is refundable if the learner withdraws 30 days before the course commencement date. If the learner withdraws between 30 and 15 days before the course commencement date, 50% of the course fee will be refunded. No refund is made if the learner withdraws from the course within 14 days of the course commencement date.

**Please indicate which method of payment you wish to use:**

□ Cash – At time of application □ EFT – At time of application □ Credit Card – Indicate Details Below
□ Bank Transfer -: A copy of the bank transfer must be attached to this application form before the application will be

processed (*please allow 3 days for the transfer of funds*)

**Account Name Beekeeping Training College**

**BSB 066 173**

**Account Number** 10458076

|  |  |
| --- | --- |
| **Name on Card**  |  |
|  **Card No**  |  |
| **Expiry Date**  |  |
| **Amount**  |  |

The Beekeeping Training College will place on file and continue to use the above card detail for future fees such as the second payment after which the details will be redacted.

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|  Part G – RTO Privacy Notice |

The Beekeeping Training College **(the College)** trades under **Manageering Pty Ltd a Registered Training Organisation**. Under the *Data Provision Requirements 2012*, the College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by the College for statistical, administrative, regulatory and research purposes. The College may disclose your personal information for these purposes to:

* Commonwealth and State or Territory government departments and authorised agencies;
* NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* Populating authenticated VET transcripts;
* Facilitating statistics and research relating to education, including surveys and data linkage;
* Pre-populating RTO student enrolment forms;
* Understanding how the VET market operates, for policy, workforce planning and consumer information; and
* Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](https://www.ncver.edu.au/)).

For more information about NCVER's Privacy Policy go to [https://www.ncver.edu.au/privacy.](https://www.ncver.edu.au/privacy)

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| Part H - Disability Supplement |

**Introduction**

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**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.