ENROLMENT APPLICATION FORM

CANBERRA COLLEGE OF MANAGEMENT AND TECHNOLOGY

1. APPLICATION FOR ENROLMENT

Which course would you like to enrol in? Kindly indicate your preferred course and location by selecting the corresponding checkboxes next to them. Please be aware that not all courses are offered at the Canberra Campus.

BSB50420 Diploma of Leadership & Management	Sydney	Canberra
BSB60420 Adv. Diploma of Leadership & Management	Sydney	Canberra
BSB50820 Diploma of Project Management	Sydney	Canberra
BSB80120 Graduate Diploma of Management (Learning)	Sydney	Canberra
ICT50220 Diploma of Information Technology	Sydney	Canberra
ICT60220 Adv. Diploma of Information Technology	Sydney	Canberra
SIT40521 Cert - IV in Kitchen Management	Sydney	
SIT50422 Diploma of Hospitality Management	Sydney	
SIT60322 Adv. Diploma of Hospitality Management	Sydney	
CHC30125 Cert - III in Early Childhood Education & Care	Sydney	
CHC50125 Diploma of Early Childhood Education & Care	Sydney	
CHC43415 Cert IV in Leisure & Health	Sydney	
CHC53415 Diploma of Leisure & Health	Sydney	
BSB40820 Cert IV in Marketing & Communication	Sydney	
BSB50620 Diploma of Marketing & Communication	Sydney	
BSB60520 Adv. Diploma of Marketing & Communication	Sydney	
CHC43015 Certificate IV in Ageing Support	Sydney	
CHC43121 Certificate IV in Disability Support	Sydney	
CHC52025 Diploma of Community Services	Sydney	
CPC50220 Diploma of Building and Construction (Building)	Sydney	
CPC30326 Certificate III in Carpentry	Sydney	
Desired Class Start Date (dd/mm/yyyy):		

2. ENTER YOUR FULL NAME (If you have one name only, write your single name in the 'Family name' section)

Family Name:	
First Given Name:	
Second given name (middle)	

** 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 CCMT 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.*

Date of Birth: (dd/mm/yyyy)		Gender:	Male	Female	Other

3. CONTACT DETAILS OF STUDENT (put country code and area code before overseas numbers)

Email:			
Home Phone:		Work Phone:	
Australian Mobile Number: (if any)		Overseas Mobile Number: (if any)	

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What is Address of Your Usual Residence?

(Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state or territory 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.)

Your Residential Address:	

4. EMERGENCY CONTACT PERSON IN AUSTRALIA

These are people that CCMT may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to CCMT.

Name:		Relationship to you:	
Address:			
Mobile:		Email:	

5. LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?	Australia [1101] Other Country, Name:
Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	No, English Only [1201] Other Language, Name:
Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.	No [4] Yes, Aboriginal [1] Yes, Torres Strait Islander [2]

6. VISA DETAILS

Passport Number:		Country of Issue:	
Do you already have an Australian Visa that allows you to study here?	Yes No (go to the next section; Qualification Details)		
Visa Type:	Student Other; Specify:	Visitor	Bridging
Visa Expiry Date:			
Did you ever hold CoE from any Australian Education Provider?	Yes No (skip the next question and go to the following question)		
Write the name of the Provider, whose CoE you held lately:			
Has your visa application been rejected ever?	Yes (attach Visa Rejection Letter/s)	No (go to next question)	
Do you have Overseas Student Health Cover?	Yes, expiry date: No I want CCMT to manage OSHC Insurance for me.		

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7. QUALIFICATION DETAILS

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.

Highest COMPLETED school level (tick one):	Year 12 or Equivalent [12] Year 11 or Equivalent [11] Year 10 or Equivalent [10] Year 09 or Equivalent [09] Year 08 or Equivalent [08] Never Attended School [02]
Are You still enrolled in secondary/senior secondary school?	Yes No
If you have achieved any of the following qualifications, put a tick beside it. You can put more than one tick. You must submit proof of this qualification/s. (for equivalency table, go to https://homeaffairs.gov.au)	Certificate I [524] Certificate II [521] Certificate III/Trade Certificate [514] Certificate IV/Advance Certificate/Technician [511] Diploma/Associate Diploma [420] Advanced Diploma/Associate Degree [410] Bachelors/Masters/PhD [008] Other education (including certificates or overseas qualifications not listed above) [990]
Are you CURRENTLY Studying with any educational institution inside Australia?	No (skip next two questions and go to the following question) Yes (write institution's name here and answer the next two questions):
What qualification you are studying?	
Month & Year you started this course:	
Do you wish to apply for Credit or Recognition of Prior Learning (RPL)? If YES, certified copies of transcripts/relevant documents from previous institutions/workplace must be provided with this form with Credit/RPL Application.	No Credit RPL Maybe; I'd like more information

8. ENGLISH PROFICIENCY (for international students)

Have you completed 5 years of primary/secondary schooling in an English-speaking country e.g. USA, UK?	Yes (provide proof) [Go to Employment section] No
Have you completed at least 50% units of a Certificate IV (or above) level course in last TWO years inside Australia?	Yes (provide proof) [Go to Employment section] No
Which of these exams have you appeared in?	IELTS PTE TOEFL Cambridge English Other, Specify:
DATE of this English Test Result Published:	
Is your OVERALL score in the test EQUIVALENT to IELTS Score of 6.0? To check, go to https://homeaffairs.gov.au	Yes No
Do you want to provide any other proof of proficiency in English? If yes, please describe:	No Yes (please describe)

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9. CORE SKILLS ASSESSMENT (Initial)

Reading (ACSF 3.03)

1. Read the paragraph below and answer the questions that follow.

In warehouses and freight terminals across NSW, forklifts are used to lift, stack and transfer loads. WorkSafe NSW has a zero-tolerance approach to the unsafe use of forklifts, considered one of the most dangerous pieces of equipment found at NSW workplaces. To be effective, a forklift must be manoeuvrable. To achieve manoeuvrability, forklifts are designed to be compact, making them less stable than other vehicles and mobile plant. Forklifts have a range of limitations, from maximum load weight to speed. These factors affect the operator and the forklift itself.

Writing (ACSF 2.06)

2. Answer the following questions in your own words.

a. Why does WorkSafe NSW have a zero-tolerance approach to the unsafe use of forklifts?

b. To be manoeuvrable a forklift has certain characteristics compared with other vehicles and plant. What are these?

Numeracy (ACSF a. 2.09 / b. 3.03)

3. The table below shows the minimum braking distance for common forklifts. Use the information in the table to provide estimated answers to the following questions.

Reaction distance and total stopping distance					
Speed (km/h)	6	12	16	18	20
Distance travelled while driver reacts and applies brakes (m)	2.5	5	6.7	7.5	8.3
Maximum stopping distance (m)	2.9-3.2	7-8	9.5-12	11-14	13-16.5

a) What is the maximum stopping distance if the forklift is travelling at 20 km/h?

b) Even at 6km/h, a forklift driver will take _____ metres to react and apply the brakes. He will need at least _____ metres to stop.

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Digital Literacy

Can you navigate operating systems (Windows, MacOS) to access files, programs and settings?	Yes	No
Can you use word processors (e.g. Microsoft Word)?	Yes	No
Can you use a basic spreadsheet (e.g. Excel, Google Sheets)?	Yes	No
Can you conduct basic internet browsing and online search?	Yes	No
Can you send and receive emails, and open and upload attachments?	Yes	No
Can you create, organise, and save files?	Yes	No
Can you use video conferencing tools (e.g., Zoom, Microsoft Teams)?	Yes	No
Can you communicate via text message?	Yes	No
Outcome (For RTO use only)	Is support required?	No Yes

10. EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick one box only). For Casual, Seasonal, Contract and Shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week)

Full-time Employee [01]	Part-time Employee [02]
Self Employed (Not employing Others) [03]	Self Employed (employing Others) [04]
Employed as Unpaid worker in family business [05]	Unemployed, seeking full time work [06]
Unemployed, seeking part time work [07]	Unemployed, Not seeking work [08]

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11. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?	Yes No (go to the next section; Study Reason)

If yes, please indicate the area of disability, impairment or long term condition (you may indicate more than one area. Please refer to the Annex 1: Disability Supplement at the back of this form for an explanation of the following disabilities.)

Hearing/deaf [11]	Intellectual [13]	Mental illness [15]
Physical [12]	Learning [14]	Medical condition [18]
Acquired brain impairment [16]	Vision [17]	Other [19] (Please specify)

Write Details, if you want:	

12. STUDY REASON

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

To get a new job [01]	It is a requirement of my job [06]
To develop my existing business [02]	I want an extra skill for my Job [07]
To start my own business [03]	To get into another course/study [08]
To try a different career [04]	For personal interest/Self-Development [12]
To get a better job/promotion [05]	To get skills for community/voluntary work [3]

Other Reason [11] (please describe)

13. UNIQUE STUDENT IDENTIFIER NUMBER

CCMT 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 http://www.usi.gov.au/create-your-USI/ on computer or mobile device.

Enter your unique student identifier (If you already have one)	
If you do not have a USI, would you like us to apply for a USI on your behalf?	Yes (please provide identification below and sign with date) No (go to Next Section; Application Checklist)

If you answered Yes, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

Current Australian Driver's Licence	Current Medicare Card
Australian Passport	Citizenship Certificate
Certificate of Registration By Descent	ImmiCard
Non-Australian Passport (with Australian Visa)	Australian Birth Certificate

CCMT will securely keep identification document/s containing personal information, to stay compliant with section 9(2) and 10(1.a) of the Student Identifiers Act 2014. CCMT collects this information for identity verification, NCVER reporting, certificate issuance Data Provision Requirements 2020 and other purposes. Thus, section 11(1) of Student Identifiers Act 2014 does not apply.

I authorise Canberra College of Management and Technology to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf, by signing this enrolment application form.

I have read and understood the privacy information at https://www.usi.gov.au/about-us/privacy/privacy-notice-students

I have read and I consent to the collection, use, retention and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at the website link provided above.

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14. DOCUMENT CHECKLIST

(Provide a Certified Copy of the following documents with your application. Please tick those that you are providing)

- Valid Passport Copy
- Valid Visa page/document (if you have one)
- High School (Australian Year 12 equivalent) certificate or other relevant educational certificates
- Proof of English Language Proficiency
- Proof of Work experience, if any
- Proof of Overseas Student Health Cover, if any
- Release letter from previous institution or Cancelled CoE, if any
- Any other relevant documents to support your application e.g. resume

15. PRIVACY NOTICE

Why we collect your personal information:

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. This information is crucial in determining your application outcome and managing your enrolment throughout your student journey. Providing inaccurate, inadequate or false information may result in unsuccessful application or cancellation of enrolment in future.

How we use your personal information:

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.

How we disclose your personal information:

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (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. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. We will disclose your information to overseas recipients only after expressed order from Australian Government.

How the NCVER and other bodies handle your personal information:

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 Employment and Workplace Relations (DEWR), 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.

The 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 https://ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact a Student Support Officer at CCMT using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

If you cannot access the DEWR VET Privacy Notice in the above-mentioned website, please contact a Student Support Officer at CCMT to obtain a hard copy of the notice.

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 Canberra College of Management and Technology 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. For enquiry, please contact us. Contact details are given at the footer of this form. Our Privacy Policy: https://ccmtcollege.edu.au

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General use of information:

Under the Data Provision Requirements 2020, CCMT 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 application form and your training activity data) may be used or disclosed by CCMT for statistical, regulatory and research purposes. CCMT may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorised agencies; NCVER; Organisations conducting student surveys; and/or Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes: Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; facilitating statistics and research relating to education, including surveys; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including program administration, regulation, monitoring and evaluation.

16. TERMS AND CONDITIONS

This course is a Nationally Recognised Training and AQF-Compliant. CCMT is authorised to offer courses to domestic and overseas students, but does not guarantee success in this application, in the desired course, and in any employment or migration outcome. CCMT will inform whether student needs to take work-based training in its offer letter and agreement.

We have our own admission criteria including age limit, minimum English proficiency level, formal qualification level, and admission tests. Claiming credit or RPL may affect duration of international student visa.

CCMT has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at https://ccmtcollege.edu.au and in our Student Handbook. This confidential Enrolment Application Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at CCMT are required by law to protect the information provided on this Enrolment Application Form. These are people that CCMT may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to CCMT.

CCMT is also required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government for the purposes of: promoting compliance with the Standards for RTOs 2025, ESOS Act 2000 and the National Code 2018; assisting with the regulation of providers; promoting compliance with the conditions of a particular student visa or visas, or of student visas generally or facilitating the monitoring and control of immigration.

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers. In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this.

If you have any concerns about the confidentiality of this information, please contact Student Support Manager at our office.

You may be contacted by either the National Centre for Vocational Education Research (NCVER) or CCMT's registering body, Australian Skills Quality Authority (ASQA), to participate in a survey about your experience as a student of CCMT, course quality and/or vocational outcomes related to your course. If you participate, you may choose to keep your responses confidential.

Please read CCMT's Refund; Deferral, Cancellation and Suspension; Complaints & Appeals Policies, Course Progress and Attendance policies, Course & Fees Structure, Work Placement requirements, Support Services available, Credit/RPL arrangement, Student Code of Conduct from our website, brochure and handbooks before submission of application.

CCMT reserves the right to decline this application if you don't pass our admission criteria or on any other reasonable ground. This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

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17. APPLICATION CHECKLIST

(you must tick the first four boxes, fifth one is optional, please read carefully)

I declare that the information I have provided to the best of my knowledge is true and correct and that it is my responsibility to update CCMT if this information changes during my enrolment.

I declare that I understand I may have to satisfactorily appear in a Language, Literacy, Numeracy and Digital Proficiency (LLND) Test or an English Placement Test or a Course Entry Interview before enrol into the course successfully, whichever applicable as per CCMT policy.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice as outlined above.

I declare that I have read the Terms and Conditions provided in section above and understood their consequences.

I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by CCMT.

I consent to the use of my testimonials and/or photos for marketing and/or advertisement purposes by Canberra College of Management and Technology in future.

I understand that I have option to pay more than 50% of tuition fees before course commencement.

This Enrolment Application Form may incur A$250 of fee which is payable in advance and Non-Refundable. I am responsible to keep the proof of this and subsequent payments, if any.

Student Signature:	Date:
Printed Name:	

ANNEX 1: DISABILITY SUPPLEMENT

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.

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