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APPLICATION FORM 2021

SECTION 1: SELECT YOUR COURSE

Hairdressing

- SHB20216 Certificate II in Salon Assistant
- SHB30416 Certificate III in Hairdressing
- SHB30516 Certificate III in Barbering
- SHB40216 Certificate IV in Hairdressing
- SHB50216 Diploma of Salon Management

Make Up

- SHB20116 Certificate II in Retail Cosmetics
- SHB30215 Certificate III in Make-Up

Automotive

- AUR30616 Certificate III in Light Vehicle Mechanical Technology
- AUR40216 Certificate IV in Automotive Mechanical Diagnosis

Beauty Services

- SHB30115 Certificate III in Beauty Services
- SHB40115 Certificate IV in Beauty Therapy
- SHB50115 Diploma of Beauty Therapy

Nails

- SHB30315 Certificate III in Nail Technology

Business

- BSB40120 Certificate IV in Business
- BSB50420 Diploma of Leadership and Management

I wish to apply as a Full Fee-paying applicant

I wish to apply for Skills First (State Government Subsidised Training Program) funding for the above course

I wish to apply for FEE HELP assistance

(If you wish to apply for a VET Student Loan, please read the VET STUDENT LOAN INFORMATION BOOKLET and complete the 'Request for VSL assistance form' available online at www.Accend Education Group.edu.au)

The following short courses are only available as a Full Fee-paying applicant:

Short Courses

- SHBBNLS001 Provide Manicure and Pedicare services
- SHBBBOS001 Apply cosmetic tanning products
- SHBBHRS001 Provide waxing services
- SHBBNLS003 Apply acrylic nail enhancements
- SHBBHRS002 Provide female intimate waxing
- SHBBMUP001 Apply eyelash extensions
- SHBBFAS002 Provide facial treatments and skin care recommendations

Other (please ask for information on all upcoming short courses):

SECTION 2: PERSONAL DETAILS

Mr Mrs Ms Miss Other _____

Given Name: _____ Surname: _____

Date of birth: ____/____/____ Sex: Male Female Uniform size: _____

Home Address: _____ Suburb: _____ Postcode: _____

Postal Address: _____ Suburb: _____ Postcode: _____
 (if different from above)

Mobile number: _____

Email address: _____

Emergency Contact Name: _____ Relationship: _____

Contact No. _____ Email: _____

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SECTION 3: EMPLOYMENT

Please select **ONE** of the following that best describes your current employment status:

- Full-time employee Part-time employee Employed- unpaid worker in a family business
 Employer Self-employed Unemployed- seeking full-time work

(If unemployed, please continue to Section 4, otherwise, please continue below).

Please select **ONE** of the following classifications that **BEST** describes your current or recent occupation?

- Professional services Sales Manager Labourer Other
 Technician/ Trade worker Community/ Personal services Machine Operator/ Driver
 Clerical/ Administration

Please select **ONE** of the following classifications that **BEST** describes the **INDUSTRY** of your current or recent occupation?

- Agriculture, Forestry and Fishing Education and Training Health care/ Social Assistance
 Electricity, Gas, Water and Waste services Retail Trade Wholesale Trade
 Construction Transport, Postal, Warehousing Administrative and Support services
 Accommodation & Feed services Financial/ Insurance services Information, Media & telecommunications
 Rental/ Hire/ Real Estate services Public Administration & Safety Arts and Recreation services
 Professional, Scientific and Technical service Other Mining
 Manufacturing

SECTION 4: PREVIOUS EDUCATION & SCHOOLING

Are you still attending Secondary school? Yes No

What is your highest **COMPLETED** school level? (tick **ONE** box only);

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

What year did you complete that school level? _____

Have you successfully **COMPLETED** any of the following qualifications? Yes No

If 'Yes', tick the applicable boxes:

- Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree Diploma or Associate Diploma
 Certificate IV or Advanced Certificate or Technician Certificate III or Trade Certificate Certificate II
 Certificate I Other Certificate

Did you complete this qualification in Australia? Yes No: Country of qualification: _____

If No, has the qualification been formally recognised in Australia? Yes No

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SECTION 5: LANGUAGE, CITIZENSHIP & CULTURAL DIVERSITY

Country of Birth: Australia Other- please specify: _____

Town/City of Birth: _____

What is your citizenship status (evidence of citizenship will be required)?

- Australian citizen Permanent Resident Holder of a Temporary Protection Visa East Timorese asylum seeker
 Other, please specify: _____

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

How well do you speak English? Very well Well Not well Not at all

Do you speak a language other than English at home? No, English only Yes, please specify: _____

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SECTION 6: DISABILITY, IMPAIRMENT OR LONG TERM MEDICAL CONDITION

Do you consider yourself to have a disability, impairment or long term medical condition? No Yes

If 'Yes', please specify below ALL conditions that apply to you;

- Physical Hearing/ Deafness Intellectual Learning Mental illness
 Vision Acquired brain impairment Other, please specify: _____

Do you require assistance from the college because of your disability? Yes No

Please indicate if you suffer from any of the following;

- Allergies Skin diseases Epilepsy Pregnancy Diabetes Other: _____

Please specify: _____

SECTION 7: STUDY REASON

Please select ONE of the following that BEST describes your reasons for undertaking your chosen course:

- To get a job To start my own business
 To develop my existing business Change in my career path
 To advance my job opportunities Requirement for my current job
 Improve/ develop my skill set Personal interest/ self-development

Other reasons: _____

Please select the course study load that you are seeking to enrol in: Full Time Part Time

SECTION 8: VICTORIAN STUDENT NUMBER (VSN)

Are you under the age of 25? Yes (please provide your VSN below) No (Go to section 9)

Enter your Victorian Student Number (VSN):

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(continue to section 11 if you have provided a VSN) If you have not provided a VSN, please select ONE of the following;

- I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
 I have attended a Victorian school since 2009, the name of the school is _____
 I have participated in training at a TAFE or other VET training organisation since the beginning of 2011.

List the 3 most recent training organisations with which you have participated in training since 2011:

1. _____
2. _____
3. _____

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SECTION 9: UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier (USI)? Yes, please specify

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If you do not have a USI, please select from below;

- I will create a USI for myself by going to www.usi.gov.au (This is compulsory)
- I understand that if I do not provide the College with my USI, they cannot issue any certificate or statement of attainment.
- I give permission for the College to check/ apply for a USI on my behalf if I do not provide them with one when I begin my course.

(If you are seeking to enrol in a government subsidised training program, you MUST have a USI before you begin your training.)

SECTION 10: PRIVACY STATEMENT

I understand that the Accend Education Group is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines- (<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). 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, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department - endorsed project or audit or review. The *Education and Training Reform Act 2006* requires the Accend Education Group to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register. For more information in relation to how student information may be used or disclosed please contact Accend Education Group on phone (03) 9421 4464 or e-mail: info@accend.edu.au

I acknowledge and agree to the terms described in this privacy statement:

Student Signature: _____ **Date:** _____

SECTION 11: STUDENT CONSENT AND DECLARATION

Please ensure that you have read and understand the Privacy Statement and Student Declaration very carefully before signing this form. If you have any questions, please do not hesitate to ask.

- I declare that the information on this enrolment form is to the best of my knowledge, true, accurate and absolute at the time of this application.
- I understand that it is my responsibility to provide all relevant and required documentation and answer all questions truthfully.
- (If enrolled in a Traineeship program) I, the applicant, give permission for the Trainer/College representative to discuss my training program, development and evidence with my employer and other Trainers or Supervisors.
- I have been advised of the RTO's Policies and Procedures including the Fees & Refund Policy and Complaints and Appeals policy and agree to be bound by them. I can access all ACCEND EDUCATION GROUP's policies via the website at www.Accend Education Group.edu.au or obtain a copy from the Student Services Officer upon request.
- I understand that I am required to attend all the classes scheduled and failure to do so may result in a withdrawal.
- I understand that I cannot defer unless specifically approved by the RTO and only for the reason specified in the deferment policy.
- I understand that I must follow the training plan and the assessment must be completed before or on the due dates otherwise I could be charged a fee to re-sit the assessment.
- I have been informed about the dress code and I will abide by it. I understand that failure may cause suspension according to the discipline policy of the institute that can be located on the website.
- I understand that it is my responsibility to actively participate when attending classes and keep up to date with my training plan requirements I understand it is my responsibility to ensure I have all of the equipment listed on my kit list before I come to class and that I may not be able to participate if I do not have the appropriate equipment.
- I have been informed that in this course I will be required to service clients as part of my training and that I cannot refuse to service clients.

I the student as above identified give permission to Accend Education Group to publish, reproduce and communicate my: (Please tick)

- | | |
|---|---|
| <input type="checkbox"/> Art work | <input type="checkbox"/> School project |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Podcast |
| <input type="checkbox"/> Video or digital story | <input type="checkbox"/> Blog |

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STUDENT IDENTIFICATION AND PRIVACY

If published, reproduced and communicated I understand that for privacy purposes my work will be identified using the title of the work, my first name only, the course I'm enrolled in and the academy. No other personal information will be published although I accept that my identity may nevertheless be apparent by association to a number of people. If my work identifies a living person other than myself, I have advised the academy how to contact that person to obtain their consent for my work to be published.

INTELLECTUAL PROPERTY AND COPYRIGHT

I understand that I hold the intellectual property rights but grant ACCEND EDUCATION GROUP licence to use them at no cost. I grant permission for ACCEND EDUCATION GROUP to allow my work to be made available to other government and not for profit, non-government schools in Australia. This means that other schools cannot reproduce and communicate my work to third party. I grant permission to ACCEND EDUCATION GROUP to use, reproduce, distribute, communicate to the public, publish, publicly perform, publicly display, modify, adapt, translate, upload, download in any form or manner, and incorporate this material into other materials or works in any format or medium for any non-commercial purpose and the right to sublicense those rights. This consent is for an indefinite period of time. I understand that I can withdraw my consent at any time but I must do so in writing and forward it to ACCEND EDUCATION GROUP 142 – 144 Gertrude Street, Fitzroy, VIC 3065.

Student Signature: _____ **Date:** _____
 (Where student is under 18 years of age, Parent/ Guardian signature is required)

Parent/Legal Guardian Signature: _____ **Date:** _____

Parent/Legal Guardian Name: _____

SECTION 12: PERSONAL GUARANTEE FOR STUDENT UNDER THE AGE OF 18

This guarantee is between:

Melbourne Institute of Nails & Beauty Pty Ltd (ACN 114632478) trading as ACCEND EDUCATION GROUP RTO ID: 21851, Head office- 142 – 144 Gertrude Street Fitzroy , VIC 3065 (hereinafter “provider”) and

The guarantors as individuated below, In consideration that:

1. The provider will provide Education service, sell goods or services to the Client (as individuated in the enrolment form)
2. The client is below the age of 18 years
3. A guarantor over 18 years of age is required to execute the present guarantee in order to assure the payment of the fee and all the related expenses
4. The guarantor agrees:
 - To pay the money owed by the clients or on behalf of the client in full as requested or directed by the provider within 3 days from the request or according to THE CONTRACT OF ENROLLMENT and any payment plan drawn.
5. The secured moneys shall include collection fees and legal costs and interest as outlined in the contract of enrolment, incurred by the Provider in connection with the default by the Client.
6. The Provider is at liberty without notice at any time and without in any way discharging the guarantor from any liability hereunder to grant time, waiver, release or other indulgence to the Client and to accept from the Client payment in cash, cheque, EFT or otherwise.
7. Nothing in this Guarantee and Indemnity is binding or conditional upon the Provider continuing to supply goods or services or both to the Client.
8. The Guarantor(s) and Indemnifier(s) hereby guarantee and indemnify the Provider against any losses or expenses whatsoever directly or indirectly arising from or by virtue of any default whatsoever on the part of the Client with respect to the secured moneys.
9. This Guarantee and Indemnity shall be a continuing Guarantee and Indemnity to the Provider for all debts whatsoever and where soever contracted with the Client in respect of the goods or services or both supplied or to be supplied to the Client.

PARENT OR GUARDIAN		
Title:	Surname:	First Name:
Address:		
Suburb:	Post Code	State
Email:	Phone:	
Parent/Guardian signature:		

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SECTION 13: OFFICE USE ONLY

CHECKLIST

Tick	Task / Item	Date	Initials
	Completed application form		
	Completed PTR		
	Statement of Fees provided to the student		
	PTR Report (including LLN outcome) completed by the trainer		
	USI obtained and verified		
	Evidence of Eligibility for Skills First Program completed and student declaration signed (if applicable)		
	Certified copies of evidence of citizenship, residency, concession and age attached		
	Deposit received		
	Ezidebit form completed (if applicable)		
	Student enrolled on Wisenet- student number allocated		
	Invoice raised in Xero		
	Student ID card created		
	Confirmation of enrolment sent		
	Student portal login details sent		
	Student contact details email sent		
	Invoice generated		
	Payment plan generated (if applicable)		
	Timetable for course		
	Training plan generated		
	Student photo obtained for ID card		

Evidence checked and approved by authorised Delegate of the RTO: Date: