

Enrolment Application Form

About this form

Thank you for your interest in seeking enrolment into Kentford Institute. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide 100 points of identification and all other supporting documents as specified in the course entry requirements and course brochure

Student Details

Title: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Other

First Name		Last Name			
Date of Birth		Gender	☐ Male ☐ Female ☐ Other		
Nationality		Country of Birth			
Are you a citizen or permanent resident?		☐ Yes ☐ No			
Do you speak a language other than English at home?		☐ No ☐ Yes, specify			
Are you of Aboriginal or Torres Strait Islander origin?		☐ No ☐ Yes, Aboriginal		☐ Yes, Torres Strait Islander	

Contact Details

Residential Address					
	Suburb		State		Post code
Mobile Number			Home Phone		
Email address					
How would you like Kentford Institute to contact you ?			☐ Phone	☐ Email	☐ Post

Emergency contact Details

Full Name		Relationships	
Phone Number		Email	
Address			

Course Selection

Note: Please tick the course you are intending to enrol at Kentford Institute. Once you select the course and return this enrolment application form, Kentford Institute's admissions team will assess your application against the course entry requirement and also invite you to participate in the course entry interview to assess whether the course you have chosen is right for you.

Please Tick	Course Code	Course Title
☐	CHC33021	Certificate III in Individual Support
☐	CHC43015	Certificate IV in Ageing Support
☐	CHC43121	Certificate IV in Disability Support
☐	HLTWHS005	Conduct Manual Tasks
☐	HLTAID011	Provide First Aid
☐	HLTAHPS006	Assist Client with Medication
☐	CHCSS00067	Administer and monitor Medication Skill Set
☐	CHCSS000670	Assist Client with Medication Skill Set
☐	CHCSS00123	Disability Work – Behaviour Support
☐	CHCSS00128	High Support and Complex Care – Disability Support
☐	CHCSS00129	Individual Support - Ageing
☐	CHCSS00130	Individual Support - Disability

Preferred Start Date:

Schooling

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 |

Are you still enrolled in secondary or senior secondary education?

☐ Yes ☐ No

Previous Qualification

Have you successfully completed any of the qualification listed below ?

☐ Yes ☐ No

If yes, tick any applicable boxes and submitted the verified copy of previously achieved qualification with this application form)

☐ Bachelor degree or higher degree	☐ Certificate III (or trade certificate)
☐ Advanced diploma or associate degree	☐ Certificate II
☐ Diploma (or associate diploma)	☐ Certificate I
☐ Certificate IV (or advanced certificate/technician)	☐ Other education (including certificates or overseas qualifications not listed here)

Employment

Which of the following categories best describe your Current employment status? (Tick one box only)

- | | | |
|--|--|---|
| ☐ 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 | |

Study Reason

Which of the following categories best describe the main reason you are undertaking this course?

- | | | |
|---|--|--|
| ☐ 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 : | |

Disability

Do you consider yourself to have a disability?

☐ Yes ☐ No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. *Please refer to the disability supplement provided at the end of this form to help you select the right area(s).*

- | | | | | |
|--|-----------------------------------|--|-----------------------------------|---|
| ☐ Hearing/deaf | ☐ Physical | ☐ Intellectual | ☐ Learning | ☐ Mental illness |
| ☐ Acquired brain impairment | ☐ Vision | ☐ Medical condition | ☐ Other | |

Recognition of Prior learning (RPL) and Credit Transfer

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.

Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

I want to apply for a credit transfer for the following unit/s:

I want to apply for RPL for the following unit/s:

Unique Student Identifier (USI)

Kentford Institute 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/students/create-your-usi/> on

Enter your Unique Student Identifier (USI) here:

USI No										

If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here:

<https://www.usi.gov.au/exemptions>

Application Checklist

- ☐ Completed Application Form
- ☐ 100 points Identification (Please refer to the below link for the 100 Points Identification Guidelines <https://www.police.sa.gov.au/services-and-events/100-point-identification>)
- ☐ Certified copy of previous academic Qualifications
- ☐ Visa Copy (If you are not permanent resident and or Citizen)

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. If you do not provide this information, we will be unable to process your enrolment.

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.

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 Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

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

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 www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact us 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 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>.

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

You may contact Kentford Institute at any time to discuss your enrolment application, request or correct your personal information, make a complaint regarding the handling of your personal data, or ask any questions related to this Privacy Notice.

Our contact details are:

Address: Level 3, 76 Waymouth Street, Adelaide, SA 5000

Email : enrolment@kentfordinstitute.edu.au | info@kentfordinstitute.edu.au

Phone: 08 70820821

Student Declaration

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. I consent to the collection, use, and disclosure of my personal information following the Privacy Notice. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment
3. I permit the Kentford Institute to contact and obtain official records from an educational institution that I have attended.
4. I understand that Kentford Institute collects, stores and uses personal information only to administer prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
5. I understand that any vocational placement undertaken as a part of any of the courses offered at the Kentford Institute will be unpaid.
6. I have read, understood, and agree to abide by the Institute Refund Policy found in the Student Handbook on the website of the Institute; www.kentfordinstitute.edu.au
7. I understand that Kentford Institute may use my name/photograph/image/audio recording/video recording and likeness in all forms and manner ("My Image") for the purposes of advertising, media, social media publicity, publication, general display or for any other institute purposes in whole or in part, including but not limited to publication on internet web sites, broadcasts and any other publications as released to or by Kentford Institute ("Publication"). I waive any interest that I may have in the copyright to My Image now or at any future time and acknowledge that I am not entitled, nor shall in the future be entitled, to receive any payment or consideration in respect of it and agree to make no claim against Kentford Institute for any payments for the Publication of My Image.
8. I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure provided in the Student Handbook on the website of the Institute; www.kentfordinstitute.edu.au
9. I understand that by signing this application form, I will be sent a letter(s) of an offer for the Kentford Institute if all admission requirements are met.
10. I agree that on acceptance of enrolment by the Kentford Institute, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.

Name of Applicant

Signature

Date

Disability Supplement

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

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.