

BSB80320 - Graduate Diploma of Strategic Leadership

Enrolment Application Form International Students



This confidential 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 ensure our course is suitable for your needs. All staff at NSW Higher Education (NSWHE) are required by law to protect the information provided on this Application Form.

Personal Details			
1. Enter your full name*			
Surname:			
Given names:			
2. Enter your birth date		Date / Month / Year: ____ / ____ / ____	
3. Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
4. Contact details			
Home phone:	()	Work phone:	()
Mobile:			
Email address:			
Alternative email address (optional)			
5. What is the address of your residence?			
Building/ property name			
Flat/unit details:		Street or Lot Number:	
Street name:			
Suburb, locality or town:			
State/territory:		Postcode:	
6. What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

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Next of kin/emergency contact

Please provide a contact NSWHE may notify in the event of an emergency during your studies. Please ensure your contact is aware that they have been nominated as an emergency contact and agree to their details being provided to NSWHE.

Name:		Relationship to you:	
Address:			
Home phone:	()	Work:	()
Mobile:		Email:	

Language and cultural diversity

7. Birth country	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
8. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i> 9. Have you completed IELTS exam or equivalent?	<input type="checkbox"/> No, English only <input checked="" type="checkbox"/> Yes, other, please specify: _____ Yes/No: School: Score: (you will be required to provide documentary evidence of your score)
10. Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to question 12</u>
11. 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)	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Learning <input type="checkbox"/> Vision	<input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical Condition
<input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other	

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Schooling

12. 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.

- | | | |
|--|--|---|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 9 or equivalent | <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> Never attended school (<u>Go to q. 14</u>) |

13. Are you still enrolled in secondary or senior secondary education?

☐ Yes ☐ No

Previous qualifications achieved

14. Have you completed any previous qualifications?

- ☐ Yes – indicate below, question 15
☐ No

15. Details of qualification:

Name of qualification:

Year Completed:

Country Completed:

Employment

16. Of the following categories, which BEST describes your current employment status? (Tick one box only)

- | | |
|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Self-employed – employing others |
| <input type="checkbox"/> Employed – unpaid worker in family business | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Not employed – not seeking employment |

Study reason

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

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

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Unique Student Identifier (USI)

From 1 January 2015, NSWHE 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/>.

If you are an **overseas student** applying for a visa, you will need to apply for a USI number before commencing your course, **after your visa has been granted**. You may then apply for a USI number by going to: <http://www.usi.gov.au/create-your-USI/>

18. Do you already have a Unique Student Identifier? (USI)

☐ Yes ☐ No (Skip q.19)

19. Enter your Unique Student Identifier (USI)
(If you already have one)

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PRIVACY NOTICE

Under the Data Provision Requirements 2012, NSWHE 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 application form and your training activity data) may be used or disclosed by NSWHE for statistical, regulatory and research purposes. NSWHE may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

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Learning Details	
Have you ever studied with NSWHE before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for Credit transfer ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for Recognition of Prior Learning ? <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Have you ever had any visa refused previously by the Australian Department of Home Affairs? If Yes, please send us the Immi Refusal Letter together with this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred Start	<input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/> November
I select to pay more than 50% of the course fees upfront	<input type="checkbox"/> Yes <input type="checkbox"/> No

Course fee and duration				
Qualification	Course Fee	Enrolment Fee	Material Fee	Duration
BSB80320 Graduate Diploma of Strategic Leadership	\$AUD 29,300	\$300	\$300	104 weeks

Pre-Requisite Checklist

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NSW Higher Education has the following entry requirements.

International students must:

1. Be 18 years of age or above at the time of enrolment.
2. Have completed Year 12 or equivalent.
3. Have an IELTS overall score of 5.5 with no band less than 5.0 (or its equivalent in TOEFL iBT , PTE Academic , Cambridge C1 Advanced test, OET) Results must be no more than 2 years old.
4. Complete an LLN Assessment – diagnostic process to identify if prospective student requires LLN Support.

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- OR have completed a Bachelor's degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- OR have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

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Agent Assessment – To be completed by the Agent representing the Student

1.	Is the applicant's NSWHE course relevant to their previous studies or employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the applicant have career goals and has researched the value of the course to their future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has the applicant been given satisfactory knowledge of NSWHE, course, campus and living arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Does applicant have strong incentives to return to their home country and not have strong incentives to remain in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Does the applicant have realistic expectations of costs involved for them and their family members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Does the applicant have a satisfactory visa and travel history?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Does the applicant have realistic expectations about their ability to find work and their likely income in their location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	I have checked the applicant's documents, including financial and academic documents, and verified copies are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	I consider that this applicant meets DEPARTMENT OF HOME AFFAIRS Genuine Temporary Entrant (GTE) criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I recommend that an offer be given to this applicant. I confirm that I have briefed the applicant and the applicant's parents (if applicant is under 18) on the Terms and Conditions relating to this application and that I have provided the applicant with relevant information on NSWHE and the course consistent with the requirements of the ESOS Act 2000 and the National Code 2018.

Are you a registered agent with NSWHE? ☐ Yes ☐ No

Agent Declaration

Agency Company Name			
Name of Agent's Staff Assigned			
Signature:		Date:	___/___/___

Application Checklist

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification): (Please tick those that you are providing.)

- ☐ Valid passport copy (JP signed or notarised)
- ☐ Valid visa (if you are applying onshore)
- ☐ High School certificate or other relevant certificates
- ☐ Proof of English Language Proficiency (e.g., IELTS 5.5 or equivalent)
- ☐ Any other relevant documents to support your application e.g., resume

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Applicant Declaration and Consent *(please tick all)*

I DECLARE

- ☐ that the information given in this application form and supporting documents is true and correct;
- ☐ that I have access to sufficient funds to cover Tuition Fee payments, living expenses and other related expenses incurred by me (and my dependents if applicable) during my enrolment at NSWHE;
- ☐ that I have personally signed this form;
- ☐ that I have read the NSWHE Student Handbook
- ☐ that I agree to abide by the rules of admission, enrolment and progression of NSWHE;
- ☐ that I will inform NSWHE immediately of any change to the information I have given in this application form;

I UNDERSTAND

- ☐ that I may be contacted by NSWHE staff in order to clarify any aspect of this application;
- ☐ that NSWHE may obtain official records from any institutions I have previously attended;
- ☐ that all documents submitted with this application become the property of NSWHE;
- ☐ that NSWHE may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- ☐ that I must have a valid Unique Student Identifier (USI) in order to study with NSWHE;
- ☐ the structure and content of the NSWHE course/s I am applying for in this application;

I ACKNOWLEDGE AND AGREE

- ☐ that if an offer is made to me, my acceptance is subject to the general terms and conditions of enrolment set out in the Letter of Offer.

Signature of Applicant:

Date:

/ /

Name of Applicant:

Parent / Guardian's Signature:

*For applicants under 18 years old at the time of application, a parent or guardian's signature is required.

SUBMIT YOUR APPLICATION

Please submit the completed Application for Enrolment form together with all supporting documents by email to info@nswinstitute.com

While NSWHE will endeavour to process your applications within three (3) working days, actual times may vary depending on application volumes during peak periods.