

Ironwood Application Form Domestic

Please write number in the tick box against the course name in the sequence you wish to enrol.

Business, Leadership and Management	
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management
Marketing	
<input type="checkbox"/>	10904NAT Diploma of Social Media Marketing
<input type="checkbox"/>	BSB60520 Advanced Diploma of Marketing and Communication
Agribusiness	
<input type="checkbox"/>	AMP80215 Graduate Diploma of Agribusiness
Horticulture	
<input type="checkbox"/>	AHC30716 Certificate III in Horticulture
<input type="checkbox"/>	AHC31120 Certificate III in Nursery Operations
<input type="checkbox"/>	AHC33719 Certificate III in Protected Horticulture
<input type="checkbox"/>	AHC50416 Diploma of Horticulture

❖ **For Horticulture Courses only:**

Do you accept responsibility to purchase the required PPE prior to the commencement of your studies?

YES NO UNSURE (refer to Domestic Fees and Charges Policy)

Preferred Course Start Date: _____ / _____ / 20_____

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 is a requirement of enrolment at the Institute.

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 your RTO using the contact details listed below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If students are receiving funding through a South Australian Government program information will be shared with the relevant government departments. All Personal Information received, created or held by the Government for the purposes of this training, must comply with:

- The Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles established under that Act; and
- The South Australian Government Information Privacy Principles (a copy of which can be found on the Department of the Premier and Cabinet website www.dpc.sa.gov.au) ("IPPs")

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 Ironwood Institute 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.

The full Privacy Policy is available on the Institutes' website at <https://ict.edu.au/policies-procedures/>

Personal details

1. **Enter your full name** * This MUST be your name that matches EXACTLY on your USI account.

Single name only (Tick this box if you have only one name AND write your **single name** in the 'Family name' section).

Family name (Surname)

First name (Given)

Second given name (Middle)

2. **Enter your birth date.**

DD / MM / YYYY

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3. **Gender (Tick ONE box only)**

Male

Female

Other

Prefer not to say

4. **Enter your contact details.**

Home phone _____ Work phone _____

Mobile _____ Email address _____

5. **What is the address of your usual residence?**

Please provide your physical address (street number and name **not a post office box**).

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Address -

Suburb -

State / Territory

Postcode

6. Do you have a postal address different from your address above? YES / NOAddress
_____Suburb
_____State / Territory
_____Postcode

Language and cultural diversity**7. In which country were you born?**Australia Other – please specify
_____**8. 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 Yes, other – please specify
_____**9. 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

Disability**10. Do you consider yourself to have a disability, impairment or long-term condition?**

Refer to the Disability supplement for an explanation of the following disabilities.

Yes YNo N No – Go to question 12

11. If you ticked **YES** for the Disability, Impairment or Long-term condition, please select from the following area(s):

Hearing/deaf	<input type="checkbox"/>
Physical	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Mental illness	<input type="checkbox"/>
Acquired brain impairment	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

Schooling

12. What is your highest **COMPLETED** Secondary High School Level?

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	<input type="checkbox"/>

Previous qualifications achieved

13. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 14?

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	No – go to question 16

14. If **YES**, tick ALL relevant box/es.

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

Employment

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

If you are casual, seasonal, contract and/or shift work, use the current number of hours worked per week to determine categories below.

- | | |
|--|--------------------------|
| Full-time employee (35+ hours per week) | <input type="checkbox"/> |
| Part-time employee (less than 35 hours per week) | <input type="checkbox"/> |
| Self employed – not employing others | <input type="checkbox"/> |
| Self employed – employing others | <input type="checkbox"/> |
| Employed – unpaid worker in a 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 | <input type="checkbox"/> |

Study reason

16. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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

Government Funding Availability

17. Are you eligible for WorkReady Funding? YES NO UNSURE

- a) To check YOUR ELIGIBILITY, please go to <https://www.skills.sa.gov.au> and follow the prompts. If you are eligible, you will need to provide a copy of the final instruction (see below)



Great news! You're probably eligible for government subsidised training in:

- one foundation skills course (if your training provider assesses that you need it)
- one Certificate II course
- two courses from Certificate III to Advanced Diploma
- up to five bridging units at every qualification level (if your training provider assesses that you need them)

A training provider can confirm your eligibility for you, or you can give us a call on [1800 673 097](tel:1800673097) if you need more info.

- b) If **YES**, did you understand that there is a student contribution amount to be paid?
 YES NO UNSURE (refer to the Domestic Student Fees & Charges Policy)
- c) If **NO**, Are you paying for your fees without accessing government funding?
 YES NO UNSURE
- d) If **UNSURE** Do you wish to be assessed for eligibility under WorkReady funding?
 YES NO UNSURE

18. Are you being referred to us from a Job Services Australia Provider or a Disability Services Australia provider?

YES NO UNSURE

Please provide details of Job Services Provider

Recognition of Prior Learning / Credit Transfer (RPL / CT)

19. Are you seeking recognition of prior learning?

YES NO UNSURE

a) If yes, you must complete the RPL Application Kit with all relevant documentation attached. (e.g., attach a copy of your resume/CV and certified copies of your qualifications/transcripts)

b) Are you seeking credit transfer or recognition of prior learning?

YES NO UNSURE

c) If yes, you must attach all relevant academic transcripts.

Employment details

20. Please tell us about your most recent employment in the table below. If you have more than one employer, please ensure that you provide us with a copy of your Resume/C.V.

Employer Name:					
Contact Name:				Mobile:	
Job title:					
Employee status:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Other	

Emergency details

21. Please provide details about your Emergency Contact Details

Emergency Contact:			Relationship:	
Address:				
Email:			Phone:	

Unique Student Identifier (USI)

I have a Unique Student Identifier Code

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OR

I HAVE NOT APPLIED, but give Ironwood permission for a USI on my behalf

A colour copy of one of the ID types below has been provided:

- Drivers licence
 Passport
 Visa (with non Australian passport)
 ImmiCard
 Medicare Card
 Birth Certificate
 Citizenship Certificate

Documents to provide for Enrolment

Please ensure that you have provided the below documentation for your application to be processed. To assist you – please tick the box next to the documents that you have provided with your application.

Checklist	Documents
Eligibility – Identification	<ul style="list-style-type: none"> ❖ Driver’s License ❖ Birth Certificate ❖ Medicare Card ❖ Australian passport ❖ Non Australian passport with Visa
Fees Concession	<ul style="list-style-type: none"> ❖ Health Care Card Pensioner Concession Card ❖ Veteran Affairs Gold Card
Academic – Prior Qualifications	<ul style="list-style-type: none"> ❖ Parchment/Qualification ❖ Statement of Results/Transcript Statement of Attainment
RPL– Employment Evidence	<ul style="list-style-type: none"> ❖ Current Resume/C.V.

Student Declaration

- 1) I acknowledge that I have read and understood the information provided to me which includes all the information available on the Ironwood website www.ironwood.edu.au, Ironwood student handbook, course guide, and other Ironwood marketing material, and understand the requirements of the course(s).
- 2) I declare that the information contained in this application and the supporting documentation is true and correct. I acknowledge that in the event that it is inaccurate, false, fraudulent or misleading information or documentation is provided, Ironwood reserves the right to cancel my enrolment. I understand that Ironwood Institute reserves the right to inform other institutions and the relevant government departments of the provision of any such fraudulent documentation or information.
- 3) I hereby consent to being contacted in connection with this application and any subsequent enrolment by phone, text message, email or other electronic means by Ironwood Institute.
- 4) I confirm that I have read and understood the Terms and Conditions, and Fee Payment & Refund Procedures as outlined at www.ironwood.edu.au.
- 5) I authorise Ironwood to make enquiries and obtain information and my official records from third parties including but not limited to government bodies, educational institutions previously attended by me, former or current employers and financial institutions. I understand that Ironwood may release my personal information to its partner educational institutions, government departments or any other relevant bodies for verification and assessment. Any information obtained will be kept on record and considered when assessing my application for entry into the program.
- 6) I understand that this declaration, and the availability of complaints and appeals processes, does not remove my right to take further action under Australia’s consumer protection laws.
- 7) I understand and consent that this information may also be shared with any contractor(s) engaged by Ironwood Institute to provide advice or services regarding any aspect of Ironwood’s students program or operations.

Student Name: _____

Signature: _____ Date: _____

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.