

FOR-ENR-01 Domestic Student Application for Enrolment Form

Instructions

This form is for domestic students wishing to enrol in a Vocational Education program with Ironwood Institute. Please complete all sections and provide supporting documents where required. Please ensure that you sign and date the form on page 7 (Student Declaration). To be sure you present all the documents that might be required, you will find a Document Checklist on page 8. Also on page 8 and 9 is presented Ironwood's Privacy Policy, and the Disability Supplement to assist in answering question 11. Please read all sections carefully before completing.

Course selection

Place a tick in the box of the program you wish to apply for. If you wish to select more than one program please number them in order of preference, commencing with "1" as your first preference, followed by "2", etc.

Marketing	
	10904NAT Diploma of Social Media Marketing
	BSB60520 Advanced Diploma of Marketing and Communication
Agribusiness	
	AMP80215 Graduate Diploma of Agribusiness
Horticulture	
	AHC30716 Certificate III in Horticulture
	AHC31120 Certificate III in Nursery Operations
	ACH33719 Certificate III in Protected Horticulture
	AHC50416 Diploma of Horticulture

Preferred commencement date ____/____/____

Personal details

1. **Enter your full name. 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 ____/____/____

3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

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.

Number & Street
_____Suburb
_____State / Territory
_____Postcode
_____**6. Do you have a postal address different from your address above? YES / NO**Address
_____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 at the end of this form for an explanation of the following disabilities.

Yes No **If 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 Physical Intellectual Learning Mental illness Acquired brain impairment Vision Medical condition Other

Schooling**12. What is your highest COMPLETED Secondary High 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

Previous qualifications achieved

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

Yes

No **Go to Question 15.**

14. If **YES** to question 13, tick ALL relevant box/es.

Bachelor's degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Other education (including certificates or overseas qualifications not listed above)

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)

Part-time employee (less than 35 hours per week)

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

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

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

Government Funding Availability

WorkReady is a government initiative that allows eligible SA students to enrol in subsidised Certificate II qualifications through to Advanced Diploma across a range of industries. Regardless of the qualification level or industry, eligible students can access bridging units or learner support services to assist them complete their studies. Additionally, job seekers can access employment programs to connect them with jobs in their local area.

To check YOUR ELIGIBILITY, please go to <https://www.skills.sa.gov.au> and follow the prompts.

17. Are you eligible for Government funding for your course?
YES NO UNSURE
18. If **YES to question 17**, are you aware that there is a student contribution of \$250 to be paid?
YES NO (Refer to the Domestic Student Fees and Charges Policy)
19. If **UNSURE to question 17**, do you wish Ironwood Institute to arrange for you to be assessed for eligibility for WorkReady funding?
YES NO
20. If **NO to question 17**, are you paying for your course fees without accessing government funding?
YES NO
21. Are you being **referred** to Ironwood Institute from a **Job Services Australia Provider** or a **Disability Services Australia provider**?
YES NO

If **YES to question 20** please provide details of your Job Services Provider (JSA Number -if known, and Contact name, phone number and email of Provider.

Course Credit

22. Are you seeking course credits?
YES NO
23. If **YES to question 22** tick which course credit you are seeking?
- Credit Transfer.** If so, you must attach all relevant academic transcripts.
- Recognition of Prior Learning (RPL).** An RPL Application Kit will be provided to you. The RPL Application must be completed and presented with all relevant documentation attached (e.g., a copy of your resume/CV, evidence of employment history, and certified copies of your qualifications/transcripts).

Employment details

24. 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: _____

Employment status: Full time Part time Casual Other

Emergency details

25. Please provide details about your Emergency Contact Details

Emergency Contact: _____

Relationship: _____

Address: _____

Email: _____

Phone: _____

Unique Student Identifier (USI)

The USI is a reference number made up of ten numbers and letters. It's free, easy to create and stays with you for life. You'll need a USI if you are a new or continuing student undertaking [nationally recognised training](#). Without one, you won't be able to receive your statement of attainment, qualification, or award.

The USI gives you access to an online record of your nationally recognised training in the form of [a VET transcript](#). This can be used when:

- applying for a job
- seeking a credit transfer
- demonstrating pre-requisites when undertaking further training.

26. Do you already have a USI?

YES Please record it in the boxes.

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NO Please leave blank. An opportunity will be provided to apply for a USI at your pre-course orientation session.

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](#), 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 if 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 on the [website](#).
- 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: ____ / ____ / ____

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	<input type="checkbox"/> Driver's Licence <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian passport <input type="checkbox"/> Non-Australian passport with Visa
Fees Concession	<input type="checkbox"/> Health Care Card Pensioner Concession Card <input type="checkbox"/> Veteran Affairs Gold Card
Academic – Prior Qualifications	<input type="checkbox"/> Parchment/Qualification <input type="checkbox"/> Statement of Results/Transcript Statement of Attainment
Course Credit	<input type="checkbox"/> Current Resume / CV

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.

Privacy Notice

How we collect your personal information

When you enrol as a student in a vocational education and training (VET) course, Ironwood Institute collects personal information so it can process and manage your enrolment.

Ironwood Institute is required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (the NVETR Act) to disclose the personal information collected about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).

The NCVER is authorised by law (under the NVETR Act) to disclose your personal information to Ironwood Institute, the Department of Education, Skills and Employment (the department).

How we handle and use your personal information

The department is authorised by law, including the [Privacy Act 1988 \(Cth\) \(the Privacy Act\)](#) and the NVETR Act to collect, use and disclose your personal information to fulfil specified functions and activities.

The department will collect, hold, use and disclose your personal information for a range of activities, including:

- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating 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 department is also authorised by law (under the NVETR Act) to disclose your personal information to:

- another Commonwealth authority
- a person engaged by the Secretary of the department to carry out an activity on behalf of the department

if that authority or person satisfies any prescribed information safeguard rules for such a disclosure.

For information about the department's broader approach to handling personal information across all the areas it administers, please see the [department's privacy policy](#).

To correct your information

If you would like to seek access to or correct your personal information, in the first instance, please contact Ironwood Institute.

To make a complaint or ask a question

If you think we may have breached your privacy you may make a complaint at privacy@dese.gov.au. To ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please see our [Privacy Complaint Handling Procedures](#).

If you wish to ask a question about this VET Privacy Notice, please email VET-DataPolicy@dese.gov.au.

Where the student is 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 SA Government for the purpose of this training, must also comply with the [South Australian Government Information Privacy Principles](#).

Unique Student Identifier

Under the [Student Identifiers Act 2014](#), any personal information collected for the purpose of making an application on behalf of a student for a Unique Student Identifier (USI), Ironwood Institute will destroy (delete) the personal information collected as soon as practicable after the application is made or when it is no longer needed for that purpose.

You can read Ironwood's privacy policy at <https://ironwood.edu.au/ICT-documents/POL-QA-04-Privacy-Policy.pdf>