

# Short Course Enrolment Form

## SCHOOL VERSION

Name of Course:  Date of Course:  /  /

### Unique Student Identifier (USI)

From 1 January 2015, MBA Group Training Limited (MBA GT) 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 USI. To check if you already have a USI, use the 'Find Your USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>. For further details please see our USI Policy at <https://mba.org.au/policies-and-procedures/>. Please enter your USI in the space below.

USI Number:

### Personal Details

Please write the name that you used when you applied for your USI, including any middle names. If you do not have a USI, you will need to apply for one before your course commences. Please visit <https://www.usi.gov.au/students/get-a-usi>.

Family Name:  Given Name:

Preferred Name:  Gender: *Please Tick* Female ☐ Male ☐ Other ☐

Pronouns:  Date of Birth:  /  /

Student Email:

Student Mobile Phone:  Student Home Phone:

If you are under the age of 18, please provide the name of your legal guardian.

Guardian First Name:  Guardian Last Name:

Please provide your permanent residential address (street number and name, not post-office box) at which you reside rather than a temporary address used for work, training, or other purposes. We are required to include this information in the data we submit to meet our RTO obligations.

Residential Address  Suburb  State/Territory  Postcode

If your postal address is the same as your residential address listed above, please move onto Employment Information.

Postal Address  Suburb  State/Territory  Postcode

### School Details

School Name:  School Contact No.:  PO No.:

Contact's Email:

School Address  Suburb  State/Territory  Postcode

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## SCHOOL VERSION

### Emergency Contact

Contact's Name:  Relationship:

Contact's Mobile:  Contact's Work Phone:

Should we use your preferred name or given name if we need to speak to your emergency contact? Preferred ☐ Given ☐

### Payment Details

Who will be responsible for payment? ☐ Company/Employer ☐ Attendee/Individual

Payee Email:

Payment Method: ☐ Credit Card (please phone the office on (02) 6175 5900 to make payment) ☐ Invoice (will be sent to payee email address listed above)

### Language and Cultural Diversity

In which country were you born? ☐ Australia ☐ Other, please specify:

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

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander  
*For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.*

### Disability

If you consider yourself to have a disability, impairment or long-term condition, please select the relevant area(s) in the following list. You may indicate more than one area. For an explanation of the following disabilities, please refer to the disability supplement at <https://www.mba.org.au/training/policies-and-procedures/>.

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Vision ☐ Learning  
☐ Mental Illness ☐ Medical Condition ☐ Other ☐ Acquired Brain Impairment

### Study Reason

☐ To try for a different career ☐ Professional/self development ☐ It was a requirement of my job ☐ To get a job  
☐ I want extra skills for my job ☐ For another course of study ☐ To get a better job or promotion ☐ Other  
☐ For community/voluntary work ☐ To start my own business ☐ To develop my existing business

### Education

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.

☐ 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

### Privacy Statement and Student Declaration

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. 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. The RTO obligations include sharing your personal information with relevant state and territory training authorities. Further information about how MBA GT and other VET authorities may use and handle your personal information can be found in MBA GT's privacy policy published at: <https://mba.org.au/policies-and-procedures/>.

By signing the below you are declaring that the information provided within this form is, to the best of your knowledge, true and correct. You are also confirming that you understand the following:

- that the information contained on this enrolment form may be used by MBA GT or the third parties listed in MBA GT's privacy policy for administrative, regulatory and/or research purposes
- training activity at MBA GT, including all enrolment fees and course attendance/cancellation, is conducted in accordance with the policies and procedures published at: <https://mba.org.au/policies-and-procedures/>

Student Signature:

Date:

		/			/		
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Guardian/parental consent is required for all students under the age of 18. NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

Guardian Signature:

Date:

		/			/		
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# Language, Literacy and Numeracy Assessment

Full Name:

Date:

/

## Language, Literacy and Numeracy

MBA GT are required to demonstrate LLN needs have been identified and the appropriate support can and will be provided for all course participants prior to commencing training. You are required to complete this LLN assessment and attach to your registration form prior to confirmation of your enrolment can be provided.

**FAILURE TO COMPLETE THIS LLN WILL PREVENT MBA GT FROM ACCEPTING YOUR ENROLMENT.**

# Language, Literacy and Numeracy Assessment

## Question 1: Read the following statement and answer questions 1a and 1b below.

Michael enrolled to complete a short course in Traffic Control. The course includes both practical and theory assessment. Michael identified he best learns using practical skills.

a. What type of assessment is in the traffic control course?

b. How does Michael best learn?

## Question 2: Select the correct words to be used in the sentence below.

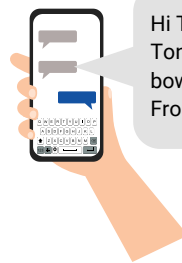
The little **read red reed** headed boy sat on the mat whilst he **red read reed** his book. His mother asked him to help her by **feeding feding feading** the dog. The little boy did a **grate great greet** job.

## Question 3: Using the text message image below, answer the following questions.

a. Who is the message from?

b. Who is the message to?

c. What time is the party?



Hi Tim. Happy Birthday! I'm at Tony's now but I'll see you at the bowling alley at 7pm for your party.  
From Sandy.

## Question 4: Using the timesheet below, answer the following questions.

a. What is John's total pay for the week?

b. How many hours did John work on Thursday?

c. What was the date on Sunday?

Employer Name: John Doe			Hourly Rate: \$20.00		
Date	Day	Start	Finish	Breaks	Total Hours
15/8	Monday	10:00	13:00		3.00
16/8	Tuesday	10:00	15:00		5.00
17/8	Wednesday	6:00	10:00		4.00
18/8	Thursday				
19/8	Friday				
20/8	Saturday				
21/8	Sunday				
Total Hours Worked:					12.00
Total Pay:					

# Language, Literacy and Numeracy Assessment

## Question 5: Please answer the numeracy questions below.

a. If you cut 7 apples in half, how many pieces of apple will you have?

b. If you buy three 2 Litre bottles of soft drink, how many total Litres do you have?

c. Trisha has 13 dogs, 2 cats and 3 fish.  
How many pets does she have all together?

## LLN Student Declaration

By signing the below, you are agreeing that the above questions were completed without assistance from any other person or device.

Student Signature:

Date:

 /  / 

## Enrolment Survey

This information will be used to contribute to our analysis of completed training and allow our team to continue delivering training to meet industry needs.

Is the student a new entrant to the ACT construction industry?

☐

Yes

☐

No

Is the student obtaining a new skill because of a specific project they are working on?

☐

Yes

☐

No

Is the student relocating from outside of the ACT to the ACT for work?

☐

Yes

☐

No

Is the employer a member with MBA?

☐

Yes

☐

No

How did you hear about us?

☐

MBAGT Staff Member

☐

Another MBA Member

☐

Existing Client

☐

Social Media

☐

MBA Website

☐

Word of Mouth

☐

Returning Client

For further information about the range of MBA's services and training courses please refer to our website, [www.mba.org.au/training-page/](http://www.mba.org.au/training-page/), or contact the Training Team on (02) 6175 5900.