



# APPLICATION FOR ADMISSION



Are you seeking Credit Transfer (CT) or Recognition of Prior Learning (RPL) for your previous studies?

YES  NO

If yes, please note there is a cost associated with CT/RPL application and assessment. Please contact ASG or SSBT for details.

## ENGLISH PROFICIENCY

Is English your first language? YES  NO

Have you completed a formal English language test such as IELTS in the last two years? YES  NO

If yes, please complete below:

Test:  Score:  Date:

Have you studied an accredited English language course in Australia? YES  NO

If yes, please complete below:

Provider:  Course:  Exit Level:

Have you completed SSBT's English Language Assessment Test? YES  NO

If yes, please complete below:

Which test did you take? Online:  Paper-based:   
Score:  Date:

## ENGLISH COURSE PREFERENCES

(OFFERED BY APPLE STUDY GROUP - CRICOS # 02910A)

Please select which course/s you are applying for:

General English  
Duration Weeks:   
Start Date:

## QUALIFICATION CODE & NAME

PLEASE SEE **SSBT WEBSITE** ON EACH COURSE FOR DETAILED INFORMATION PRIOR TO FINALISING YOUR APPLICATION!

- RII60520 Advanced Diploma of Civil Construction Design
- SIT40521- Certificate IV in Kitchen Management
- SIT50422- Diploma of Hospitality Management
- SIT60322- Advanced Diploma of Hospitality Management
- BSB40920- Certificate IV in Project Management Practice
- BSB50820- Diploma of Project Management
- BSB60420- Advanced Diploma of Leadership & Management
- General English

# APPLICATION FOR ADMISSION



- CHC30121- Certificate III in Early Childhood Education and Care
- CHC50121- Diploma of Early Childhood Education and Care
- ICT50220- Diploma of Information Technology
- ICT60220 Advanced Diploma of Information Technology (*Telecommunication Networks Engineering*)
- TAE80316- Graduate Certificate in Digital Education
- BSB80120- Graduate Diploma of Management (Learning)
- FNS40217- Certificate IV in Accounting and Bookkeeping
- FNS50217- Diploma of Accounting
- FNS60217- Advanced Diploma of Accounting

Shift Choice:  Morning  Evenings  Weekends  Online (*Residents Only*)

Please note that choice will depend on availability!

Campus:  Brisbane City QLD  Gold Coast QLD  Burwood NSW

Intake:  Jan  Feb  Mar  Apr  May  Jul

Aug  Oct  Nov  Dec Year:

## HOMESTAY AND AIRPORT PICK-UP

Would you like to book homestay accommodation? YES  NO

If yes, please indicate your preferences below:

Homestay (with meals)  Home share (with without meals)

Duration:  Would you like to book our airport pick-up service? YES  NO

## OVERSEAS STUDENT HEALTH COVER

Do you require us to arrange Overseas Student Health Cover for you? YES  NO

## ENROLMENT PROCEDURE

### Step 1

Complete and sign this form, attach a copy of your passport, evidence of English, other relevant documents for your study, Visa copy and obtained a release if you have not completed six months of your principle course and submit to [admission@ssbt.edu.au](mailto:admission@ssbt.edu.au)

### Step 2

SSBT or ASG will issue a Letter of Offer/Student Agreement for you to sign and return.

## Step 3

Arrange your payment by bank transfer or credit card (Visa or MasterCard) then send your payment receipt to SSBT or ASG.

## Step 4

If you are an international student applying for a Student Visa, SSBT or ASG will issue your Confirmation of Enrolment (eCoE). Other applicants will be sent a statement/receipt as confirmation of their enrolment.

## Step 4

If you are an international student applying for a Student Visa, SSBT or ASG will issue your Confirmation of Enrolment (eCoE). Other applicants will be sent a statement/receipt as confirmation of their enrolment.

## STUDENT OR LEGAL GUARDIAN DECLARATION (IF STUDENT IS UNDER 18)

In signing this Enrolment Form you agree:

- ✓ That the information you have provided on this form is true, correct and complete.
- ✓ That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- ✓ That you have read and understood LIONS, SSBT or ASG's Information Privacy Policy.
- ✓ That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.
- ✓ To provide LIONS, SSBT or ASG with up to date and accurate contact details and notify them if anything changes.
- ✓ To be bound by LIONS, SSBT or ASG's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.

## CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

- ✓ Understand and agree that personal information (information or an opinion about me) collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by Sydney School of Business and Technology may be disclosed to the Department of Industry, Skills and Regional Development (Department).
- ✓ The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.
- ✓ The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

- ✓ I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- ✓ I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Sydney School of Business and Technology for the purposes of evaluating and assessing my subsidised training.

## 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.

### 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](http://www.ncver.edu.au/privacy).

# APPLICATION FOR ADMISSION



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>.

## 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 us to:

request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled, or ask a question about this Privacy Notice: 1800 31 81 81, [reception@ssbt.edu.au](mailto:reception@ssbt.edu.au) or access our privacy policy

## Online Course Delivery

If at any time and due to events outside of our control like the COVID19 Pandemic, our Face to Face delivery moves to Online delivery, you the student agree to continue your course with us and would not request any form of refund or discount.

Name  Signature  Date

## AGENT DECLARATION

I have assessed the applicant as a genuine temporary entrant (GTE) and a genuine student as defined by the Department of Home Affairs. The applicant is genuine in making this application and has every intention of completing all programs listed in the application.

Staff Name  Signature  Date

## OFFICE USE ONLY

Letter of Offer signed and attached

Age confirmed and passport attached

Evidence of English level attached

Evidence of English level attached

COE, receipt or statement to:

Consultant: