Student Enrolment Form
FNS50215 Diploma of Accounting

You may complete this form "on screen" by entering your information into the form fields. The completed form may be submitted via email: education@iit.edu.au or alternatively you may print the form and fax it to 03 8677 6911 or post to 314/1 Queens Road, Melbourne VIC 3004

Please note: All fields are required and must be completed by the student.

Personal Details

Title: [ ]   First Name: [ ]   Middle Name: [ ]   Last Name: [ ]

Pref Name: [ ]   Date of Birth: [ ]   Gender: [ ]

Contact Details

Home Address: [ ]

Suburb: [ ]   State: [ ]   Postcode: [ ]   Country: [ ]

Home Phone: [ ]   Work Phone: [ ]   Mobile: [ ]

Email: [ ]

Please send course materials to my: ( ) Home Address   ( ) Postal Address

Postal Address: [ ]

Suburb: [ ]   State: [ ]   Postcode: [ ]   Country: [ ]

Education

Unique Student Identifier (USI): [ ]   Highest **HIGH** school level completed: [ ]

Have you completed any further Education?
(Please tick all boxes that apply)

[ ] Certificate I   [ ]A [ ]E [ ]I
[ ] Certificate II   [ ]A [ ]E [ ]I
[ ] Certificate III   [ ]A [ ]E [ ]I
[ ] Certificate IV   [ ]A [ ]E [ ]I
[ ] Diploma   [ ]A [ ]E [ ]I
[ ] Advanced Diploma   [ ]A [ ]E [ ]I
[ ] Bachelor Degree or Higher   [ ]A [ ]E [ ]I
[ ] Other   [ ]A [ ]E [ ]I

Futher Education Legend:
A - Australian Qualification
E - Australian Equivalent Qualification
I - International Qualification

*If you have completed an Australian higher level qualification than you are applying for, you are not required to complete the LLN attached.

Employment Information

Please select your Employment Status: [ ]

Occupation: [ ]   Industry: [ ]

Reason for undertaking this course: [ ]

Language and Cultural Diversity

Are you an Australian Citizen: [ ]   What is your country of birth: [ ]

Aboriginal or Torres Strait Islander? [ ]   Is English your first Language: [ ]

Do you have any special needs that need to be taken into consideration to support your learning?   ( ) Yes   ( ) No

If so, please provide details: [ ]

Student Enrolment Form
FNS50215 Diploma of Accounting

Course enrolment details (Please Select):

I have previously completed Certificate IV in Bookkeeping OR Certificate IV in Accounting: ☐   I am applying for RPL: ☐

Transcripts are attached: ☐

*If you have completed a course with IIT before, you are not required to complete the attached LLN.

Course Fee Information

Refer to www.iit.edu.au or call 1300 88 33 46 for pricing information.

Do you wish to have hard copy books? *There may be additional fees involved*   ◯ Yes ◯ No

In most cases course material is delivered at no additional charge.   Total Course Fee $ _____
You may choose to upgrade to Express Post (next day) delivery on payment of $15 surcharge.
International postage and handling incurs a surcharge of $100   Additional Postage $ _____

Payment Details (Please Select):

Payment Method: _____   Cardholder's Name: _____

Card Number: _____   CSV/CVV/CID: _____   Expiry Date: _____

If Paying by Bank Transfer please ensure you attach a Payment Transfer Confirmation to your completed Enrolment Form.

Transfer should be made to Account Name "International Institute of Technology" BSB 313-140 Account Number: 2313 7699

From Bank: _____   Reference ID: _____   Transfer Date: _____

Same day dispatch of course materials is possible if fully completed form/s and payment (as agreed) are received PRIOR to 2pm.

I would like to pay by instalments, please provide details: _____

Student Enrolment Form
FNS50215 Diploma of Accounting

Student Declaration

I have read, understood, and agree to all terms and conditions in the Student Information Guide and all other terms and conditions as set out by IIT. I declare that all the information I have provided to IIT is accurate and true. I understand and agree that IIT reserves the right to refuse any enrolment. I understand IIT may take action if part or all of the information provided is false or misleading. Under the Data Provision Requirements 2012, IIT is required to collect personal information about you and to disclose that personal i nformation to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by IIT for statistical, regulatory and research purposes. IIT may disclose your personal information for these purposes to third parties, including; School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; 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 a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation. 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. IIT and NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all IIT and NCVER policies and protocols (including those published on IIT's website www.iit.edu.au or NCVER's website at www.ncver.edu.au). At times IIT use personal information collected for internal marketing purposes, opting out is available at any time. I also grant the right for IIT to use student testimonial in any of it's marketing materials.

I acknowledge that I have been sent the following:

Course information email
Course Code and Name
Course Fees
Course Enrolment Period
Recommended Completion Hours
Available Study Modes
Details on Types of Assessments
Topics Covered
Any Documents or Technologies that may be required for the course.
Course Brochure (Contains Units of Competency)
Course Enrolment Form
Student Information Guide (provided in web-link that you have downloaded and read)
Language Literacy and Numeracy (LLN) Checklist
If you are applying for Government Funding, I have also received:
Government Funded Eligibility Criteria
Minimum enrolment period
Assessment submission or workshop attendance
Evidence of student eligibility form

Full Name: _____   Date: _____

I understand by typing my name into the above text box that I agree to, and am bound by, the above student declaration.

OFFICE USE ONLY

STAFF NAME: _____   DATE: _____

International Institute of Technology ©   Registered Training Organisation 21421

ABN 86 104 815 750

This multiple choice assessment tool is a process used to assess and identify any skills gaps or skills lacking strength in Language, Literacy and Numeracy.

1. Please choose the correct words to complete the sentence.
   "If … hungry, then you should probably eat something."
   ☐ You
   ☐ Your
   ☐ You're

2. Please choose the correct word to complete the sentence.
   "What are we going … do?"
   ☐ Too
   ☐ To
   ☐ Two

3. Please choose the correct word to complete the sentence.
   "Let's find your … of shoes."
   ☐ Pear
   ☐ Pare
   ☐ Pair

4. Please choose the correct word to complete the sentence.
   "Let's get this …of passage done."
   ☐ Wright
   ☐ Right
   ☐ Write
   ☐ Rite

5. Which word or phrase correctly completes the following sentence?
   " The adviser … upset when the patient was admitted"
   ☐ Will become
   ☐ Went
   ☐ Became
   ☐ Were

6. Which word or phrase best starts the following sentence?
   "… going to the bank"

   ☐ Were
   ☐ Tracey and I are
   ☐ Tracey and I is
   ☐ Tracey and Me are

7. Which sentence does not belong in the following paragraph?
   (1) In keeping with tradition, the Olympic flame burned throughout the 2010 Vancouver Games. (2) The flame was flown to Canada from Greece and relayed across the country by 12,000 runners. (3) Imagine running over rough terrain with a torch in hand. (4) The flame even travelled by boat, snowmobile and dogsled. (5) It was extinguished at the closing ceremonies to signal the end of the games.
   - ☐ Sentence 2
   - ☐ Sentence 3
   - ☐ Sentence 4
   - ☐ Sentence 5

8. Choose the sentence that best combines the following sentences.
   Computers are useful tools.
   Computers allow students to keep their homework neat.
   Computers are too expensive for some students.

   - ☐ Computers are useful tools, but they are too expensive for some students.
   - ☐ Students can keep their homework neat because computers are useful tools.
   - ☐ Although they are too expensive for some students, computers are useful tools that allow students to keep their homework neat.
   - ☐ Computers are useful tools for students, and they allow students to keep their homework neat, and they are too expensive for some students.

9. One (1) metre (m) is equal to:
   - ☐ 10,000cm
   - ☐ 1,000cm
   - ☐ 100cm
   - ☐ 10cm

10. Written as a mixed number 4/3 is:
    - ☐ 12
    - ☐ $3 \frac{1}{2}$
    - ☐ $3 \frac{1}{4}$
    - ☐ $1 \frac{1}{3}$

11. Use the following formula to calculate a, if c = 20, d = 10 and e = 2.
    a = c − d/2e
    - ☐ $17 \frac{1}{2}$
    - ☐ 15
    - ☐ 8
    - ☐ $2 \frac{1}{2}$

12. - 5 x (3+7)
- ☐ - 50
- ☐ - 22
- ☐ - 15
- ☐ - 8
- ☐ 22

This self-assessment tool is a process used to identify any skills gaps or skills lacking strength.

I CAN:

Task	Yes	No
Use a calculator	☐	☐
Add up the prices of items in my head	☐	☐
Look up a phone number in a telephone book or on the internet	☐	☐
Take a phone message and write it down accurately	☐	☐
Fill in a form	☐	☐
Speak at meetings or in a group	☐	☐
Download and save a document to a computer	☐	☐
Compose and send an email	☐	☐
I can understand information presented in graphs/charts	☐	☐
Use the internet to retrieve information	☐	☐
Read an analogue clock	☐	☐
Make a guess how much things weigh in kilograms	☐	☐
Read and understand bills	☐	☐
I can learn new terminology and vocabulary easily	☐	☐
I can write assignments of 1000 words	☐	☐
I can organise my time for work and study	☐	☐

If you have answered "No" to any of the questions in the LLN Self- Assessment Checklist, it doesn't mean that you are ineligible to complete a course through IIT. You may want to source additional assistance out of work hours to develop your skills.

There are a variety of organisations that provide language, literacy and numeracy support:

The Reading Writing Hotline

The Australian Government Literacy and Numeracy Programs

Adult Migrant English Program (AMEP)

Victorian Adult Literacy and Basic Education Council

The following website has a variety of free online learning tools:
http://www.gcflearnfree.org/