



Student Enrolment Form

BSB61015 Advanced Diploma of Leadership and Management

You may complete this form "on screen" by typing your information into the form fields. The completed form may be submitted via email to education@iit.edu.au, or faxed to: 03 8677 6911, or posted 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: Post Code: Country:
 Home Phone: Work Phone: Mobile:
 Email:

Please send materials to my: Home Address Postal Address

Postal Address:
 Suburb: State: Post Code: Country:

Education

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

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

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Bachelor Degree or Higher
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma	<input type="checkbox"/> Other
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
<input type="checkbox"/> Certificate III	<input type="checkbox"/> Advanced Diploma	
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	

Further 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 the course:

Language and Cultural Diversity

Are you an Australian Citizen? Y N Aboriginal? Y N Torres Strait Islander? Y N
 Country of Birth: Is English your first language? Y N
 Any special needs that need to be taken into consideration to support your learning? Y N
 If so, please provide details:





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Course Enrolment Details

I am applying for RPL: Y N Transcripts are attached: Y N

I am applying for the following unit/s:

- Full Qualification
 Specific Unit/s *Please list below:*

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* Y N
In most cases course material is delivered at no additional charge.
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 \$

Total Course Fee \$

Instalment Details (MUST be approved by IIT staff before form submission):

Payment Details

Card Type: Cardholder's Name:

Card Number: Expiry Date:

If paying by Bank Transfer, please ensure you attach a receipt to your form to ensure timely enrolment.

Transfer should be made to Account Name: International Institute of Technology

BSB: 313 140

Account Number: 2313 7699

From Bank: Reference: Transfer Date:

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 information 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 (this may include verifying transcripts used in the RPL process from third-parties); facilitating statistics and research relating to education, including surveys and data linkage; pre-populate RTO student enrolment forms; 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:

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. "If Tom buys a red skateboard, then Amanda buys green in-line skates." Which statement below is logically equivalent?
 - If Amanda does not buy green in-line skates, then Tom does not buy a red skateboard.
 - If Tom does not buy a red skateboard, then Amanda does not buy green in-line skates.
 - If Amanda buys green in-line skates, then Tom buys a red skateboard.
 - If Tom buys a red skateboard, then Amanda does not buy green in-line skates.

2. Which statement represents the inverse of the statement "If it is snowing, then Skeeter wears a sweater."?
 - If Skeeter wears a sweater, then it is snowing.
 - If Skeeter does not wear a sweater, then it is not snowing.
 - If it is not snowing, then Skeeter does not wear a sweater.
 - If it is not snowing, then Skeeter wears a sweater.

3. The judge said that those prepared to..... in crime must be ready to suffer the consequences.
 - involve
 - engage
 - undertake
 - enlist

4. Choose the sentence that is the most similar to the following sentence:
Due to the fact that the demand for tea was very high in the 19th century, its price was astronomical.
 - It was not until the 19th century that the demand for tea started to increase.
 - The demand for tea was so high in the 19th century that its price was enormous
 - In the 19th century the price for tea didn't increase despite the demand
 - It was its astronomical price which decreased the demand for tea in the 19th century
 - In the 19th century, even though the demand for tea was enormous its price remained cheap

5. 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
6. 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.
7. In a class of 50 students, 18 take music, 26 take art, and 2 take both art and music. How many students in the class are not enrolled in either music or art?:
- 6
 - 8
 - 16
 - 24
8. What is true about the statement "If two angles are right angles, the angles have equal measure" and its converse "If two angles have equal measure then the two angles are right angles"?:
- The statement is true but its converse is false
 - The statement is false but its converse is true
 - Both the statement and converse is true
 - Both the statement and converse is false
9. Mary says "The number I am thinking is divisible by 2 or it is divisible by 3". This statement is false if the number Mary is thinking of is
- 6
 - 8
 - 11
 - 15

10. When $y = 3$, which of the following is FALSE?

- y is prime and y is odd
- y is odd or y is even
- y is not prime and y is odd
- y is odd and $2y$ is even

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	<input type="checkbox"/>	<input type="checkbox"/>
Add up the prices of items in my head	<input type="checkbox"/>	<input type="checkbox"/>
Look up a phone number in a telephone book or on the internet	<input type="checkbox"/>	<input type="checkbox"/>
Take a phone message and write it down accurately	<input type="checkbox"/>	<input type="checkbox"/>
Fill in a form	<input type="checkbox"/>	<input type="checkbox"/>
Speak at meetings or in a group	<input type="checkbox"/>	<input type="checkbox"/>
Download and save a document to a computer	<input type="checkbox"/>	<input type="checkbox"/>
Compose and send an email	<input type="checkbox"/>	<input type="checkbox"/>
I can understand information presented in graphs/charts	<input type="checkbox"/>	<input type="checkbox"/>
Use the internet to retrieve information	<input type="checkbox"/>	<input type="checkbox"/>
Read an analogue clock	<input type="checkbox"/>	<input type="checkbox"/>
Make a guess how much things weigh in kilograms	<input type="checkbox"/>	<input type="checkbox"/>
Read and understand bills	<input type="checkbox"/>	<input type="checkbox"/>
I can learn new terminology and vocabulary easily	<input type="checkbox"/>	<input type="checkbox"/>
I can write assignments of 1000 words	<input type="checkbox"/>	<input type="checkbox"/>
I can organise my time for work and study	<input type="checkbox"/>	<input type="checkbox"/>

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.gcfilearnfree.org/>