

# LEARNER ENROLMENT FORM

## EDWARD BUSINESS COLLEGE

Registered Training Organisation (RTO Number): 45818  
ABN 86 643 641 990 | ACN 643 641 990

1 MONA STREET, BANKSTOWN NSW 2200  
1800 000 EBC (322)  
info@edwardbusinesscollege.edu.au



## SECTION 1: PERSONAL INFORMATION

### 1.1 Learner Personal Details

#### A. Full Name

Mr  Ms  Mrs  Other (Please specify) \_\_\_\_\_  Prefer not to say

**Single name only:** (✓) Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section.

Family name (surname) First Name Middle Name

\* Please provide your full legal name as recorded on your Unique Student Identifier (USI), including all middle names.

#### B. Gender

Male  Female  Other  Prefer not to say

#### C. Birth Details

Birth date Birth place Please specify Birth country

#### D. Contact & Address Information

Please enter your current contact information. Your residential (physical) address must be your actual place of residence. P.O. Boxes cannot be accepted. If you live in a rural or regional area, please provide the appropriate rural property or numbering details. If your residence has an official name (e.g., homestead, farm, community, building or apartment complex), include this as well.

##### i. Residential Address (Australia) (Mandatory for All Students)

Building/Property name Flat/Unit details Street/Lot number

Street Name Suburb/Locality/Town State/Territory

Postcode

##### ii. Postal Address (If Different from Residential) Same as residential address

Building/Property name Flat/Unit details Street/Lot number

Street Name Suburb/Locality/Town State/Territory

Postal delivery information (e.g., P.O. Box 254) Postcode

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## SECTION 1: PERSONAL INFORMATION

### iv. Contact Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	Alternative mobile (optional)	Home phone (optional)
<input type="text"/>	<input type="text"/>	
Work phone (optional)	Email address	

- I consent to being contacted via SMS for urgent notices
- I consent to being contacted via email regarding enrolment & training matters

### 1.2 Emergency Contact Details

Please provide the details of a person we may contact in the event of an emergency during your training with Edward Business College Pty Ltd. Ensure that the nominated person is aware they have been listed as your emergency contact and has given their consent for their personal information to be provided to the College.

<input type="text"/>		
Full name:		
<input type="text"/>		
Address:		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone :	Mobile phone :	Email :
<input type="text"/>		
Relation:		

### 1.3 Cultural & Background Information

#### A. Language Spoken at Home (If More Than One, Indicate the Language Spoken Most Often)

English  Other (Please specify):

#### B. Aboriginal or Torres Strait Islander Origin (If Both, Mark Both 'Yes' Boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

### 1.4 Residence Status

Please indicate your current residency status. If you select "Other," provide your visa details.

Australian Citizen  Permanent Resident  Other (please specify visa status):

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## SECTION 2: COURSE SELECTION & ENROLMENT DETAILS

### 2.1 Preferred Start Date

Please indicate your preferred course commencement date.

As soon as possible  Form

### 2.2 Qualification Applied For

Please specify the qualification you wish to enrol in.

- AHC30921 Certificate III in Landscape Construction
- AUR30620 Certificate III in Light Vehicle Mechanical Technology
- AUR31120 Certificate III in Heavy Commercial Vehicle Mechanical Technology
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- CPC30620 Certificate III in Painting and Decorating
- CPC32420 Certificate III in Plumbing
- CPC40920 Certificate IV in Plumbing and Services
- MEM30219 Certificate III in Engineering - Mechanical Trade
- MEM31922 Certificate III in Engineering - Fabrication Trade
- MEM31925 Certificate III in Engineering - Fabrication Trade

### 2.3 Previous Enrolment

Please indicate whether you have previously enrolled with Edward Business College Pty Ltd.

Yes  No

### 2.4 Source of Course Information

Please indicate how you first became aware of this course or the College.

Employer  Colleague  Flyer  Yellow pages  Advertisement  Internet

### 2.5 Credit Transfer Application

If applicable, you must provide certified copies of your academic transcripts along with a completed Credit Transfer Application Form.

Yes  No  Undecided (Please provide more information): \_\_\_\_\_

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## SECTION 2: COURSE SELECTION & ENROLMENT DETAILS

### 2.6 Document Checklist – Attach the Following to Your Application (*where applicable*)

Please attach all required supporting documents relevant to your application.

- Signed Enrolment Form (*all applicants*)
- Valid Personal Identification (*all applicants*) – e.g. driver licence, national ID, or passport. Certified copies must be provided where applicable.
- Pre-Training Review (PTR) and LLN Assessment (*all applicants*)
- Unique Student Identifier (USI) (*all applicants*) – provide your USI or consent for Edward Business College Pty Ltd to verify your USI on your behalf
- Current Passport and Visa (international students, where applicable)
- Current Résumé / Curriculum Vitae (CV) (*if required for the course or RPL*)
- Evidence of Current or Relevant Employment (*if required or for RPL*) – e.g. payslips, employment contract, or a letter from employer/supervisor
- Academic Qualification Certificates and Transcripts (*if applicable*) – certified copies (Australian and/or overseas)
- Statements of Attainment (*if applying for Credit Transfer*) – certified copies
- Working with Children Check (WWCC / Blue Card / Ochre Card) (*if required by placement, licensing, or state requirements*)
- National Police Check (*if required*) – Nationally Coordinated Criminal History Check (ACIC) or state equivalent
- Any Additional Supporting Documents (*if applicable*)

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### SECTION 3: UNIQUE STUDENT IDENTIFIER (USI)

In accordance with the Student Identifiers Act 2014 (Cth), all learners are required to provide a valid Unique Student Identifier (USI) as part of the enrolment process, in line with the Standards for Registered Training Organisations (RTOs) 2015. Edward Business College Pty Ltd (RTO No. 45818) is unable to issue a nationally recognised qualification or Statement of Attainment, and is required to report training activity to the National Centre for Vocational Education Research (NCVER), unless a valid USI is provided or a valid exemption applies.

You can create your USI (free) at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

**Enter your Unique Student Identifier (USI) (if you already have one):**

You may already have a Unique Student Identifier (USI) if you have previously completed any nationally recognised training in Australia. This may include workplace training, First Aid certification, Responsible Service of Alcohol (RSA), White Card training, or study undertaken with a TAFE or other registered training provider. Before creating a new USI, you should check whether you already have one, as individuals must not hold more than one USI.

To find out if you already have a USI, use the 'Find your USI' or 'Forgotten USI' function on the official USI website. <https://www.usi.gov.au/students/find-your-usi>

Unique Student Identifier (USI):

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## SECTION 4: EDUCATION HISTORY & STUDENT SUPPORT NEEDS

### 4.1 English Proficiency

#### A. Evidence of English Test (if applicable)

English test type:  IELTS  PTE  TOEFL  Other (Please specify) \_\_\_\_\_

Score: \_\_\_\_\_ Test date: \_\_\_\_\_

#### B. Current English Ability (Self-Assessed)

Very well  Well  Not well  Not at all

### 4.2 Highest Completed School Level (select one)

If you are currently attending secondary school, your 'highest completed school level' refers to the last year you have successfully completed, not the year you are presently enrolled in. For example, if you are studying Year 10, your highest completed level is Year 9.

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  
 Year 9 or equivalent  Year 8 or equivalent  Never attended school

### 4.3 Current Enrolment in Secondary or Senior Secondary Education

If not, please specify the calendar year in which you completed your secondary schooling. \_\_\_\_\_  
 If yes, please specify the level of education in which you are currently enrolled.  
 Year 12  Year 11  Year 10  Year 9  Year 8 or below

### 4.4 Prior Education Achievements (select all that apply)

Please indicate any qualifications or education you have previously completed.

Bachelor degree or higher degree  Certificate III (or trade certificate)  
 Advanced diploma or associate degree  Certificate II  
 Diploma (or associate diploma)  Certificate I  
 Certificate IV (or advanced certificate/technician)  Other education (including certificates or overseas qualifications not listed above)

If you do not have an Australian qualification but have an overseas qualification, has this qualification been skill-assessed here in Australia?

Yes  No

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## SECTION 4: EDUCATION HISTORY & STUDENT SUPPORT NEEDS

If yes, please provide further details:

  

I confirm the details given above are true

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Please note if you have had overseas skills assessed here in Australia, they are considered as Australian Qualifications)

### 4.5 Disability, Impairment or Long-Term Health Condition (select one)

Yes  No  Prefer not to say

If 'Yes,' select all applicable areas from the list below. Refer to the Disability Supplement for definitions and examples.

Hearing/deaf  Mental illness  Other (please specify) \_\_\_\_\_  
 Physical  Acquired brain impairment \_\_\_\_\_  
 Intellectual  Vision \_\_\_\_\_  
 Learning  Medical condition

### 4.6 Potential Barriers to Participation

Tell us only if support may be needed.

No issues to declare  Please contact me about support

If applicable, tick any areas (you can select more than one):

Language, literacy and numeracy (LLN)  Transport or placement  Other: \_\_\_\_\_  
 Access to device/internet  Digital skills \_\_\_\_\_  
 Health or disability needs  Financial issues \_\_\_\_\_  
 Caring responsibilities  Work or class schedule (time/roster) \_\_\_\_\_

**Privacy:** Information provided here is used only to arrange reasonable adjustments.

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## SECTION 4: EDUCATION HISTORY & STUDENT SUPPORT NEEDS

### 4.7 Main Reason for Study (select one)

Please indicate your primary reason for undertaking this course.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or promotion    | <input type="checkbox"/> For personal interest or self-development  |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job      | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> I wanted extra skills for my job    | <input type="checkbox"/> Other reasons (please specify)             |
| <input type="checkbox"/> To try for a different career   | <input type="checkbox"/> To get into another course of study | _____   |

### 4.8 Student Support Services

Edward Business College Pty Ltd (RTO No. 45818) is committed to providing appropriate support to learners throughout their training and assessment. The following support services are available:

- Language, literacy and numeracy (LLN) support
- Assistance with online and blended learning
- Study skills and time management support
- Reasonable adjustments for disability, health, or personal circumstances
- Access to counselling and wellbeing services
- IT and technical support

If you require support, please contact:

Student Support Officer

Email: [info@edwardbusinesscollege.edu.au](mailto:info@edwardbusinesscollege.edu.au) | Phone: 1800 000 EBC (322)

**Acknowledgement (please tick):**

- have been informed about the support services available and understand how to access them.

Support needs will be identified during the Pre-Training Review (PTR), and reasonable adjustments will be implemented where required.

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## SECTION 5: EMPLOYMENT STATUS

### 5.1 Employment Status (select one)

Please select the option that best describes your current employment status. If you are employed on a casual, seasonal, contract, or shift basis, base your selection on your average weekly working hours.

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed – seeking full-time work           |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work           |
| <input type="checkbox"/> Self-employed – employing others     | <input type="checkbox"/> Unemployed – not seeking employment           |

### 5.2 Current Employment Information

Please provide details of your current employment, if applicable.

Business name:

Address:

ABN :

ACN :

Email :

Phone:

Mobile:

Name of Supervisor:

Position/Job Title of Supervisor:

### 5.3 Learner Occupation and Industry

Please provide details of your current occupation and the industry in which you are employed.

Occupation (Job Title):

Industry:

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## SECTION 6: FEES, WITHDRAWALS, REFUNDS & COURSE COMPLETION

### 6.1 Enrolment Fee Requirement

To process your application, Edward Business College Pty Ltd (RTO No. 45818) may require payment of a non-refundable enrolment processing fee (where applicable). Assessment of your application will commence only after payment has been received. Information regarding course fees is provided to support informed decision-making prior to enrolment.

### 6.2 Enrolment Confirmation

Payment of the enrolment processing fee does not guarantee admission to a course. Edward Business College Pty Ltd (RTO No. 45818) will assess your eligibility in accordance with course entry requirements and the evidence you provide. Enrolment will be confirmed only once all entry criteria have been met and you have received written confirmation of enrolment from the College.

### 6.3 Refund Policy – Summary & Refund Requests

#### Edward Business College Pty Ltd Refund Policy (Summary)

The following is a summary only. Full details, conditions, and timeframes are outlined in the official Refund Policy.

#### 1. Cooling-off period (where applicable)

Where a statutory cooling-off period applies (including unsolicited consumer agreements), eligible learners may cancel within the prescribed timeframe and receive a refund in accordance with applicable legislation and the Refund Policy.

#### 2. Enrolment / administration / registration fees

Enrolment, administration, or registration fees are non-refundable, except where required by law or where training is cancelled by Edward Business College Pty Ltd. In such cases, refunds will be processed in accordance with the Refund Policy.

#### 3. Tuition fees and payment arrangements

Tuition fees must be paid in accordance with the agreed payment schedule. Where a learner experiences financial hardship, alternative payment arrangements may be considered in line with College policies.

#### 4. Withdrawal (before or after commencement)

Refund eligibility for withdrawals depends on whether the withdrawal occurs before or after course commencement and will be determined in accordance with the Refund Policy and applicable terms and conditions.

#### 5. Course cancellation or changes by the RTO

If a course is cancelled or cannot proceed as agreed, Edward Business College Pty Ltd will offer eligible refunds and/or suitable alternative arrangements in accordance with the Refund Policy.

#### 6. Postponement or deferral

Where course commencement is postponed for an extended period, reasonable alternative arrangements will be provided. If a learner is unable to continue under revised arrangements, refund eligibility will be assessed in accordance with the Refund Policy.

#### 7. Exceptional circumstances

Requests for cancellation or refund due to exceptional circumstances (e.g. personal hardship) may be considered on a case-by-case basis, subject to supporting evidence and the Refund Policy.

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## SECTION 6: FEES, WITHDRAWALS, REFUNDS & COURSE COMPLETION

### 6.3 Refund Policy – Summary & Refund Requests

#### 8. How to request a refund

All refund requests must be submitted in writing and will be assessed and processed in accordance with the Refund Policy and applicable legislation.

#### 9. Government-funded learners

For training funded or subsidised by a State/Territory or Commonwealth Government, refund arrangements will be managed in accordance with the relevant funding contract, program guidelines, and directions issued by the applicable government authority.

#### 10. Full Refund Policy

This summary does not replace the full Refund Policy. The complete policy is available upon request:

Email: [info@edwardbusinesscollege.edu.au](mailto:info@edwardbusinesscollege.edu.au)

Phone: 1800 000 EBC (322)

Website: [www.edwardbusinesscollege.edu.au](http://www.edwardbusinesscollege.edu.au)

### 6.4 Course Completion Requirements

Learners are required to complete their course within the timeframe specified at the time of enrolment. Extensions may be granted only in exceptional circumstances, and a written request with supporting evidence must be submitted prior to the course end date.

Failure to complete the course within the required timeframe may result in cancellation of enrolment, loss of access to course materials without entitlement to a refund, or a partial refund of unused fees (less any applicable administrative charges), as determined in accordance with the Edward Business College Pty Ltd Refund Policy and applicable terms and conditions. Learners who wish to re-enrol following cancellation may be required to pay the full course fee again.

This section is consistent with the Standards for Registered Training Organisations (RTOs) 2015 and relevant legislative requirements.

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## SECTION 7: PRIVACY NOTICE | COLLECTION AND USE OF PERSONAL INFORMATION

As a Registered Training Organisation (RTO), Edward Business College Pty Ltd (RTO No. 45818) is required to collect, use, and manage personal information to process enrolments and deliver training and assessment services. If this information is not provided, we may be unable to process your enrolment.

### 7.1 Purpose of Collection

Your personal information is collected to:

- Deliver and administer VET courses and learner services
- Meet regulatory and reporting obligations (including AVETMISS and USI requirements, where applicable)
- Maintain records in accordance with relevant VET legislation and regulatory requirements
- Support learner participation, progression, and completion
- Identify and respond to learning support needs, including reasonable adjustments (where applicable)

### 7.2 Disclosure of Personal Information

Your personal information may be disclosed to:

- The National Centre for Vocational Education Research (NCVER) for inclusion in the National VET Data Collection
- Commonwealth and State/Territory Government departments and authorised agencies for regulatory, reporting, compliance, or audit purposes
- Service providers engaged by Edward Business College Pty Ltd to support training delivery and administration (e.g. IT systems, student management systems, and record management), subject to privacy obligations

### 7.3 How NCVER Handles Your Information

NCVER collects, uses, stores, and discloses personal information in accordance with the *Privacy Act 1988 (Cth)* and the National VET Data Policy.

Your information may be used for purposes such as:

- Generating authenticated VET transcripts
- Administering, monitoring, and evaluating VET programs
- Conducting research, surveys, and analysis relating to education and training
- Informing policy development and workforce planning

NCVER may share your information with other government agencies involved in VET. NCVER does not intend to disclose your personal information to overseas recipients.

For further information, visit: [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy)

### 7.4 Accessing and Correcting Your Information

You have the right to request access to, and correction of, your personal information. To do so, please contact:

**Edward Business College Pty Ltd (RTO No. 45818)**

Phone: 1800 000 EBC (322)

Email: [info@edwardbusinesscollege.edu.au](mailto:info@edwardbusinesscollege.edu.au)

1 Mona Street, BANKSTOWN, NSW 2200

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## SECTION 7: PRIVACY NOTICE | COLLECTION AND USE OF PERSONAL INFORMATION

### 7.5 Participation in Surveys

You may be invited to participate in surveys conducted by government departments, NCVET, or their authorised representatives. Participation is voluntary, and you may opt out at any time.

For information on how the Department of Employment and Workplace Relations (DEWR) handles VET-related personal information, please refer to the VET Privacy Notice:

[www.dewr.gov.au/national-vet-data/vet-privacy-notice](http://www.dewr.gov.au/national-vet-data/vet-privacy-notice)

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## SECTION 8: STUDENT DECLARATION & CONSENT

I, \_\_\_\_\_ of \_\_\_\_\_,  
with date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, apply for enrolment in the \_\_\_\_\_ course with  
Edward Business College Pty Ltd (RTO No. 45818).

By submitting this application, I confirm that:

1. I have read and understood the entry requirements, course details, and all relevant pre-enrolment information.
2. I have read and understood the policies and procedures of Edward Business College Pty Ltd, including the Privacy Policy, Fees and Refund Policy, Complaints and Appeals Policy, and any other relevant policies (available upon request or via the website).
3. The information provided in this enrolment form is true, accurate, and complete to the best of my knowledge.
4. I understand that providing false, misleading, or incomplete information may result in delays, rejection of my application, or cancellation of my enrolment.
5. I acknowledge that I am responsible for paying all applicable fees in accordance with the Fee Schedule / Enrolment Agreement and any approved payment plan.
6. I agree to participate in all required learning and assessment activities and to complete my course within the specified timeframe.
7. I understand my rights and responsibilities as a learner, including processes for withdrawal, deferral, refunds, and complaints/appeals.
8. I consent to my enrolment being recorded in the student management system of Edward Business College Pty Ltd and to required reporting to authorised bodies in accordance with legislation and the Standards for Registered Training Organisations (RTOs) 2015.
9. I agree to provide all necessary evidence to support Recognition of Prior Learning (RPL) and/or Credit Transfer applications, where applicable.

### Privacy & Information Collection Consent

- I consent to the collection, use, and disclosure of my personal information as required to administer my enrolment, deliver training and assessment services, and meet regulatory and reporting obligations in accordance with the *Standards for Registered Training Organisations (RTOs) 2015* and applicable privacy laws.
- I understand that my personal information (including my Unique Student Identifier (USI), where applicable) may be disclosed to government departments, regulators, and authorised bodies for training administration, reporting, compliance, and auditing purposes (including NCVER data collection).
- I understand that participation in surveys conducted by NCVER, government departments, or their authorised representatives is voluntary.

### Acknowledgement

I acknowledge that Edward Business College Pty Ltd (RTO No. 45818) will:

- Provide accurate and current information regarding my rights and responsibilities
- Notify learners of any significant changes to policies, fees, or course information that may affect enrolment, in accordance with its obligations and policies

Student Full Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Parent/Guardian Name\* : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Note: Learners under 18 years of age must provide parent/guardian consent.**

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## SECTION 9: DISABILITY SUPPLEMENT

### Purpose

This section enables Edward Business College Pty Ltd (RTO No. 45818) to identify and provide appropriate support to learners with a disability, impairment, or long-term health condition, including reasonable adjustments where required.

If you have indicated that you have a disability, please select the relevant category or categories from the list below.

**Note:** This section refers to long-term conditions (lasting six months or more). It does not include temporary conditions such as minor injuries, short-term illness, or vision corrected by glasses or contact lenses.

### Disability Categories (select all that apply)

**Hearing / Deaf**

For individuals who are deaf or hard of hearing, including those who use Auslan or other communication supports.  
Examples: Hearing loss from birth, injury, or illness

**Vision**

For individuals who are blind or have partial vision loss not corrected by glasses or contact lenses.  
Examples: Vision impairment from injury, illness, or conditions such as glaucoma or macular degeneration

**Physical**

For individuals with a physical disability affecting mobility or dexterity.  
Examples: Loss of limb, paralysis, cerebral palsy, muscular dystrophy, arthritis

**Intellectual**

For individuals with reduced intellectual functioning and adaptive behaviour originating before adulthood.  
Examples: Down syndrome, developmental delay, difficulties with learning and reasoning

**Learning**

For individuals with learning difficulties affecting reading, writing, spelling, or understanding information.  
Examples: Dyslexia, dyscalculia, or other specific learning disorders

**Mental Illness**

For individuals with a clinically diagnosed mental health condition.  
Examples: Depression, anxiety disorders, bipolar disorder, schizophrenia, PTSD

**Acquired Brain Injury**

For individuals who have sustained a brain injury after birth resulting in changes to cognitive, emotional, or physical abilities.  
Examples: Brain injury due to accident, stroke, or prolonged illness

**Medical Condition / Chronic Illness**

For individuals with a chronic or recurring medical condition.  
Examples: Epilepsy, diabetes, asthma, HIV/AIDS, chronic fatigue syndrome, cancer

**Other Disability**

For any disability not listed above.  
Examples: Autism spectrum disorder, neurological conditions, or other conditions impacting daily functioning

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### ADMINISTRATION USE ONLY

Do not write in this section (learner).

#### Application processing checklist (tick as applicable):

##### Completeness

- All mandatory fields completed
- Learner declaration signed and dated
- Parent/guardian consent (if under 18) signed and dated

##### Identity and eligibility

- Identity sighted/verified (type):
  - Passport
  - Driver licence
  - Proof of age
  - Other: \_\_\_\_\_
- Eligibility evidence received (if required):
- Entry requirements met (including LLN/pre-training review where applicable)

##### USI and reporting

- USI provided and verified/obtained (where applicable)
- AVETMISS data checked (mandatory items complete)

##### Outcome Status

- Accepted  Conditional  Not accepted

Notes/conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### Fees and documents

- Enrolment processing fee received (if applicable)
- Supporting documents attached (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by (optional): \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_