

# Professional WIL Placement (Internship) Program Enrolment Form

BSBIND201 Work Effectively in a Business Environment

Students who would like to enrol in a program or qualification must complete all areas of the Enrolment Form. Please note that the information contained with this document may be supplied to, and used by governments and other agencies for administration and research in accordance with legislative requirements. To watch a short video on "How to Make Your Enrolment Count" view <https://youtu.be/Rd8Cd4H6kNA>.

## Personal Details

When completing the information below please write the name used when you applied for your Unique Student Identifier (USI), including any middle names and provide the physical address where you usually reside rather than a temporary address which you reside for training, work or other purposes.

Title  Mr  Mrs  Ms  Miss

Gender  Male  Female

|                                 |
|---------------------------------|
| First name                      |
| Middle name                     |
| Surname                         |
| Nickname (if applicable)        |
| Date of birth .....             |
| Email address                   |
| Unique Student Identifier (USI) |

Please provide photo identification. Identification provided:

Driver's licence  Other

In which country were you born?

Australia  Other (please specify) .....

What is your nationality?

Australian  Other (please specify) .....

|  |          |
|--|----------|
| City of birth  |          |
| Residential address                                    |          |
| Street name and number                                 |          |
| Suburb   |          |
| State  | Postcode |
| Postal address (if different from residential address) |          |
| Street name and number or PO Box                       |          |
| Suburb   |          |
| State  | Postcode |

|                  |
|------------------|
| Home phone no.   |
| Mobile phone no. |

## Emergency Contact Details

|                |
|----------------|
| Contact person |
| Relationship   |
| Address        |
| Phone          |
| Email          |

## How did you hear about Performance Careers?

|                          |
|--------------------------|
| Agency name & agent name |
| Friend (name of friend)  |
| Website                  |
| University               |
| Other (please specify)   |

## Program Details

Where would you like to undertake the Professional WIL Placement (Internship) Program?

Sydney  Melbourne  Adelaide

Which type of placement are you seeking?

Accounting  Financial Services  Human Resources

IT  Logistics/Supply Chain  Marketing

Other (please specify) .....

What is your preferred program start date?

10 Jul '17  24 Jul '17  07 Aug '17  21 Aug '17  04 Sep '17  18 Sep '17  
 02 Oct '17  16 Oct '17  30 Oct '17  13 Nov '17  27 Nov '17  11 Dec '17  
 08 Jan '18  22 Jan '18  05 Feb '18  19 Feb '18  05 Mar '18  19 Mar '18  
 02 Apr '18  16 Apr '18  30 Apr '18  14 May '18  28 May '18  11 Jun '18

**SYDNEY**  
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What is your preferred number of days per week for your placement? (tick all that apply)

3  4  5

What days of the week are you available for your placement? (tick all that apply)

Mon  Tue  Wed  Thu  Fri

### Payment Details & Fees

Professional WIL Placement (Internship) Program: \$2,500

Due at time of enrolment \$

Due before commencement of placement \$

**TOTAL** \$

### Language & Cultural Diversity

Are you Aboriginal or Torres Strait Islander?

NOTE: For persons of both Aboriginal and Torres Strait Islander origin, tick both YES boxes

No  Yes, Aboriginal  Yes, Torres Strait Islander

Do you speak a language other than English at home?

No  Yes (please specify) .....

How well do you speak English?

Very well  Well  Not well  Not at all

Was English the language of instruction in previous secondary or tertiary studies?

Yes  No

Have you completed a test of English Language Proficiency?

Yes  No

If yes, please provide the following

|                    |       |
|--------------------|-------|
| Date of test ..... | Score |
|--------------------|-------|

|                               |
|-------------------------------|
| Type of test (eg. IELTS, PTE) |
|-------------------------------|

### Employment

Of the following categories, which best describes your current employment status?

Full-time employee  Part-time employee  
 Employer  Self-employed - not employing others  
 Employed - unpaid in a family business  
 Unemployed - seeking full-time employment  
 Unemployed - seeking part time employment  
 Not employed - not seeking employment

### Schooling

Are you still attending secondary school?  Yes  No

What is the highest level of school that you completed?

NOTE: If you have not attended school go to the next section

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  
 Year 9 or equivalent  Year 8 or below

In what year did you complete your schooling level? .....

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### Previous Qualifications

Have you successfully completed a qualification?  Yes  No

If yes, tick the applicable boxes.

Bachelor degree or higher degree  Advanced diploma or associate degree  
 Diploma or associate diploma  Certificate IV (or advanced certificate technician)  
 Certificate III (or trade certificate)  Certificate II  
 Certificate I  Certificates other than the above

If yes, identify the qualification and year completed.

| Qualification | Institution | Year |
|---------------|-------------|------|
|               |             |      |
|               |             |      |
|               |             |      |
|               |             |      |

Do you wish to apply for Credit Transfer?

If yes, please attached a copy of your Qualification and Transcript of Results.

Yes  No

### Study Reason

Of the following categories, which best describes your reason for undertaking this program?

To get a job  To develop my existing business  
 To start my own business  To try for a different career  
 To get a better job or promotion  Job  
 I wanted extra skills for my job  To get into another course of study  
 For personal reasons or self-development  
 Other reasons

### Disability/ Special Needs

Do you have a disability, impairment or long term condition?

Yes  No

If yes, please select the areas in the following list.

NOTE: You may select more than one area.

Hearing/deaf  Learning  Vision  
 Physical  Mental Illness  Medical Condition  
 Intellectual  Acquired brain impairment  
 Other (please specify) .....

## Unique Student Identifier

From 1 January 2015 all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification. If you do not have a USI number you can apply directly at <http://www.usi.gov.au/create-your-usi/>. Performance Careers is not able to issue AQF certification documentation (your certificate, record of results or statement of attainment) without a verified USI.

Read the permission statements below and tick if consent is provided.

- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
- I give permission for Performance Careers to **verify** my USI.

In accordance with section 11 of the Student Identifiers Act 2014 the Performance Careers will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon as practicable (after the application has been made or when the information is no longer needed for that purpose, unless required by or under any law to retain it).

## Australian Government 2016 USI Privacy Notice

### Instructions

The following information is provided to you on behalf of the Student Identifiers Registrar (Registrar) [www.usi.gov.au](http://www.usi.gov.au) when an RTO applies for a USI on behalf of a student. It is a requirement of your enrolment that you read the below information prior to the provision of consent.

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- Is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- Is collected by the Registrar for the purposes of:
  - Applying for, verifying and giving a USI;
  - Resolving problems with a USI; and
  - Creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- The purposes of administering and auditing VET, VET providers and VET programs;
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
- Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- Researchers for education and training related research purposes;
- Any other person or agency that may be authorised or required by law to access the information;
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

### Australian Government Privacy Policy and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information

held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

## Terms & Conditions

Performance Education Group Pty Ltd (ABN 86 117 850 281) trading as Performance Careers, Registered Training Organisation 91436 offers training and assessment services for the nationally recognised unit of competency BSBIND201 Work effectively in a business environment (the course). These terms and conditions apply to students enrolled in that course.

### 1. Enrolment in the Program

- 1.1 I, ..... (full name) hereby apply to enrol in the course commencing as indicated on the Enrolment Form ('the Application'). I agree that on acceptance of the Application by Performance Careers ('Acceptance'), the Acceptance will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment:
- 1.2 I agree that it is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
- 1.3 I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of Performance Careers. I understand that if I breach any of Performance Careers rules or my behaviour is deemed unacceptable by Performance Careers, including but not limited to not following the student Code of Conduct, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to Performance Careers under the Contract as applicable at that time. (Information on Performance Careers policies, rules and regulations is located on the website [www.performance.edu.au](http://www.performance.edu.au))
- 1.4 I agree to advise Performance Careers of any change of my address and/or contact details while I am enrolled in any course.
- 1.5 I hereby acknowledge that I have read and understood the Complaints, Grievances and Appeals Policy published on the website [www.performance.edu.au](http://www.performance.edu.au)
- 1.6 I hereby acknowledge that I have read, understood and agree to the terms of the Fees and Refunds Policy published on the website at [www.performance.edu.au](http://www.performance.edu.au)
- 1.7 I confirm that the terms and conditions have been made available to me prior to enrolling and understand that any variation of those stated terms and conditions of the Contract must be provided in writing and be signed by an authorised officer of Performance Careers.

### 2. Work Integrated Learning (WIL) Placement

Please tick each box to acknowledge your acceptance.

- 2.1 I understand that on acceptance into the program, Performance Careers will use its best endeavours to find a WIL placement as follows:
  - a) Performance Careers will source a Host Company on the basis of my chosen profession and training and development needs.
  - b) Performance Careers has absolute discretion in the choice of the Host Company for the WIL placement.
  - c) Performance Careers will endeavour to find a WIL placement in a suitable location taking into account my preferences, if any; however travel up to one hour to and from the location of the placement may be required.
  - d) I will be required to attend all interviews for suitable placements arranged by Performance Careers with Host Companies, after which the Host Company will decide whether they will offer a placement.
  - e) The Host Company has absolute discretion in choosing whether to accept me for a placement.
  - f) Placement can take up to 8 weeks after lodgement of my Enrolment Form and successful résumé approval/submission, but may take longer if I do not have a completed and professional résumé, or need additional support with interview skills, or do not attend interviews arranged, and I may not be placed at all. Performance Careers will communicate with me in each of these circumstances.
- 2.2 Prior to commencing the placement, I understand that I will be required to enter into an agreement with Performance Careers and the Host Company relating to the WIL placement (Training Agreement).
- 2.3 I understand that I will not be an employee of the Host Company at any time during the placement.

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- 2.4 I understand that the Host Company and Performance Careers are not required to provide me with employment at the end of the WIL placement or the program or at any other time. The WIL placement, the program and these terms do not give rise to any other employment obligations at all on the part of Performance Careers or the Host Company.
- 2.5 Performance Careers seeks WIL placements within Host Companies for students based on appropriate learning objectives and the 'right placement' for each individual student, regardless of the size of the Host Company. Once you have received a placement offer that meets this requirement, you are obliged to accept the offer.
- 2.6 I agree to:
- attend all workshops and consultations as specified as part of the program
  - attend interviews arranged by Performance Careers
  - attend all days required to complete the WIL placement as set out in the Training Agreement. Any missed days will need to be made up within the placement time frame to meet the minimum program requirements of 274 hours.
  - complete all assessments and evaluations associated with the placement, and comply with all other obligations as set out in these terms and the Training Agreement.
- 2.7 I will hold a valid visa for the term of the program that allows me to stay in Australia. I am wholly responsible for all matters concerning my visa status and will not hold Performance Careers liable for any matters relating to my visa status.
- 2.8 I have committed to a 12 week WIL placement and will complete the full 12 weeks.

### 3. Deferral

- 3.1 Performance Careers allows deferral of commencement of the program for up to 12 months. There is no cost to defer and no fees will be charged during the deferral period.
- 3.2 I understand that if I defer my offer, I am guaranteed a place in the program but am choosing to delay the start date of program. Requests to defer must be received before the start date in my offer letter.
- 3.3 I understand that if I defer my course after the commencement of the program, that fee payments must be made in accordance with the agreed fee schedule.
- 3.4 I understand that prolonged or unexplained absences will result in the immediate termination of the program without any refund.

### 4. Fees & Payments

The fee structure, correct as at August 2016 is as follows:

Course fee: AUD \$2,500.00

- 4.1 Performance Careers reserves the right to amend the fees from time to time
- 4.2 All fees must be paid in Australian dollars
- 4.3 50% of the Fee must be paid upon enrolment to the course (first instalment), and the remainder must be paid in accordance with the fee schedule and repayment plan agreed at the time of enrolment (second instalment).
- 4.4 Performance Careers will only accept payment of fees by direct debit, and I agree to sign a Deferred Payment Plan Direct Debit Authority. Students may nominate either their bank account or credit card to be debited.
- 4.5 I acknowledge that my direct debit arrangement is with Ezyppay Limited and I must abide by its terms and conditions.
- 4.6 I acknowledge that I have read and understood the Ezyppay Limited terms and conditions located here: [http://www.ezyppay.com/files/documents/Ezyppay\\_Customer\\_Terms\\_Conditions.pdf](http://www.ezyppay.com/files/documents/Ezyppay_Customer_Terms_Conditions.pdf)
- 4.7 Payment made by credit card direct debit will attract a surcharge (Visa & Mastercard - 1.65%, American Express - 4.18%).
- 4.8 Payments made by bank account direct debit will attract a surcharge of \$0.39 per debit transaction
- 4.9 Failed debits will be automatically rebilled within 3 business days with a surcharge of \$9.68 added to the debit amount

### 5. Liability

- 5.1 To the full extent permitted by law, Performance Careers excludes all representations, warranties or terms (whether express or implied) other than those expressly set out in these terms. I acknowledge that I have not relied on any advice, representation or warranty given or made by Performance Careers in connection with the program, the program inclusions or the WIL placement that is not expressly stated in these terms.
- 5.2 These terms are to be read subject to any legislation that prohibits or restricts the exclusion, restriction or modification of any implied warranties, conditions or obligations including the guarantees under the Australian Consumer Law that

- cannot be excluded. If such legislation applies, to the extent possible and to the extent allowed by the relevant legislation, Performance Careers limits its liability in respect of any claim to, at its option, the supply of the services again or the payment of the cost of having the services supplied again.
- 5.3 Subject to clause 6.2, I understand that all other liability for any claims, liability costs, expenses, losses and damages (loss) suffered or incurred in connection with my enrolment in the program, the WIL placement or any provision of services by Performance Careers, whether that liability arises in contract, tort (including by Performance Careers's negligence) or under statute is excluded. I indemnify and hold Performance Careers harmless in respect of any and all loss (including as a result of a claim by a third party) arising directly or indirectly out of or in any way connected to the program, any act or thing done by Performance Careers in good faith, any breach by myself of the terms or the Training Agreement or any wilful, unlawful or negligent act or omission by me.
- 5.4 I authorise Performance Careers and the Host Company to obtain medical treatment for me should Performance Careers or the Host Company, deem such action necessary. I indemnify Performance Careers and the Host Company for any loss arising directly or indirectly out of or in any way connected to authorising and arranging, or failing to arrange, any medical treatment.

### 6. General

- 6.1 I confirm that the information on the Enrolment Form is correct at the time that it was lodged with Performance Careers. It is my responsibility to advise Performance Careers if any of the information provided in my Application Form changes, including but not limited to my contact details, within 14 days of such change.
- 6.2 Prior to resorting to any external dispute resolution process, I agree to use my best endeavours, along with Performance Careers, to use mediation and negotiation to resolve any dispute arising out of or relating to these terms. I agree to notify Performance Careers in writing of any dispute I may have.
- 6.3 These terms, the Training Agreement, the Enrolment Form and any other written agreement between myself and Performance Careers, set out the entire understanding and agreement between me and Performance Careers.
- 6.4 Any variation to these terms must be in writing and signed on behalf of Performance Careers.
- 6.5 If a provision of these terms is invalid or unenforceable it is to be read down or severed to the extent necessary without affecting the validity or enforceability of the remaining provisions.
- 6.6 If Performance Careers does not act in relation to a breach by me of these terms, this does not waive Performance Careers's right to act with respect to that or subsequent or similar breaches.
- 6.7 Performance Careers reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond Performance Careers' control necessitate such changes.

### 7. Declarations & Consent

All information provided to Performance Careers as part of the enrolment process is true and correct to the best of my knowledge and understanding. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of the offer made.

Yes  No

I understand that personal information collected by Performance Careers may be supplied to, and used by governments and other agencies for administration, regulation and research. I understand that my information may be disclosed to my employer (if I am enrolled in training paid by my employer) or school (if I am a school based apprentice / trainee or VET in Schools student) if applicable. I consent for the information collected to be used, and disclosed by Performance Careers in accordance with legal, regulatory and data provision requirements.

Yes  No

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Yes  No

I would like to enrol in this course having been provided with sufficient information (e.g. student handbook, pre-enrolment information, and course and fee information) in which to make an informed decision prior to enrolment.

Yes  No

I agree to the fee/s being charged, payment terms and refund policy and procedure.

Yes  No

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I am aware of my rights and responsibilities as a student and agree to abide by the policies and procedures of the organisation outlined in the Student Handbook and on the Performance Careers website, including but not limited to the Student Code of Conduct that outlines our expectations of acceptable workplace behaviour and etiquette in relation to interactions with Performance Careers and all their associated partners and stakeholders.

Yes  No

I agree for photos taken in the course of training to be used in marketing/advertising materials including social media. I understand that any photos taken will not be provided to another party without my consent.

Yes  No

I agree to the terms and conditions outlined in this document.

Full name

Signature

Date .....

Parent/guardian name\*

Parent/guardian signature\*

*\*Required if student is under 18 years of age. Student must be 18 years of age, or older, to commence the program.*

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