

**OFFICE USE ONLY**

Trainee ID No: ..... Program .....

Eligibility Status ..... Assess date ...../...../.....

Exempt Status ..... Assess date ...../...../.....

## Enrolment Eligibility Form

**Application to establish eligibility for a Victorian government-funded 'Skills Deepening' place in an Innovative Business Training (IBT) Diploma Program 2009**

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### Evidence of Eligibility

To be eligible for a government-funded place in an IBT Diploma Program you must meet Skills Victoria criteria as follows:

- (1) Meet citizen residency requirements AND
- (2) Meet age requirement OR
- (3) Apply for a course at a higher level than the highest qualification already held OR
- (4) Individual Exemption

Please refer to the **Enrolment Information Sheet** for full details of eligibility criteria.

This form must be submitted with your **Enrolment Application Form**.

### Personal Information (Please print clearly)

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Title: ..... Given Name..... Surname .....

Home Address .....

Suburb ..... State ..... Postcode .....

Employer ..... Work Phone (.....).....

Mobile: ..... Email .....

Gender  Male  Female Date of Birth ...../...../.....

### Program Details

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Application for enrolment in Diploma Course .....

Course Code .....

### Citizenship

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**Please tick one of the following:**

- |   |   |
|---|---|
| <input type="checkbox"/> Australia citizen                                    | <input type="checkbox"/> East Timorese Asylum Seeker      |
| <input type="checkbox"/> Special Category Visa-holder (New Zealand Citizen)   | <input type="checkbox"/> Temporary Protection Visa holder |
| <input type="checkbox"/> Holder of a Permanent Visa (as a Permanent Resident) |   |

### Supporting Documentation:

Please attach a **copy** of your Passport and/or Visa. Attached  Yes  No

This evidence is required before your application can be processed. If you fall into one of the above criteria but are unable to provide a certified copy as evidence, please contact IBT to discuss.

## Post-Secondary Education

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What is the **HIGHEST** level of Australian post secondary studies you have completed? (Please tick)

### Higher Education

- |   |   |
|---|---|
| <input type="checkbox"/> PhD                  | <input type="checkbox"/> Bachelor Degree              |
| <input type="checkbox"/> Master               | <input type="checkbox"/> Bachelor Degree (Honours)    |
| <input type="checkbox"/> Graduate Diploma     | <input type="checkbox"/> Associate Degree             |
| <input type="checkbox"/> Graduate Certificate | <input type="checkbox"/> Other. Please specify below: |
- .....

### Vocational and Educational Training

- |  |   |
|--|---|
| <input type="checkbox"/> Graduate Certificate                                | <input type="checkbox"/> Certificate I                          |
| <input type="checkbox"/> Advanced Diploma                                    | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate II                         |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than the above      |
| <input type="checkbox"/> Other. Please specify below:                        |   |
- .....

## Applicant's Declaration

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I .....would like to participate in the training program specified above.

### I acknowledge that:

- The information supplied regarding this application is **true and complete** to the best of my knowledge.
- The provision of incorrect information and/or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal of a place offered by Innovative Business Training, at any stage during the course undertaken.
- Information supplied will be disclosed to relevant **State and Federal Government agencies** and bodies (e.g. DEEWR, Office of Skills Victoria) for statistical purposes and to comply with requirements of the Victorian Guarantee Training Initiative.
- Relevant information may be released to government and non-government agencies or other third parties (e.g. Department of Education Employment and Workplace Relations (DEEWR); the Department of Immigration and Citizenship; Skills Victoria; Centrelink; and the Australian Taxation Office), for the purpose of confirming my identity, and to verify my entitlement to become an enrolled student and receive government support (if applicable).

### I give permission for IBT

- To obtain further information with respect to my application from other organisations and through 'QualSearch' for the purpose of determining eligibility (e.g. Confirm study and results from previous or current study)
- To communicate with me by electronic means (e.g. Email)
- Provide information to government, educational, health and any other relevant institutions, in conjunction with my application.

### Applicant certification

I have read and understood the above statements and accept its conditions

Signature ..... Date ...../...../.....