

Student Enrolment Application - AVETMISS

When you have completed this form, please sign, scan and e-mail it back to qualification.au@bsigroup.com. If you have any questions, call us on 02 8877 7100 and ask for our training experts.

Enrolment Details	
Course	Diploma in Management BSB51107
Course Code:	Diploma in Quality Auditing BSB51607
Please tick the relevant pathway / option below :	
Diploma of Management Pathway	RTO Self Study Assessment + attend the Risk Management and Operational Planning Training Course (RMP)
Diploma of Quality Auditing Pathway:	RTO Self Study Assessment + attend the Audit Masterclass Training Course (AMC)
Dual Diploma Pathway (both Diplomas)	RTO Self Study Assessment + attend the RMP + attend the AMC Training Courses
Full Diploma via RPL (all 8 units)	Please attach letter summarizing your experience and qualifications and why you feel you are a suitable RPL Candidate along with resume and copy of all relevant qualifications
Partial Diploma via RPL (specific units)	Please tick your required unit names from the list provided on Page 3 of this form

Contact Details			
Title	Mr Mrs Ms Miss Other (please specify)		
First Name		Surname	
Other Names		Sex:	Female Male
Date of Birth			
Street Address			
Suburb		State and Postcode	
Email Address		Mobile Phone	
Home Phone		Work Phone	
Employment Status			
Employer Legal Name		Current Job Title	
Employment Status	Full time employee Part time employee	Self employed Not employed	Unemployed -seeking fulltime Unemployed -seeking Part time
Previous Relevant Qualifications			
	Course Name	Date obtained	Name of Training Institution
Management System			
Auditor / Lead Auditor Course			
Other relevant Qualification			
Other relevant Qualification			

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School History			
What is your highest year level completed at school?	Year 12	Year 11	Year 10 Did not go to school
In which year did you complete that school level?			
Are you still at school?	Yes	No	
Further Education			
Since leaving school, have you completed any tertiary qualifications?	Yes (Please tick below and be able to supply certified copies) No		
Bachelor Degree or higher Advanced Diploma or Associate degree	Diploma Certificate IV	Certificate III Certificate II	Certificate I Miscellaneous
Study Reason			
Which best describes your main reason for undertaking this Course? (Tick one box)			
For personal interest To get a job It's a requirement of my job To try a different career	For self-development I wanted extra skills for my job To start my own business To gain a qualification	To get a better job/promotion To get into another course or study To develop my existing business Other	
Language and Cultural Diversity			
Were you born in Australia?	Yes	No (If no, please specify below)	
If no, which country were you born in?			
Do you have any difficulty reading, comprehending, writing or speaking English?	Yes	No	
Do you speak a language other than English at home?	Yes	No	
If yes, please specify the main language spoken at home.			
Are you of Aboriginal or Torres Strait Islander origin?	Yes – Aboriginal Yes – Aboriginal and Torres Strait Islander Yes – Torres Strait Islander No – Neither Aboriginal or Torres Strait Islander		
Medical Condition / Disability			
Do you consider yourself to have a permanent and significant disability?	Yes (please tick relevant box below) No		
Hearing/Deaf Physical Medical Condition	Intellectual Learning Mental Illness	Acquired brain impairment Vision Other	

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Qualification Title

Tick relevant qualification. If you are completing both Diplomas, please tick both

Diploma of Management - BSB51107		Diploma of Quality Auditing - BSB51607	
Tick relevant units below If applying for RPL or Credit Transfer (CT), please indicate in the column to the right of the unit	RPL /CT	Tick relevant units below If applying for RPL or Credit Transfer (CT), please indicate in the column to the right of the unit	RPL /CT
BSBMGT516C Facilitate continuous improvement		BSBMGT516C Facilitate continuous improvement	
BSBMGT406A Plan and monitor continuous improvement		BSBMGT406A Plan and monitor continuous improvement	
BSBWOR502B Ensure team effectiveness		BSBWOR502B Ensure team effectiveness	
BSBR501B Manage risk		PSPGOV512A Use complex workplace communication strategies	
BSBMGT515A Manage operational plan		BSBAUD501B Initiate a quality audit	
BSBAUD501B Initiate a quality audit		BSBAUD402B Participate in a quality audit	
BSBAUD402B Participate in a quality audit		BSBAUD504B Report on a quality audit	
BSBAUD504B Report on a quality audit		BSBAUD503B Lead a quality audit *	
BSBAUD503B Lead a quality audit *OPTIONAL		*Experience is required in conducting audits where you have led an audit team and one or more people have reported to you	

I wish to apply for a Credit Transfer for the following BSB unit/s not mentioned above from a previous current and relevant qualification of a similar level (conditions apply)

	BSB Unit Code:	BSB Unit Name:		BSB Unit Code:	BSB Unit Name:
1.			2.		

Eligibility Check and Confirmation of Payment Arrangements

	Yes	No
Do you have a current or recent management or supervisory role?		
Do you have current or recent involvement in auditing in the workplace?		
If you are completing BSBAUD503B – Lead a quality audit, have you led an audit where you were responsible for 1 or more audit team members?		
Are you able to supply workplace evidence to confirm the above claims?		

Confirmation of payment arrangements - by credit card by invoice Lump sum Invoice at each stage

Declaration (please read the following and sign below)

By signing this form I understand that information contained in this form may be provided to state and commonwealth agencies as well as research organisations for statistical purposes, and I give consent to that occurring.

In addition, by ticking the boxes below:

I certify that all details provided on these forms are true and correct.

I understand that BSI is required to give some government agencies information regarding training that has been undertaken using government funding for the purpose of statistical data collection. In the collection, handling and storage of personal information, BSI complies with the requirements imposed on organisations by the Privacy Act 1988 and adheres to the National Privacy Principles (NPP) and Information Privacy Principles (IPP) set out in the Act.

I also agree to let BSI allow my personal details to be viewed by authorised persons for the purpose of internal audit and administration of training business.

I have received and read the information terms and conditions set out in the Student Handbook.

Signature		Date	
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