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<p>h</p> <p>u</p> <p>† in the form to avoid any errors occurring</p> <p>Complete in the form</p> <p>Provide either your <b>yo@OR</b> the # u for BIA to apply for your USI in o</p> <p>Provide h @ (Driver's License, Proof of Age Card, Passport, etc.)</p> <p><input type="checkbox"/> Provide your <b>Medicare Card</b></p> <p>V u Provided to you by BIA. This will be sent via email while your application is being processed.</p> <p>Please contact us on <b>02 9223 1868</b> if you are <b>unsure about how to answer any questions</b>.</p> <p>Once complete, please send your Enrolment Form to Brighten Contact – <a href="mailto:contact@brighten.edu.au">contact@brighten.edu.au</a></p>	

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\*h-ko\ V ° O) -u° @ (\*mandatory)

*h-ko\ V ° O) -u° @ – This information <b>MUST</b> match the information provided to USI. If you do not have a USI, please ensure ALL INFORMATION IS ACCURATE and TRUTHFUL.	
<p>7 V</p> <p>Please write the name that you used when you applied for your USI.</p>	<p>Title:</p> <p>Surname .....</p> <p>8 V : .....</p> <p>U V .....</p>
)	DOB:
8	<p>Female Male Other: .....</p>



<b>Home Address:</b> <i>Please include the suburb and postcode.</i>	<b>Unit/Apartment:</b> ..... <b>Street Number:</b> ..... <b>Street Name:</b> ..... <b>Suburb:</b> ..... <b>State:</b> ..... <b>Post Code:</b> .....
<b>Postal Address:</b> <i>(Only applicable if different from home address)</i>	<b>Unit/Apartment:</b> ..... <b>Street Number:</b> ..... <b>Street Name:</b> ..... <b>Suburb:</b> ..... <b>State:</b> ..... <b>Post Code:</b> .....
<b>Mobile/Telephone:</b>	
<b>Email:</b>	
<b>Emergency Contact:</b>	<b>Full Name(s):</b> ..... <b>Contact Number:</b> .....
<b>How did you hear about us?</b> <div><b>Employer</b> <b>Social Media</b> <b>Google Search</b></div> <div><b>Word of mouth</b> <b>Other:</b> .....</div>	
<b>UNIQUE STUDENT IDENTIFIER (USI) *</b>	



**Do you have a USI?** \* If not, you can go to <https://www.usi.gov.au/students/create-your-usi> to apply for your USI.

**Yes, my USI is:**

If you would like BIA to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

**No (Please fill out the following)**

I [NAME], ..... authorise Brighten Institute Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

*I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at the above address.*

**Please specify City / Town of Birth:** .....

## Recognition of Prior Learning (RPL) \*

**Do you wish to apply for RPL?**

**Yes, I do**

**No, I don't**

## 3 – AVETMISS DATA COLLECTION

### Study Reason \*

**Q1. Of the following categories, which best describes your main reason for undertaking this course?**

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job (01)                     | <input type="checkbox"/> I wanted extra skills for my job (07)           |
| <input type="checkbox"/> To develop my existing business (02)  | <input type="checkbox"/> To get into another course of study (08)        |
| <input type="checkbox"/> To start my own business (03)         | <input type="checkbox"/> For personal interest or self-development (12)  |
| <input type="checkbox"/> To try for a different career (04)    | <input type="checkbox"/> To get skills for community/voluntary work (13) |
| <input type="checkbox"/> To get a better job or promotion (05) | <input type="checkbox"/> Other reasons (11)                              |
| <input type="checkbox"/> It was a requirement of my job (06)   |  |

### Employment \*



## Q2. Of the following categories, which best describes your current employment status?

- |   |  |
|---|--|
| <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"/> Not employed – Not seeking employment         |

## Schooling \*

Q3. Are you still enrolled in **secondary** schooling? ☐ Yes ☐ No

Q4. What is your **HIGHEST COMPLETED** school level?

- |   |  |
|---|--|
| <input type="checkbox"/> Did not go to school | <input type="checkbox"/> Completed Year 10 or equivalent |
| <input type="checkbox"/> Year 8 or below      | <input type="checkbox"/> Completed Year 11 or equivalent |
| <input type="checkbox"/> Year 9 or equivalent | <input type="checkbox"/> Completed Year 12 or equivalent |

Q5. In **which YEAR** did you complete that school level?

## Prior Education (Post-Secondary) \*

Q6. Have you successfully completed qualifications from the list below (please view next page)?



☐ Yes (**please select from the list**)

☐ No

☐ Bachelor Degree or Higher Degree (008)

☐ Certificate III (or Trade Certificate) (514)

☐ Advanced Diploma or Associated Degree (410)

☐ Certificate II (521)

☐ Diploma (or Associate Diploma) (420)

☐ Certificate I (524)

☐ Certificate IV (or Advanced Certificate/Technician)  
(511)

☐ Other education (including certificates or  
overseas qualifications not listed above) (990)

***If you answered Yes to the above, in what country was your qualification completed in?***

☐ Australia

☐ Other Country (Please specify) \_\_\_\_\_

## Language\*

**Q7.** In which country were you born?

☐ Australia (1101)

☐ Other (Please  
specify) \_\_\_\_\_

**Q8.** Do you speak a language other than English at home? (*If more than one - the language you speak most often*)

☐ No, English only. (1201)

☐ Yes, I speak \_\_\_\_\_

**Q9.** How well do you speak English?

☐ Very Well (1)

☐ Well (2)

☐ Not Well (3)

☐ Not at all



## Disability\*

**Q10.** Do you consider yourself to have a disability, impairment, or long-term condition?

☐ Yes ☐ No

*If you selected **Yes**, please select the relevant area(s) from the list below:*

- |  |   |
|--|---|
| <input type="checkbox"/> Hearing/Deaf (11)   | <input type="checkbox"/> Acquired brain impairment (16) |
| <input type="checkbox"/> Physical (12)       | <input type="checkbox"/> Vision (17)                    |
| <input type="checkbox"/> Intellectual (13)   | <input type="checkbox"/> Medical Condition (18)         |
| <input type="checkbox"/> Learning (14)       | <input type="checkbox"/> Other (Please specify) (19)    |
| <input type="checkbox"/> Mental Illness (15) | _____   |

## Indigenous Status\*

**Q11.** Are you of Aboriginal or Torres Strait Islander origin?

- |  |  |
|--|--|
| <input type="checkbox"/> Yes, Aboriginal.            | <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander        |
| <input type="checkbox"/> Yes, Torres Strait Islander | <input type="checkbox"/> No, neither Aboriginal nor Torres Strait Islander |

## Office Use: Enrolment Checklist

- 1 – Course Information
- 2 – Personal Details
- 3 – AVETMISS Data Collection

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## SMART & SKILLED ELIGIBILITY CRITERIA

### 4 – ELIGIBILITY CRITERIA

#### PERSONAL ELIGIBILITY\*

**Q1. If offered, do you wish to apply for Smart & Skilled Funding?** Yes No

**a) Please select the living/working location that best describes you.**

- ☐ Live or work in NSW (determined by postcode of the usual place of residence or place of work); **OR**
- ☐ Live in a defined NSW border area as identified by a postcode

**b) What is your citizenship status?**

- ☐ Australian Citizen ☐ Humanitarian visa holder
- ☐ Australian Permanent Resident ☐ New Zealand Citizen
- ☐ None of the above (Please specify)

.....

**c) Are you over 15 years old?** ☐ Yes ☐ No

**d) Are you either...**

- ☐ No longer in secondary school; **OR** ☐ a Year 12 school leaver in 2023

#### FEE FREE SCHOLARSHIP ELIGIBILITY\*

**e) Are you a recipient of a Commonwealth Government welfare benefit?** ☐ Yes ☐ No

*If you answered **yes**, please select the welfare benefit you receive on the next page:*



- |  |   |
|--|---|
| <input type="checkbox"/> Austudy                             | <input type="checkbox"/> Family Tax Benefit (Part A)  |
| <input type="checkbox"/> Age Pension                         | <input type="checkbox"/> Parenting Payment (single)   |
| <input type="checkbox"/> Carer Payment                       | <input type="checkbox"/> Sickness Allowance           |
| <input type="checkbox"/> Jobseeker                           | <input type="checkbox"/> Veterans' Affairs Pension    |
| <input type="checkbox"/> Special Benefit                     | <input type="checkbox"/> Youth Allowance              |
| <input type="checkbox"/> Veterans' Children Education Scheme | <input type="checkbox"/> Other (Please specify) ..... |

## f) Are you:

- ☐ Aged between 17 to 25 at the time of enrolment
- ☐ Aged between 17 to 25 at the start date for training
- ☐ None of the above

## EMPLOYMENT STATUS\*

## g) Are you:

- |   |  |
|---|--|
| <input type="checkbox"/> Unemployed   | <input type="checkbox"/> expected to become unemployed |
| <input type="checkbox"/> Employed, but need to undertake work relevant training | <input type="checkbox"/> stood down or furloughed.     |

*Have you attached evidence of this?*

- ☐ Yes (Please specify) ..... ☐ No

## HOUSING\*





Do you live in a NSW housing department household?

☐ Yes

☐ No

## PREVIOUS STUDY\*

Have you undertaken **any government subsidised fee free** training / qualification in Year 2024?

*Please specify the date if select yes.* (e.g. Smart and Skilled)

☐ Yes

Date:

☐ No

## 6 – Identification

### Photo ID\*

Please ensure that you attach a copy of a valid form of photo ID (e.g Drivers Licence or Passport) & your Medicare Card along with this application.

**Please Continue to the next page.**



## 7 – TERMS AND CONDITIONS

### Privacy Notice

*Please carefully read the following*

#### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

#### **How NCVER and other bodies handle your personal information**

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

#### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

#### **Contact Information**

At any time, you may contact Brighten Institute Australia to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice



## Payment Policy

Brighten Institute Australia (BIA) protects the fees paid in advance by students. We will not require a student to pay more than \$1500 in advance for services not yet provided (ASQA Clause 7.3), either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to an agreed payment plan.

Brighten Institute Australia requires all fees, to be paid by the specified due dates on the tax invoice and paid in Australian dollars. Credit card payment incur a surcharge of 1% transaction.

## Refunds

Formal notification of cancellation received 14 days or more prior to course start date, the student will receive 75% refund for all paid tuition fees. Formal notification of cancellation received 14 days or less prior to course start date, the student will receive 50% refund for all paid tuition fees. No refund of tuition fees applies if the student cancels on or after course start date

If a student defers their course start date, then submits formal notification of cancellation, the original course start date will be used to determine the conditions for student refund. Brighten Institute Australia (BIA) will make a refund within 28 days of receiving a valid, approved written claim by the student in accordance with the Cancellation and Refund Conditions

Fee for Service (FFS) students who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced in consideration of the amount of training they have or have not received, must request this in writing using the Application for Refund Form. The request must outline the details and reason for their request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees owed.

Student must state reasons for refund, relevant details are to be supported by relevant documentation where appropriate. Eligibility for a refund will be assessed based on the services provided to the student and the costs incurred by Brighten Institute Australia in order to provide those services to the student.

Deposits and enrolment fees for Fee for Service (FFS) students are non-refundable, except in the unlikely situation where Brighten Institute Australia is required to cancel a course due to insufficient numbers or for other unforeseen circumstances. In this case, students will receive a full refund of their deposit.

Please sign below to state that you have read, understood and agree to the Terms and Conditions as outlined above:

Sign: .....

Date:

## SECTION B – APPLICATION CHECKLIST

### APPLICATION CHECKLIST\*

Before returning your Enrolment Application to BIA, please check the following:

- Completed all relevant questions throughout the form
- Provided Unique Student Identifier (USI) or have given BIA permission to apply for a USI on my behalf
- Signed consent to the use and disclosure of personal information
- Attached a copy of photo ID
- Attached a copy of your Medicare card
- Attached any other relevant documentation (if required)
- Certified copies of any submitted documentation have been signed by an authorised Brighten Institute Australia staff member of representation



## SECTION C – CONSENT

### PLEASE TICK\*

- ☐ I have read and understand BIA's Privacy Notice and agree to the Disclosure of Personal Information to the Department of Education and Other Government Agencies.
- ☐ I authorise Brighten Institute Australia and the Department of Education to have appropriate access to my USI records.

Sign: .....

Date:

## SECTION D – STUDENT DECLARATION

### I DECLARE THAT: \*

The information I have provided is true, accurate, complete, and not misleading in any way.

I am a NSW resident or worker including where specified in an approved border area (Aboriginal and Torres Strait Islander only).

I have completed and signed this Enrolment Form.

Under the Data Provision Requirements 2012, Brighten Institute Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). More information regarding this is found on page 6 of the Enrolment Application form, and in our Privacy Policy upon request.

I have read and understood the Student Handbook.

Student Name: .....

Signature: .....

Date:

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### Office Use: Enrolment Checklist

- ☐ 4 – Eligibility Criteria
- ☐ 5 – Terms & Conditions

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