

Applications may be submitted by ANY of the following methods:

Email: info@tabt.edu.au (Preferred option)  
Post: Think Academy of Business and Technology  
Level 3, 2 Brandon Park Drive,  
Wheelers Hill, VIC 3150

To complete your enrolment form:

1. Complete all questions by typing into the spaces provided.
2. Read and sign the declaration at the end of the form by typing your name where indicated.
3. Provide a copy of only one form of ID (eg. driver's licence, passport, birth certificate, medicare card).
4. Email this completed enrolment form plus a copy of your ID to info@tabt.edu.au

## Applicant Details:

First Given Name:

Title:

Middle Given Name:

Family Name:

Preferred Name:

Gender:                      Male                      Female

Date of Birth:

Home Telephone Number:

Mobile Number:

Email:

Home address:

Postal address:

## Course details:

Course applied for:

CHC30121 - Certificate III in Early Childhood Education and Care

CHC50121 - Diploma of Early Childhood Education and Care

FNS40222 - Certificate IV in Accounting & Bookkeeping

What will your preferred study mode be while undertaking this course? (Select one)

Workshop

Distance/self-paced

Webinar

If your preferred study mode is a workshop, when would suit you?

Please refer to the timetable on the Think Academy of Business and Technology website.

Start Date:

Are you applying for any of the following?

Recognition of Prior Learning

Credit Transfer

### Emergency contact details:

Full name:

Daytime Number:

Mobile Number:

Night time Number:

Relationship:

### Language and cultural diversity:

In which country were you born?

Australia

Other (Please specify):

Do you speak a language other than English at home?

(If more than one language is spoken at home, indicate the one that is spoken most often)

No, English only

Yes (please specify):

How well do you speak English?

Very well

Well

Not well

Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Both Aboriginal & Torres Strait Islander

### Disability:

Do you identify yourself as having a disability?

No

Yes, Hearing/Deaf

Yes, Intellectual

Yes, Vision

Yes, Learning

Yes, Physical

Yes, Medical

Other: Please specify:

## Schooling

What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Year 8 or below

Never attended school

In which YEAR did you complete school?

Are you still attending secondary school?      Yes      No

Unique Student Identifier details:

Yes, I have a Unique Student Identifier which is:

No, I do not have a Unique Student Identifier and I need Think Academy of Business and Technology to help me create a Unique Student Identifier on my behalf.

Please provide the following information:

What State or Territory issued your Driver's Licence?

What is your Driver's Licence Number?

Town/City of Birth?

## Previous qualifications

Have you successfully completed any of the following qualifications in Australia?

Yes - Bachelor Degree or Higher Degree

Yes - Certificate III (or Trade Certificate)

Yes - Advanced Diploma or Associate Degree

Yes - Certificate II

Yes - Diploma (or Associate Diploma)

Yes - Certificate I

Yes - Certificate IV (or Advanced Certificate)

Yes - Other Certificate

Have you successfully completed any of the following qualifications Overseas?

Yes - Bachelor Degree or Higher Degree

Yes - Certificate III (or Trade Certificate)

Yes - Advanced Diploma or Associate Degree

Yes - Certificate II

Yes - Diploma (or Associate Diploma)

Yes - Certificate I

Yes - Certificate IV (or Advanced Certificate)

Yes - Other Certificate

## Employment

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

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

Which of the following classifications, BEST describes your current or recent occupation? (Tick ONE box only)

- |  |               |                                     |               |
|--|---------------|-------------------------------------|---------------|
| Managers                               | Professionals | Technicians and Trade Workers       | Sales Workers |
| Community and Personal Service Workers |               | Clerical and Administrative Workers |               |
| Machinery Operators and Drivers        |               | Labourers                           | Other         |

Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)

- |  |                                   |   |
|--|-----------------------------------|---|
| Agriculture, Forestry and Fishing          | Mining                            | Manufacturing                                   |
| Electricity, Gas, Water and Waste Services | Construction                      | Wholesale Trade                                 |
| Retail Trade                               | Accommodation and Food Services   | Transport, Postal and Warehousing               |
| Information Media and Telecommunications   |                                   | Financial and Insurance Services                |
| Rental, Hiring and real Estate Services    |                                   | Professional, Scientific and Technical Services |
| Administrative and Support Service         |                                   | Public Administration and Safety                |
| Education and Training                     | Health Care and Social Assistance | Arts and recreation Services                    |
| Other Services                             |                                   |   |

## Reason for study

Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)

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

How you heard about this course?

- |               |          |                  |
|---------------|----------|------------------|
| Google search | Referral | Friend/colleague |
| Social Media  | Other    |                  |

## Privacy Notice

Under the Data Provision Requirements 2012, Think Academy of Business and Technology is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Think Academy of Business and Technology for statistical, regulatory and research purposes. Think Academy of Business and Technology may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Declaration

By signing this form,

- I understand that Think Academy of Business and Technology is required to provide the Australian Skills Quality Authority (ASQA) my ongoing student and training activity information and information I've provided in this enrolment form. ASQA may for other lawful purposes disclose information provided to other government agencies, consultants, advisers, professional bodies and/or other organisations in accordance with ASQA's privacy policies and procedures. Other government agencies such as the Australian Securities & Investments Commission (ASIC), the Australian Tax Office (ATO), the Department of Industry may also require Think Academy of Business and Technology to disclose information you have provided in accordance with their respective privacy policies and procedures;
- I declare that the information contained in this application is to the best of my knowledge true, correct and complete at the time of my application;
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer;
- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations. The Student Handbook can be found at <http://www.tabt.edu.au/student-info/>;
- I have read, understood and agree with Think Academy of Business and Technology's Refunds & Cancellation policy outlined in Think Academy of Business and Technology's Student Handbook;
- I have reviewed the Schedule of Fees and Payments;
- I can view the full, current Policies and Procedures online at: <http://tabt.edu.au/policies-and-procedures/> and I can contact Think Academy of Business and Technology to request a paper copy be sent to me;
- I have reviewed the relevant course brochure and have been informed of the training and assessment services to be provided and the units of competency to be completed; and
- I confirm that I have read and understood the terms and conditions of enrolment and agree to be bound by them.

Full name:

Sign:

Date:

### Statement of fees

Course Title	Maximum Nominal Hours	Rate 1 - Regional delivery & Specified providers (Subsidy Rate Per Hour)	Rate 2a - Delivery Mode Internal (Subsidy Rate Per Hour)	Rate 2b - Delivery Mode External/ Workplace (Subsidy Rate Per Hour)	2025 Indicative Student Tuition Fees *The student tuition fees as published are subject to change given individual circumstances at enrolment.		
					Fee for Service	Skills First Program Tuition Fee	Skills First Program Concession Tuition Fee
CHC30121 Certificate III in Early Childhood Education and Care	1,118	\$7.25 Maximum Government Contributions \$8,106.00	\$4.88 Maximum Government Contributions \$5,455.84	\$4.88 Maximum Government Contributions \$5,455.84	\$5,000.00 *	\$2,400.00 *	\$480.00
CHC50121 Diploma of Early Childhood Education and Care	1,368	\$6.25 Maximum Government Contributions \$8,550.00	\$4.23 Maximum Government Contributions \$5,786.64	\$4.23 Maximum Government Contributions \$5,786.64	\$6,500.00 *	\$2,700.00 *	N/A
FNS40222 Certificate IV in Accounting and Bookkeeping	665	N/A	NA	N/A	\$2,499.00 *	N/A	N/A
FNS40222 Certificate IV in Accounting and Bookkeeping (Self-Paced Distance Learning)	665	N/A	NA	N/A	\$1,499.00	N/A	N/A
RPL Assessment		\$500 upfront, non-refundable + \$50/UOC + \$100/Hr for Assessment					

Other Fees and Charges	
Hard copy manual	\$500
Re-issuing of certificate, qualification or statement of attainment (hard copy)	\$50

\* Payable by instalments

\*\* Payment Plan – Students with extreme hardship will be eligible to apply for a customised payment plan and TABT will try its best to make payments convenient and affordable. TABT payment plans are 100% interest free, with no hidden costs or fees.

\*\*\* [The student tuition fees as published are subject to change given individual circumstances at enrolment.](#)

### Payment

Please indicate how payment will be made for the course selected:

Cash

Credit/Debit Card\*

Bank Transfer

Direct Banking Details:

Account Name: Think Academy

BSB: 193-879 Account No: 494 415 070

Transfer Date:

Bank of Origin:

Reference No:

Amount Paid:

\*Kindly call our office at **1300 795 056** for payment via Credit/Debit Card.

## Eligibility for Government Funding

Government Funded Courses:

CHC30121 Certificate III in Early Childhood Education and Care

CHC50121 Diploma of Early Childhood Education and Care

Eligibility for government funded training in Victoria is based on your citizenship, residency status, age and previously completed qualifications.

Generally, you are eligible for a government-subsidised training if you are:

An Australian citizen

An Australian Permanent Citizen (holder of a permanent visa)

A New Zealand citizen

and are any of the following:

under 20 years of age

Seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)

Seeking to enrol in VCE or VCAL

Seeking to enrol in an apprenticeship

20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification

You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction does not apply to courses on the Foundation Skills List or to students recommencing training in the same qualification (at the same or a different provider). In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.

Do you believe you are eligible for funding?

Yes

No

If Yes, student and RTO Representative to complete the 'Skills First Evidence of Student

Please complete Eligibility and Declaration form.