

**Application for Enrolment****Is this your first enrolment with the HTA?**☐ YES☐ NO**Do you wish to apply for Credit Transfers?***If YES, you will be required to complete the Credit Transfer Application form and provide certified copies of transcripts from your previous qualifications.*☐ YES☐ NO☐ Maybe – Need more information**Do you wish to apply for Recognition of Prior Learning (RPL)?***If YES, you will be contacted to discuss this further.*☐ YES☐ NO☐ Maybe – Need more information**Which training product/s would you like to enrol in?**

| Tick                     | Course Code and Name   | Campus  |
|--------------------------|--|---|
| <input type="checkbox"/> | BSB50120 Diploma of Business   | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | BSB80120 Graduate Diploma of Management (Learning)   | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | BSB80320 Graduate Diploma of Strategic Leadership  | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT30821 Certificate III in Commercial Cookery   | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT31021 Certificate III in Patisserie   | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT40521 Certificate IV in Kitchen Management  | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT40721 Certificate IV in Patisserie  | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT50422 Diploma of Hospitality Management   | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | SIT60322 Advanced Diploma of Hospitality Management  | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW                                    |
| <input type="checkbox"/> | CPC31020 Certificate III in Solid Plastering   | Gold Coast, QLD   |
| <input type="checkbox"/> | CPC33020 Certificate III in Bricklaying and Blocklaying  | Gold Coast, QLD   |
| <input type="checkbox"/> | <b>SITSS00069 Food Safety Supervision Skill Set</b><br><br>SITXFSA005 Use hygienic practices for food safety<br><br>SITXFSA006 Participate in safe food handling practices | <input type="checkbox"/> Gold Coast, QLD<br><input type="checkbox"/> Sydney, NSW<br><input type="checkbox"/> Online |



## Personal details

|                           |                            |  |
|---------------------------|----------------------------|--|
| 1. Enter your full name * | Family name (surname)      |  |
|                           | First given name           |  |
|                           | Second given name (middle) |  |

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI **you must write your name, including any middle names, exactly as written in the identity document**. See section on the USI at the end of this form for a detailed explanation.

|                               |                               |                                 |  |  |
|-------------------------------|-------------------------------|---------------------------------|--|--|
| 2. Enter your birth date      | Day/month/year                |                                 |  |  |
| 3. Gender (Tick ONE box only) | <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Other/Unspecified/Indeterminate |  |

## 4. Enter your contact details

|                                      |  |               |  |
|--------------------------------------|--|---------------|--|
| Home phone                           |  | Work phone    |  |
| Mobile                               |  | Email Address |  |
| Alternative email address (optional) |  |               |  |

## 5. Emergency contact details/ Next of Kin

|                                      |  |               |  |
|--------------------------------------|--|---------------|--|
| Contact Name                         |  |               |  |
| Relationship                         |  |               |  |
| Home phone                           |  | Work phone    |  |
| Mobile                               |  | Email Address |  |
| Alternative email address (optional) |  |               |  |

## 6. Residential Address

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

|                          |  |                   |          |
|--------------------------|--|-------------------|----------|
| Building/property name   |  | Flat/unit details |          |
| Street or lot number     |  | Street name       |          |
| Suburb, locality or town |  | State/territory   | Postcode |

**7. Postal Address (if different from above)**

Building/property name

Flat/unit details

Street or lot number

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

**Language and cultural diversity****8. In which country were you born?**☐

Australia

☐

Other – please specify:

**9. Do you speak a language other than English at home?**

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

☐

NO, English Only

☐

YES, Other – please specify

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

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐

NO

☐

YES, Aboriginal

☐

YES, Torres Strait Islander

**Disability****11. Do you consider yourself to have a disability, impairment or long-term condition?**☐

YES

☐

NO – Go to Question 13

**12. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:** (You may indicate more than one area) *Please refer to the Disability supplement at the end of this form for an explanation of the following disabilities.*

☐

Hearing/deaf

☐

Physical

☐

Intellectual

☐

Learning

☐

Mental illness

☐

Acquired brain impairment

☐

Vision

☐

Medical condition

☐

Other

**Schooling****13. What is your highest COMPLETED school level? (Tick ONE box only)**

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

☐

Year 12 or equivalent

☐

Year 11 or equivalent

☐

Year 10 or equivalent

☐

Year 9 or equivalent

☐

Year 8 or below

☐

Never attended school

**Never completed any primary or secondary level education – go to question 14****14. Are you still enrolled in secondary or senior secondary education?**☐ YES☐ NO


**Previous qualifications achieved**

**15. Have you SUCCESSFULLY completed any of the qualifications listed below?**

☐ YES

☐ NO – Go to Question 16

**If YES, tick ANY applicable boxes.**

- |   |   |
|---|---|
| <input type="checkbox"/> Bachelor degree or higher degree       | <input type="checkbox"/> Advanced diploma or associate degree   |
| <input type="checkbox"/> Diploma (or associate diploma)         | <input type="checkbox"/> Certificate IV (or advanced certificate/technician)                                  |
| <input type="checkbox"/> Certificate III (or trade certificate) | <input type="checkbox"/> Certificate II   |
| <input type="checkbox"/> Certificate I                          | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |

**Academic History**

| Year Completed | Institution | Country | Qualification Achieved |
|----------------|-------------|---------|------------------------|
|                |             |         |                        |
|                |             |         |                        |
|                |             |         |                        |
|                |             |         |                        |
|                |             |         |                        |

**Employment**

**16. Of the following categories, which BEST describes your current employment status?**

**(Tick ONE box only)**

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time employee                            | <input type="checkbox"/> Part-time employee                    |
| <input type="checkbox"/> Self employed – not employing others          | <input type="checkbox"/> Self employed – employing others      |
| <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Unemployed – seeking full-time work   |
| <input type="checkbox"/> Unemployed – seeking part-time work           | <input type="checkbox"/> Not employed – not seeking employment |

**Study reason**

**17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)**

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job             |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job           |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study        |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development  |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons:                   |   |


**18. How did you hear about us?**

- |                                  |                                       |                                 |  |
|----------------------------------|---------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Google | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Other:  |                                       |                                 |  |

**Unique Student Identifier (USI)**

From 1 January 2015, we [Hospitality Training Academy] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on a computer or mobile device.

|   |  |
|---|--|
| <b>Enter your Unique Student Identifier (USI) (if you already have one)</b> |  |
|---|--|

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>. If you do not have a USI, you can apply for a USI here: <https://www.usi.gov.au/students/get-a-usi>

**BSB80320 Graduate Diploma of Strategic Leadership and Management Entry Requirements**

Applications for enrolment in **BSB80320 Graduate Diploma of Strategic Leadership and Management** require additional evidence that meets at least one (1) of the following entry requirements:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Completion of <b>Diploma or Advanced Diploma</b> qualification in <b>related fields of study</b> and <b>3 years equivalent full-time relevant workplace experience</b> at a <b>significant level of leadership and management</b> responsibility and/or complexity in an enterprise. |
| <input type="checkbox"/> | Completion of a <b>Bachelor degree</b> in <b>related fields of study</b> and <b>2 years equivalent full-time relevant workplace experience</b> at a <b>significant level of leadership and management responsibility</b> and/or complexity in an enterprise.                         |
| <input type="checkbox"/> | <b>Five years equivalent full-time</b> relevant <b>workplace experience</b> at a <b>significant level of leadership and management</b> responsibility and/or complexity in an enterprise.  |



### Student Declarations

☐ I certify that the information provided on this application form is accurate and complete. I authorise HTA to verify all information provided as necessary, including academic records.

☐ I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my application, may result in the cancellation of my enrolment and the forfeiture of any tuition fees paid.

☐ **Consent for Use of Personal Information for Marketing Purposes**

Hospitality Training Academy wishes to use your personal information for marketing and promotional purposes. This may include your name, photograph, testimonials, and academic achievements in various media such as printed materials, online platforms, social media, press releases, and other marketing channels.

Please select your preference:

☐ YES, I CONSENT

By selecting this option, I acknowledge and give my consent to Hospitality Training Academy to use my personal information as described above. I understand this consent remains valid until I withdraw it in writing.

☐ NO, I DO NOT CONSENT

By selecting this option, I do not give my consent to Hospitality Training Academy to use my personal information for marketing purposes. I understand this will not affect my enrolment or the provision of educational services to me.

*Additional Terms:*

- **Duration of Consent:** My consent remains valid until formally withdrawn in writing.
- **Voluntary Nature of Consent:** My decision to consent is voluntary. Refusal to provide consent does not affect my enrolment or the provision of services.
- **Right to Withdraw Consent:** I can withdraw consent at any time by notifying HTA in writing.
- **Privacy and Data Protection:** HTA will protect my personal information in line with privacy laws and its privacy policy.
- **Specific Use of Images/Testimonials:** For use of my image, voice, or testimonials, specific consent will be sought for each instance unless covered by the general consent herein.

I confirm that I have read, understood, and agree to the terms regarding the use of my personal information for marketing purposes as per my selection above.

☐ I authorise HTA to check my Visa entitlements via the Department of Home Affairs Visa Entitlements Verification Online (VEVO) System.

☐ I declare that I have read and understand all the information related to enrolment with HTA, including fees and charges, refunds, course entry requirements, modes of delivery, training delivery location, course requirements (physical and otherwise such as material, equipment or IT required to complete the course), licensing or regulatory requirements (if any), support services available at HTA, vocational placement requirements, Recognition of Prior Learning (RPL) and Credit Transfers.

**Signature**

**Name**

**Date**

## Privacy Notice

### 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.

All information sections in this form are mandatory unless otherwise stated. If you fail to complete this form in full and do not provide all details, your application for enrolment may be rejected.

### 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 Employment and Workplace Relations (DEWR), 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <https://www.usi.gov.au/documents/privacy-notice>.

|               |   |           |       |                     |
|---------------|---|-----------|-------|---------------------|
| Document Name | SS-FT1.1 Enrolment Form (Domestic Students) | Version:  | 2.0   | Page 7              |
| RTO Name:     | Hospitality Training Academy (HTA)          | RTO Code: | 45275 | CRICOS Code: 03960E |

## 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 HTA 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

Phone number: (07) 5556 4776

Email: [admin@hta.edu.au](mailto:admin@hta.edu.au)

Website: <https://hta.edu.au/>

You can find our Privacy Policy in your student handbook or on our website.





## Disability Supplement

### Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### '16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### '17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.



**'18 — Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**19 — Other**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.