

Enrolment Form

1. Qualification to be enrolled in

Qualification:

2. Personal details

Title (Mr., Miss, Ms, Mrs, Other) ☐ Male ☐ Female

Surname (Family Name)

Given Name (Legal Name) Date of Birth: / /

Preferred Name

Address

Suburb State Post Code

Contact No's Home () Mobile

Email

Emergency Contact Name Emergency Contact Number

Relationship to you (ie: Mother, Friend...)

3. Postal address (if different from residential address)

Details

4. Country of Birth

☐ Australia (Town:) ☐ Other - please specify:

5. Language Spoken at Home?

☐ English only ☐ Yes, other - please specify:

6. How well do you speak English?

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

7. Indigenous Status

☐ Neither Aboriginal nor Torres Strait Islander
☐ Aboriginal ☐ Aboriginal and Torres Strait Islander ☐ Torres Strait Islander

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

☐ No ☐ Yes (please specify below)
☐ Acquired brain impairment ☐ Learning ☐ Physical
☐ Hearing/Deaf ☐ Medical condition ☐ Vision
☐ Intellectual ☐ Mental illness ☐ Unspecified

9. Secondary School Details

☐ Did not go to school ☐ Completed Year 9 ☐ Completed Year 11
☐ Completed Year 8 or below ☐ Completed Year 10 ☐ Completed Year 12

In which year did you complete school? School attended

10. Unique Student Identification (USI)

USI Number

Please PRINT Clearly

11. Completed Qualifications

Have you SUCCESSFULLY completed any of the following qualifications in Australia? ☐ Yes ☐ No

- ☐ Bachelor Degree or Higher Degree
 ☐ Advanced Diploma or Associate Degree
 ☐ Diploma (or Associate Degree)
- ☐ Certificate IV (or Advanced Certificate/Technician)
 ☐ Certificate III (or Trade Certificate)
- ☐ Certificate II (or Year 12)
 ☐ Certificate I
 ☐ Certificate Other Than Above

If Yes: Please List Highest Qualification currently held

Year achieved

Where did you achieve this?

12. What best describes your current employment status?

- ☐ Full-time Employee
 ☐ Part-time Employee
- ☐ Self Employed - Not Employing Others
 ☐ Employer
- ☐ Employed - Unpaid Worker in a Family Business
 ☐ Unemployed - Seeking Full-time work

If Employed, employer details

Name

Address

Contact Details

13. Reason for undertaking the course

- ☐ Unemployed - Seeking Full-time work
 ☐ Not Employed - Not Seeking Employment
- ☐ To get a job
 ☐ To develop my existing business
- ☐ To start my own business
 ☐ To try for a different career
- ☐ To get a better job or promotion
 ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
 ☐ To get into another course of study
- ☐ For personal interest or self-development
 ☐ Other reasons

14. Computers

Do you have a computer at home? ☐ Yes ☐ No Do you have Internet access? ☐ Yes ☐ No

Please indicate by circling one of the selections, how you currently believe your skill level is for the following:

Using a computer	Excellent	Very Good	Good	Use occasionally	Never used
Sending an email	Excellent	Very Good	Good	Use occasionally	Never used
Using word (documents)	Excellent	Very Good	Good	Use occasionally	Never used
Using excel (spread sheets)	Excellent	Very Good	Good	Use occasionally	Never used
Using the Internet	Excellent	Very Good	Good	Use occasionally	Never used

15. Privacy Statement

Victorian Institute of Management undertakes to comply with the Privacy Act and all privacy principles. Specifically we take all reasonable steps to protect personal information and will only disclose personal information with the individual's consent or where required for compliance with law or State training authority obligations. For further information contact the Training Manager, Victorian Institute of Management on 0403 379 396.

16. Student Declaration

I declare that to the best of my knowledge the details entered on this application by me or in relation to me are true and correct and I am entering into this agreement for training of my own choice. I acknowledge that I have received VIM's Student information document which contains information about my rights and obligations under this training program. Further I undertake to:

- Work towards achieving the qualification described about in the most appropriate time frame
- Undertake required training and assessment in accordance with my training plan
- Allow photographic or video evidence of my activities in support of training and assessment to be taken and to be used by VIM for general publicity purposes
- Comply with the requirements of the training plan signed by me, VIM's representative and where applicable, my employer
- I undertake to present only my own work for assessment and
- I acknowledge and agree to the terms described in the Privacy Statement.

Please Print Name Student Signature

Date: / /

RTO representative name Signature Date: / /

<p>Q1. Write the following sentence and add the relevant punctuation marks and correct spelling mistakes:</p> <p>The boss turned around and shouted can I please get too statements immediely</p> <p>_____</p> <p>_____</p>	$\frac{8}{-}$
<p>Q2. Four of the following words are alike in some way. Indicate the two which don't fit by placing a tick beside them:</p> <p>Walk ____ Run ____ Skip ____ Sit ____ Jog ____ Sleep ____</p>	$\frac{2}{-}$
<p>Q3. Which word is the opposite of 'strong'?</p>	$\frac{1}{-}$
<p>Q4. Put the following three words into a short sentence</p> <p>There: _____</p> <p>They're: _____</p> <p>Their: _____</p>	$\frac{3}{-}$
<p>Q5. Correct the grammar in the following sentences:</p> <p>He hasn't took those books yet.</p> <p>_____</p> <p>He done the washing for his Mother yesterday.</p> <p>_____</p>	$\frac{2}{-}$
<p>Q6. Find the missing number in this sequence: 3,6,9,12,_____</p>	$\frac{1}{-}$
<p>Q7. If oranges cost 8 cents each, how many can I buy for 40 cents? _____</p>	$\frac{1}{-}$
<p>Q8. A car travels at an average speed of 60 kilometres per hour....</p> <p>How many hours will it take to travel 180 kilometres? _____</p>	$\frac{1}{-}$
<p>Q9. What is 75% of 100 plus 10? _____</p>	$\frac{1}{-}$
<p>Q10. How much change is left from \$75, if I buy:</p> <div style="margin-left: 200px;"> A shirt for \$10.75 A pair of boxer shorts for \$4.50 A pair of socks for \$1.25 </div>	$\frac{1}{-}$
<p>Trainers Evaluation:</p> <p><input type="checkbox"/> Competent language, literacy and numeracy skills with which to complete training</p> <p><input type="checkbox"/> Extra language, literacy or numeracy assistance will / may be required during the training program. Trainer to document strategy for extra assistance.</p> <p>Trainers Name: _____ Trainers Signature: _____</p> <p>Students Name: _____ Students Signature: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>	$\frac{21}{-}$