

## ENROLMENT FORM

PERSONAL DETAILS											
<b>Unique Student Identifier</b>											
From 1 January 2015, LMI College 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 <a href="http://www.usi.gov.au/students/create-your-usi">www.usi.gov.au/students/create-your-usi</a> .											
Your USI is:					(mandatory field)						
<b>Enter your full name</b>											
Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.											
Title:		Given Name:		Middle Name:		Surname:					
Date of Birth:			Male			Female					
CONTACT DETAILS											
<u>Business Address</u>				<u>Postal Address</u>			<u>Residential / Home Street Address</u>				
Unit:		Street No:		PO Box:		Unit:		Street No:			
Street:				Unit:		Street No:					
Suburb:				Street:				Suburb:			
State:		Postcode:			Suburb:			State:		Postcode:	
Phone (business hours):							Business Email:				
Mobile (business hours):							Alternate Email:				
WORK DETAILS											
Employer:							Phone Number:				
Current Job Title:											
Supervisor's Name:							Supervisor's Email:				
ADDITIONAL INFORMATION											
Please complete the following details about your prior education and learning background. This information is required by the relevant education authorities for the purpose of collecting statistics (refer to our Privacy Notice located at the back of this form).											
Language and Cultural Diversity											
Country of birth?				Australia New Zealand Other (please specify) <input style="width: 100px;" type="text"/>							
Do you speak a language other than English at home?				No, English only Yes, other (please specify) <input style="width: 100px;" type="text"/>							
If yes, how well do you speak English?				Assistance required No assistance required							
Are you of Aboriginal or Torres Strait Islander Origin? (for persons of both Aboriginal and Torres Strait Islander origin, tick both 'yes' boxes)				No Yes, Aboriginal Yes, Torres Strait Island							

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<b>ADDITIONAL INFORMATION</b>	
Please complete the following details about your prior education and learning background. This information is required by the relevant education authorities for the purpose of collecting statistics (refer to our Privacy Notice located at the back of this form).	
<b>Disability / Language, Literacy and/or Numeracy</b>	
Do you consider yourself to have a disability, impairment or long-term condition?	Yes No
If YES, then please indicate the areas of disability, impairment or long-term condition <i>(you may indicate more than one area)</i>	Hearing / Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment Vision Medical Condition Other (please specify) <input type="text"/>
Do you require assistance with your disability?	Yes No
Do you require assistance with Language, Literacy and/or Numeracy?	Yes No
<b>Schooling</b>	
What is your highest <b>completed</b> school level? <i>(tick <b>one</b> box only)</i>	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent Year 8 or below Never attended school
Are you still attending secondary school or senior secondary education?	No Yes
<b>Previous qualifications achieved</b>	
<b>Prior education / qualifications</b> Please select the levels you have reached or select 'no prior qualification' <i>(please note, Tier 1 and Tier 2 are not qualifications)</i>	No prior qualification Bachelor degree or higher degree (008) Advanced diploma or associate degree (410) Diploma (or associate diploma) (420) Certificate IV (or advanced certificate/technician) (511) Certificate III (or trade certificate) (514) Certificate II (521) Certificate I (524) Other education (including certificates or overseas qualifications not listed above) (990)

### ADDITIONAL INFORMATION

Please complete the following details about your prior education and learning background. This information is required by the relevant education authorities for the purpose of collecting statistics (refer to our Privacy Notice located at the back of this form).

#### Employment

##### Employment Status

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

- Full-time employee (01)
- Part-time employee (02)
- Self employed – not employing others (03)
- Self employed – employing others (04)
- Employed – unpaid worker in a family business (05)
- Unemployed – seeking full-time work (06)
- Unemployed – seeking part-time work (07)
- Not employed – not seeking employment (08)

#### Study Reason

Of the following categories, which best describes the main reason you are undertaking this course?

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

### COURSE ENROLMENT – Insurance Broking

FNS51215 Diploma of Insurance Broking (*see note below*)

*If you have completed your Tier 1 elsewhere and wish to complete the Diploma, you must provide a validated copy of your Tier 1 Statement of Attainment or written approval for us to obtain one.*

Tier 1 Insurance Broking compliance short course

Tier 2 General Insurance compliance short course

## Self Assessment Checklist

You should consider the following areas of expertise and select those you believe you are already competent in. By making these selections, you are opting to apply for a pre-gap assessment test to determine whether you are eligible for exemption from some learning modules or individual assessments.

Tick if Competent	AREA OF EXPERTISE	Tick if Competent	AREA OF EXPERTISE
	Compliance Laws and Regulations		Burglary
	Insurance Law and Regulations		Money
	Fundamental Insurance Principles		Business Interruption
	Private Motor Vehicle		Public and Products Liability
	Home and Contents		Glass
	Landlords		Electronic Equipment Breakdown
	Residential Strata		Machinery Breakdown
	Pleasure Craft		General Property
	Personal Accident and Illness		Tax Probe
	Personal Travel Insurance		Inland Transit
	Trades and Mobile Business		Import and Export Transit
	Retailer Packs		Directors and Officers Liability
	Business Packs		Employment Practices
	Office Packs		Statutory Liability
	Commercial Strata		Crime / Fidelity
	ISR		Cyber crime
	Farm Packs		Professional Indemnity
	Commercial Motor		Environmental Liability
	Heavy Motor including Motor Fleet		Contract Works
	Corporate Travel		Plant and Mobile Machinery

Number of years employed within the General Underwriting Insurance Sector		
Number of years employed within the Insurance Broking Sector		
Have you continuously worked within the General Insurance / Insurance Broking Industry	Yes	No
Have you maintained continued professional development?	Yes	No

SHORT COURSES COMPLETED	
Tier 1 General Insurance	Tier 2 General Insurance
Tier 1 Insurance Broking	Tier 2 General Insurance (Insurance Broking)

## 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.

### 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 the NCVER and other bodies handle your personal information

The 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.

The 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.

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

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

For more information about how the 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 LMI College.

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 LMI College 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

The Australian Skills Quality Authority (ASQA) may conduct a survey with you on our performance as a training provider, please tick the box if you don't wish to be contacted by ASQA.

## **Important Information about your Enrolment**

### **Commitment of LMI College Pty Ltd**

LMI College will provide the student/trainee with course material and assessment activities. LMI College will provide ongoing feedback to students who submit their completed activities. LMI College will work with employers to assist students complete the training course.

### **Certificates and Statement of Attainments**

A qualification certificate or statement of attainment, with an attached statement of results will be issued on completion of the qualification/course within thirty (30) days via email.

### **Expected commitment by student**

It is understood the student will be responsible for their own learning and will have access to broking software and other insurance tools required to complete assessments.

Students may be required to access other sources of information available on the internet in order to complete their assessments.

Students will be required to submit assessment tasks within a specified timeframe noted on the eLearning dashboard or as otherwise advised in writing. Extensions of time may be granted if requested by the student/supervisor to LMI College prior to the submission date unless exceptional circumstances apply. Students will only be granted two (2) extensions of time for extenuating circumstances per course, at the absolute discretion of LMI College. A request must be made in writing by the student to LMI College at least two (2) clear business days prior to the due date of assessment. In the event of a student failing to submit assessments within the time frame allowed, LMI College may provide an opportunity to extend the due date at its full discretion. If the student does not complete the assessment by the extended due date, LMI College may terminate the enrolment and any re-enrolment will incur an administration fee of \$350.

Three (3) attempts at an assessment are included in the enrolment and assessment fees.

It is the student's responsibility to contact LMI College if they are having any difficulties or require feedback. LMI College will offer support when requested.

When a student is undertaking a course sponsored and paid for by their employer, the learning program is conducted co-jointly with the employer. The student understands the employer will be kept apprised of the student's progress if required.

### **Student Declaration and Consent**

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

By signing this form, I understand I am committing myself to completing the course. I am required to complete all the activities and work set down by the Trainer from LMI College within the required timeframe allocated. I understand I am required to actively seek assistance if I am experiencing any difficulties completing the course.

I have read and understood and agree to the terms and conditions outlined in this enrolment form and information pack provided. I understand I am required to hold a Unique Student Identifier (USI).

Student Signature:

Date:

Parent / Guardian Signature:  
(\*required for students under 18)

Date:

## **Fees and Charges**

Payment is made via bank transfer by the due date as shown on the LMI College invoice noting the reference number as shown on the LMI College invoice.

In the event a student completes a qualification or short course prior to the scheduled billing period, the remaining balance will be invoiced before credentials are issued.

Self-funding learners will be invoiced per learning module.

Client/students with overdue fees may have their course cancelled and the matter placed in the hands of a debt collection agency.

If a client/student requests additional on-site training and/or consulting, this will be at the discretion of LMI College and will incur an additional hourly rate fee.

## **Changes, Cancellations and Refunds**

If a client or student cancels an enrolment within fourteen (14) days of enrolment, the client/student is entitled to a refund of the initial enrolment fee – less \$350 administration charge. No refund is available once the learning module has been accessed.

If a student wishes to change enrolment to another course, any available refund is transferable to the new course. An additional administration fee of \$350 may be incurred.

No refund is available for completed modules.

In the case of a change, cancellation or request for refund, the client/student should contact LMI College to discuss refund options. A letter will be sent to the client/student confirming the agreed arrangements.

## **Declaration by person responsible for payment**

A tax invoice will be forwarded to you on receipt of the enrolment form. Upon receipt of payment, an eLearning login will be sent to the student.

I have read and understood the schedule of fees provided and agree to the terms and conditions of payment as outlined in the schedule of fees; and agree to the Fees and Charges terms above.

Name of party to be invoiced:

Address:

Email address:

### **Contact Us**

Phone: +61 3 9835 9999

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

Website: [www.lmicollege.edu.au](http://www.lmicollege.edu.au)

Office Hours: 8:30am - 5:00pm Monday to Friday

LMI College Pty Ltd  
(Provider number 31916)