



Real Estate Training College

RETC ENROLMENT FORM

Privacy Statement & Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, the Real Estate Training College 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 [insert RTO name] for statistical, regulatory and research purposes the Real Estate Training College] 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 statements of attainment or 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 programme 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).

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.

STUDENT SIGNATURE.....

DATE

PARENT/GUARDIAN SIGNATURE*.....

DATE

**Parental/guardian consent is required for all students under the age of 18.*

ENROLMENT FORM 2019

Is this the first time you have enrolled at this College? YES NO

*Unique Student Identifier

<http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>

*All students commencing study from 1 January 2015 must have a USI

Google - create a USI

<input type="checkbox"/> Property Management	<input type="checkbox"/> Certificate III in Property Services (Real Estate)
<input type="checkbox"/> 9 units - 5 day course <input type="checkbox"/> 4-units	<input type="checkbox"/> 17 Units - SOA Sales Licence requirement
<input type="checkbox"/> 2-units <input type="checkbox"/> 1-unit	<input type="checkbox"/> Certificate IV in Property Services (Real Estate)
<input type="checkbox"/> Diploma of Property Services (Agency Management)	
Commencement date ____ / ____ / ____	

Personal Details

Mr Mrs Ms Miss Dr Surname: _____ First Name: _____
Middle Name: _____ Date Of Birth: ____ / ____ / ____ Preferred Name _____
Address:[NO PO BOX] _____ Post Code _____
Phone: (Hm) _____ (Wk.) _____ (Mob) _____
E-Mail: _____
Emergency Contact - Name: _____ Phone: _____
Relationship: _____ Address: _____

Do you wish to apply for RPL (Recognition of Prior Learning)? Yes No

Traineeship

Are You Under A Traineeship? Yes No Employer: _____
Address: _____
Phone :(Hm) _____ (Wk) _____ (Mob) _____
E-Mail: _____

Labour Force Status:

Full time employee Part time employee Self-employed Employer Employed - unpaid worker in Family business Unemployed - seeking full time work Unemployed - seeking part time work
Not employed - not seeking employment

Status of Residency

Country of birth: _____ Main language spoken at home: _____
How well do you speak English Very well Well Not well Not at all
Are you of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

Schooling

Are you still at school: Yes No In which year did you finish school? _____
Highest school level completed Year 12 Year 11 Year 10 Year 9 Year 8 or lower
 Did not go to school **Prior Educational achievements (other than school)** Bachelor Degree or Higher
Advanced Diploma Diploma Cert IV Cert III Cert II Cert I Miscellaneous Education

Disabilities:

None Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Imp
Vision Medical Condition

Study Reason: (tick one box only)

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 For self-development

How did you hear about the Real Estate Training College?

Google Facebook Work situation Friend RETC Website Referral _____
 Existing networks ESP (Emp Serv Provider) Info Evening Other _____

Conditions of Enrolment:

I have received the RETC 'Student Information Book'.
 I have been advised of the RETC refund policy (ref. Student Information Handbook).
 I have supplied photo Identification – e.g. Driver Licence, Concession, Visa (as required)

Training Authority to Release Information

I authorise RETC to release assessment / attendance details to my employer and Government recording authorities: DFEEST, the Department of Further Education, Employment, Science and Technology collect the required information on this form for use by the Government Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information you provide may be accessed by officers of these two departments and by the National Centre for Vocational Educational Research (NCVER) for the above purposes.

Student Signature _____ **Date** ____/____/____

Personal Release Form

The Real Estate Training College continues to explore ways to promote our services to the Real Estate Industry and the community in general. We have a website, Facebook and other social media accounts which provides general information relating to the College services and it has been recommended that we have more personalised information including photos and video footage available on those sites.

To that end we ask that you be involved in the College promotions through photos and video and request that you sign the release form below. I _____ authorise the Real Estate Training College to record me (picture and/or voice) on photographs, film and or video tape for audio only, audio and visual and/or visual only production.

Student Signature _____ **Date** ____/____/____

Payment of Non-Refundable Deposit

I has been advised of the RETC Refund Policy. I agree to pay a non-refundable minimum deposit of **50%** of the course.

✓	Course	COURSES	
		Cost	Deposit
<input type="checkbox"/>	Property Management – 9 Units - 5 Day Course	<input type="checkbox"/> \$1350	<input type="checkbox"/> \$675
<input type="checkbox"/>	Property Management - 4 units	<input type="checkbox"/> \$600	N/A
<input type="checkbox"/>	Property Management - 2 units	<input type="checkbox"/> \$300	N/A
<input type="checkbox"/>	Property Management - 1unit	<input type="checkbox"/> \$200	N/A
<input type="checkbox"/>	17 Units – SOA(sales licence)	<input type="checkbox"/> \$3800`	\$1900
<input type="checkbox"/>	CPP40307 Certificate IV in Property Services	<input type="checkbox"/> \$5490	<input type="checkbox"/> \$2745
<input type="checkbox"/>	CPP50307 Diploma of Property services	<input type="checkbox"/> \$5800	<input type="checkbox"/> \$2900
<input type="checkbox"/>	Other Payment (as discussed)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

I agree that **full and final payment** will be made within 8 weeks of the nominated commencement date on this enrolment form. Where no nominated commencement date is indicated full and final payment will be 6 weeks of enrolment date as indicated below. **There is a 5% payment incentive for full payment upon enrolment for students enrolling in Cert III, Cert IV or Diploma.**

IF THE EMPLOYER OR SOMEONE ELSE PAYING FOR THIS ACCOUNT – Please see last page to put payment details for invoice to be made out to.

Student Signature _____ **Enrolment Date** ____/____/____

Final payment is due ____/____/____

Payment Cash Cheque EFTPOS Money Order

Direct Bank Transfer to Real Estate Training College - BSB 105029 Account No 066914040

Credit Card Visa MasterCard

Credit Card Number ____/____/____/____ Exp ____/____ CCV _____

LANGUAGE, LITERACY AND NUMERACY

In order that the Real Estate Training College can offer you the best support possible, we ask you to complete this short language, literacy and numeracy assessment to help us understand how we can assist you. This information will be treated as **confidential**.

1. For the following statements, please indicate your response by ticking (✓) Yes or No

- | | YES | NO |
|--|--------------------------|--------------------------|
| • I can read and understand the documents I am required to complete. | <input type="checkbox"/> | <input type="checkbox"/> |
| • I find it easy to complete forms and written reports. | <input type="checkbox"/> | <input type="checkbox"/> |
| • When completing a written task, it helps me to have someone with me. | <input type="checkbox"/> | <input type="checkbox"/> |
| • I feel confident speaking at workplace meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| • I find it easy to complete tasks involving addition, subtraction, multiplication and division. | <input type="checkbox"/> | <input type="checkbox"/> |

2. In the space below, please write a short sentence explaining why you would like to work in Real Estate.

3. Please read the following statements and circle what you believe to be is the correct answer.

- Which of the following fractions is equal to 75% is it
 $\frac{5}{8}$ $\frac{6}{9}$ $\frac{3}{4}$
- If you ran 1.8 kilometres a day, how many kilometres would you have run over a 5 day period?
7.8 9km 9.6km
- If a person earns \$20 per hour, how much are they paid for
 - a) An 8 hour day: \$120 \$160 \$200
 - b) A 40 hour week: \$800 \$600 \$1100
- Jack is 13 years older than his sister who is 49. How old is Jack?
65 67 62
- 19 people out of 30 voted "No" in a survey. How many people voted "Yes"
13 11 21

Please read the following article and answer the questions relating to it below.

Employability Skills

Employability skills are skills that apply across a variety of jobs and life contexts. They are sometimes referred to as key skills, core skills, life skills, essential skills, key competencies, necessary skills, and transferable skills.

Employability skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions".

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), produced the Employability Skills for the Future report in 2012.

The report indicated that business and industry now require a broader range of skills, identifying **eight employability skills**:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology

1. Name four (4) of the “employability skills”?

- 1)
- 2)
- 3)
- 4)

2. Which two organisations produced the Employability Skills for the Future report?

- 1)
- 2)

3. Which year was the report produced?

STUDENT ENROLMENT CHECKLIST

Student handbook Received	
USI	
Copy of ID Attached	
Deposit Paid	
Payment by employer? Or someone else? <input type="checkbox"/>	
Approval by employer <input type="checkbox"/>	
Employer name	<input type="text"/>
Contact details	<input type="text"/>
Address details	<input type="text"/>
LLN –Completed	