PIONEER COLLEGE
RTO: 45763 CRICOS: 03956A

ENROLMENT APPLICATION FORM

How to complete this Form:

- Kindly write clearly in black ink using CAPITAL LETTERS in English.
- Include certified true copies of all required supporting documents with your application, such as passport and relevant English level/proficiency certificates.
- Ensure all supporting documents are certified as true copies.

NOTES:
Completed and signed Enrolment Application Forms, along with all required supporting documentation, should be submitted to Pioneer College through your Education Agent, in person at the Pioneer College campus, or via email Pioneer College Admission at: admin@pioneercollege.edu.au

****Note: Information contained in this document is utilised in accordance with Pioneer College's Privacy Policy and Associated Procedures and in accordance with the ESOS Act 2000***

1. PERSONAL DETAILS *(Please choose by placing an X in the boxes that apply to you)*					
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other				
Single name only: ☐ (Tick this box if you have a single name that cannot be written in the following format. Write your single name in the 'Family Name' section exactly as it appears on your passport.)					
Gender:	☐ Male	☐ Female	☐ Indeterminate	**Date of Birth** (DDMMYYYY)**:**	_____/_____/_____
Family Name (Surname):					
First Given Name:					
Middle Name:					
Nationality:		**Country of Birth:**			
Are you a permanent resident of Australia?	☐ Yes ☐ No	**Do you speak a language other than English at home?**	☐ No, English only ☐ Yes, other – please specify		
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		

2. CONTACT DETAILS			
Address (In Your Home Country)			
Address:			
Suburb / City:			
State		**Post Code:**	
Email:			
Phone (Home):		**Mobile:**	
Address (In Australia)			
Please provide the physical address (street number and name not post-office box) where you usually reside.			

Address:			
Suburb:			
State		**Post Code:**	
What is your postal address? (if different from above)			
Home Phone Number:		**Mobile:**	
Email Address:			
WHICH ADDRESS DO YOU WANT YOUR CORRESPONDENCE SENT TO?			
Send Correspondence to:	☐ My current **Australia Address**		☐ My current **Agents Address**

3. ENROLMENT/COURSE SELECTION AND FEE SCHEDULE

PLEASE NOTE: Course Fees may be subject to change with 4 weeks prior notice.

Commencing – (Intake date): Month _____ / Year _____

Select	Course Code	Course Title	Course Duration (in weeks)	Tuition Fee (AUD)	Non-Tuition Fee / Material Fee (AUD)
(Place an **"X"** in the relevant box for the Qualification/s (Course/s) that you wish to apply to study at Pioneer College.					
☐	BSB50420	Diploma of Leadership and Management	52	9,000	500
☐	BSB60420	Advanced Diploma of Leadership and Management	52	9,000	500
☐	SIT30821	Certificate III in Commercial Cookery	52	10,500	1,500
☐	SIT40521	Certificate IV in Kitchen Management	26	6,000	1,000
☐	SIT50422	Diploma of Hospitality Management	26	6,000	500
☐	SIT60322	Advanced Diploma of Hospitality Management	52	10,500	1,000
☐	RII50520	Diploma of Civil Construction Design	65	14,500	1,500
☐	RII60520	Advanced Diploma of Civil Construction Design	39	10,500	1,000
☐	CPC30220	Certificate III in Carpentry	52	12,000	3,000
☐	CPC33020	Certificate III in Bricklaying and Blocklaying	52	12,000	3,000
☐	CPC31320	Certificate III in Wall and Floor Tiling	52	12,000	3,000
☐	CPC31020	Certificate III in Solid Plastering	52	12,000	3,000
☐	CPC40120	Certificate IV In Building and Construction	52	12,000	1,500
☐		ELICOS - GENERAL ENGLISH (Pre-Intermediate, Intermediate and Upper-Intermediate)	52	225 per week	25 per week
☐	Hospitality Package (Certificate III + Certificate IV + Diploma)		104	22,500	3,000
☐	Civil Construction Package (Diploma + Advanced Diploma)		104	25,000	2,500
☐	Building and Construction Package (Certificate III in carpentry + Certificate IV)		104	24,000	4,500

Please be aware of the following important information regarding fees at Pioneer College:

- A **non-refundable $250 Application fee** is charged for processing **each enrolment application.**

Definition of Tuition and Non-Tuition Fees (Material Fee) payables

Tuition Fees Include the following:

- The delivery of course learning and assessment sessions, tutorials, student tutoring, session preparations, marking, course administration activities, and practical simulated activities relevant to your enrolled course.

Non-Tuition Fees / Course Material Fees include the following:

- Your course books, resources accessed via LMS including LMS fee, Additional Resources and Materials if applicable.

Additional non-tuition fees where applicable including:

- The Student's Health Insurance costs will be applied if Pioneer College has made the arrangements.
- Airport pick up charges

4. PASSPORT DETAILS

Country Passport was Issued By (country):			
Passport Number:		**Passport Expiry Date:**	

5. VISA DETAILS

Are you Currently Studying in Australia? ☐**Yes** ☐**No** Name of Training Provider: .....

What VISA Type do you Currently Hold (If Any)?	☐ No Visa Held	☐ Student	☐ Visitor	☐ Working	☐ Bridging	☐ Other (provide Details)..... .....
VISA Status:	☐ Issued	☐ Pending	**VISA Number**:			
VISA Expiry Date:			**Are you in Australia NOW?**			☐ Yes ☐ No

IF NO current valid VISA held - please complete the following:

Country of Visa Lodgement:		**City of Visa Lodgement:**	
Date you have/will Apply for a Visa:			

6. EDUCATION AGENT DETAILS *(If applying through an agent)*

Agent Company Name:			
Your Agents Name:			
Agents Full Address:			
Phone Number:		**Agent's Stamp**	
Mobile:			
E-mail:			

How did you hear about Pioneer College? *(Tick which are applicable)*

☐ Agent	☐ Government Websites	☐ Friends / Relatives
☐ Exhibition / Events	☐ Social Media (Facebook / Instagram / etc.)	☐ Travel agents
☐ Google Search	☐ Radio / Television	☐ Newspapers / Magazines
☐ Other: _____		

7. OVERSEAS STUDENT HEALTH COVER

Have you arranged your own Insurance (OSHC)?	☐ **If Yes** complete (Part A Below)	☐ **If No** complete (Part B Below)

Part A – Provide Your Insurer Details

Name of Insurer:		**Contact Number:**	
Member No:		**Date of Expiry:**	

Part B – Do you want Pioneer College to assist you in arranging your health cover? ☐ **Yes** ☐ **No**
(You must advise Pioneer College which Insurance your Require – from Below)

Cover Type	☐ Single ☐ Couple ☐ Family	**Duration (in months)**	☐ 6 ☐ 12 ☐ 18 ☐ 30

NOTES:

1. *The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC)*
2. *The length of your OSHC MUST cover the total length of your course(s) (+7 days before start of Course and + 2 months after finish)*

8. ENGLISH LANGUAGE PROFICIENCY

Which English test have you completed in the last 2 years.

☐ IELTS ☐ TOEFL ☐ PTE ☐ CAE ☐ Other (provide details): _____

Provide results of above test		**Date of test:**	

Have you completed an English Course in Australia?	☐ **Yes** ☐ **No**	If YES, please attach relevant evidence of attending this course
Have you completed an Australian Certificate IV level course or above within Australia – *issued no longer than 2 years ago?*	☐ **Yes** ☐ **No**	If YES, please attach relevant evidence of the Certificate issued and the Academic Record/Results

9. PREVIOUS EMPLOYMENT / WORK EXPERIENCE

Do you have previous/prior employment experience relevant to the above qualifications you are applying to enrol in? ☐ **Yes** ☐ **No**	**If YES,** provide brief details below. *NOTE: You MUST attach separate documentations to your application that will support this previous employment/experience – including a Resume and a Reference/s*

1. Please provide details of relevant prior employment/work experience within the past 2 years:

_____

_____

_____

_____

_____

_____

2. Why do you want to study the course/s you have selected above with Pioneer College?

_____

_____

_____

_____

_____

3. What employment/job do you hope to secure/get when you have successfully completed the above selected course/s with Pioneer College?

4. Confirm by checking (X) the relevant box/es below for the Qualification level/s that you have applied to enrol at Pioneer College:

☐ **Certificate III Level** ☐ **Certificate IV Level** ☐ **Diploma Level** ☐ **Advanced Level**
☐ **ELICOS**

Please explain briefly – Why have you chosen the above qualification and levels?

10. RECOGNITION OF PRIOR LEARNING(RPL) / CREDIT TRANSFER (CT)

Credit Transfer (CT)

Students who have achieved a 'Competent' outcome for a unit of competency are entitled to receive a Credit Transfer for the same or equivalent unit and are not required to re-enrol in it again.

Students who have evidence (an Academic Record or a Statement of Attainment) that they have successfully completed and achieved competence in a unit of competency issued by an Australian Registered Training Organisation (including Pioneer College) are to apply for a "Credit Transfer" (an exemption) from the equivalent unit of competency in the qualification you are applying to enrol into – PRIOR to accepting an enrolment offer. Failure to declare their prior achievements may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Recognition of Prior Learning (RPL)

Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, relevant to a unit of competency.

Students who believe that they may have prior learning and/or experience gained via informal and non- formal or other formal methods, should apply for RPL and provide sufficient, relevant evidence and supporting documentation with their application to Pioneer College – PRIOR to accepting an enrolment offer or commencing their enrolled course. Failure to apply and gain approval prior to your course commencement may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Please provide details of any CT or RPL you have/will have in this application to enrol. Application Forms for CT and RPL are available via the Pioneer College website at: www.pioneercollege.edu.au and on or on request via your Agent or directly from Pioneer College enquiries and reception.

Will you be applying for a "**Credit Transfer**" (an exemption) or "**Recognition of Prior Learning**" for and equivalent unit/s of competence in the qualification you are applying to enrol into which you have successfully completed/achieved competence in and been issued an Academic Record or Statement of Attainment, issued by an Australian Registered Training Organisation (including Pioneer College)?	☐ **YES, I will** ☐ **NO, I will not**

If yes, please complete the Pioneer College **Application Form for RPL or CT** and attach all relevant evidence and supporting documentation. Refer to the Pioneer College's Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedures, ensuring you submit your application PRIOR to attending your Pioneer College Orientation Session.

Note: The policy, procedures, and application form are available on the Pioneer College website www.pioneercollege.edu.au or can be requested from your agent or the reception staff.

11. SUPPORT SERVICES (Please check by placing an X in the boxes that apply to you)

Providing information about any disability or medical condition you may have – Note, this should not disadvantage your application; however, in order for Pioneer College to ensure you have the relevant support and assistance available for you to assess and to determine if/what reasonable adjustments may be suitable to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.

Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No		
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 for an explanation of the following disabilities.)	☐ Hearing/deaf	☐ Mental Illness	☐ Other: ....
	☐ Physical	☐ Vision	
	☐ Intellectual	☐ Acquired brain impairment	
	☐ Learning	☐ Medical condition	
	☐ Physical	☐ Vision	
	☐ Intellectual	☐ Acquired brain impairment	
	☐ Learning	☐ Medical condition	

12. EMERGENCY CONTACT DETAILS *(In Australia)*

Full Name:		**Relationship:**	
Contact Number:		**Email:**	

In the event of an emergency do you give the college permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? ☐ **YES** ☐ **NO**

13. PAYMENT DETAILS

- All fees and charges are received in Australian Dollars (AUD) only.
- If based on your application, after evaluating your case, the Pioneer College issues you with a Letter of Offer and Student's Agreement, immediately you shall be liable to pay to the Pioneer College a **NON-REFUNDABLE Enrolment Fee.** Please see a Pioneer approved Education Agent or contact admin@pioneercollege.edu.au for applicable fee.
- This Enrolment Fee applies to all applications submitted directly to Pioneer College or through a Pioneer College's Agent.

Select a payment method for the enrolment fee from the following options:

☐ **Bank Cheque made payable to "Pioneer College Pty. Ltd."**	☐ **Bank/Internet Funds Transfer made payable to:**
☐ **Pay at campus administration office**	

Account Name:	**Pioneer College Pty. Ltd.**		
BSB:	**036224**	**Account Number:**	**536757**
SWIFT Code:	WPACAU2S		
Bank Name:	Westpac Banking Corporation		
Branch:	Carousel, Cannington		
Bank Address:	1382 Albany Highway, Westfield Carousel, Shop 1101/2/3, Cannington, WA 6107		
Reference:	*Enter <Applicant Surname> & <Date of Birth>*		

14. AVETMISS DATA COLLECTION

LANGUAGE & CULTURAL DIVERSITY

1) *In which country where you born?*
   - ☐ Australia
   - ☐ Other – please specify

   _____

2) *Do you speak a language other than English at home?*
   - ☐ No, English only
     *If **No**, English only – Go to Question 9*
   - ☐ Yes - please specify

   _____

3) *How well do you speak English?*
   - ☐ Very well ☐ Well
   - ☐ Not well ☐ Not at all

4) *Are you of Aboriginal or Torres Strait Islander origin?*

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

- ☐ No
- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander

DISABILITY

5) *Do you consider yourself to have a disability, impairment or long-term condition?*
   - ☐ Yes
   - ☐ No *If **No** – Go to Question 12*

6) *If **yes**, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)*

Hearing/Deaf	☐
Physical	☐
Intellectual	☐
Learning	☐
Mental Illness	☐
Acquired brain impairment	☐
Vision	☐
Medical condition	☐
Other	☐

SCHOOLING

7) *What is your highest COMPLETED school level? (Please 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	☐

8) *In which YEAR did you complete that School level?*

   _____

9) *Are you still attending secondary school?*

Yes	☐
No	☐

PREVIOUS QUALIFICATIONS ACHIEVED

10) *Have you SUCCESSFULLY completed any of the following qualifications?*

Yes ☐ No ☐ ***IF No – Go to Question 7)***

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

Bachelor's degree or Higher Degree	☐
Advanced Diploma or Associate Degree	☐
Diploma (or Associate Diploma)	☐
Certificate IV (or Advanced Certificate/Technician)	☐
Certificate III (or Trade Certificate)	☐
Certificate II	☐
Certificate I	☐
Certificates other than the above	☐

EMPLOYMENT

11) *Of the following categories, which BEST describes your current employment status?*

(Please only select ONE of the following boxes)

Full-Time employee	☐
Part-Time employee	☐
Self-employed - not employing others	☐
Employer	☐
Employed - Unpaid worker in a family business	☐
Unemployed – Seeking full-time work	☐
Unemployed – Seeking part-time work	☐
Not employed – Not seeking employment	☐

STUDY REASON

12) *Of the following categories, which BEST describes your main reason for undertaking this course*

(Please only select ONE of the following boxes)

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 or study	☐
For personal interest or self-development	☐
Other reasons	☐

15. TERMS AND CONDITIONS

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

a) Students must satisfy entry requirements for course of enrolment.
b) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
e) All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
f) Students are issued with a Student Handbook / International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
g) The student acknowledges that they must observe the college 's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook / the International Student Handbook.
h) Students must provide truthful and up-to-date information during the enrolment process. Students must inform the College of any changes to their personal or contact details, as well as any relevant medical conditions.

2. Visa Requirements

a) According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE)
b) Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which many results in the cancellation of their student visa.
c) If a student does not commence studies on the agreed commencement date, after 14 days the college will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.
d) Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

3. Enrolment & Selection

a) This form is just for registering your initial interest into training with the college and is not confirmation of your enrolment into the college. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
c) The student is responsible for notifying the college if they have a medical condition or disability or require assistance in their training.
d) It is the student's responsibility to note the date, time and location of the course as advertised.
e) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
f) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
g) If you are unable to complete your course, due to changed personal circumstances, the college will make every effort to ensure you are placed into an alternative pre-scheduled course.
h) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
i) The college reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
j) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. the college 's students are covered by public liability insurance whilst studying on campus.
k) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
l) Completing the Enrolment Application Form does not guarantee a place with the college.
m) The college reserves the right to decline an application.
n) Students from assessment level 3 and 4 countries are advised to apply through the college's representative (Education Agent).
o) Applications will be processed when all required documents are provided.
p) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
q) When the duration of studies at the College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course Fees and Payments

a) Please refer to the Student Handbook / International Student Handbook and the relevant Pioneer Policies and Procedures located on the Pioneer website at: www.pioneercollege.edu.au for information on course fees, including any required deposit; administration fees; tuition fees, non-tuition fees, Fees and Refunds policy and Associated Procedures, and any other relevant information and/or possible charges (if applicable).

b) Fees must be paid in Australian dollars by bank cheque or electronic bank transfer to the College's stated bank account. The College will not be responsible for any monies paid to agents.

c) The college reserves the right to change course fees at its discretion. However, current students will be given at least one term notice of any fee changes.

d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.

e) The Enrolment Application Fee and the Administration fee are non-refundable in all circumstances.

f) Certificates, Academic Records and Statements of Attainment are issued to students who have been assessed and deemed to be competent in all the required units of competency within each enrolled qualification. The initial award/Certificate (including the Academic Record) and/or a Statement of Attainment to an enrolled student is at no additional cost to the student as it is included in the students PAID course fees. All replacement or re-printing of a student's Certification will incur a cost – being, a certificate re-issue **fee of $60 per certificate**. – Refer to the Pioneer Fees and Refunds Policy and Associated Procedures in the Student Handbook / International Student Handbook, or go the Pioneer Website at: www.pioneercollege.edu.au

g) Fees not paid by the due date will incur a late fee of 5% of the total fee due.

h) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time in accordance with their approved Pioneer payment requirements and/or Plan, it is the student's responsibility to discuss alternative arrangements with the college Student Services, before the due date for a payment has passed.

i) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.

j) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.

k) The College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation

l) Pioneer Bank account details for payment of relevant application and course fees and charges are given in para 15 above.

5. Refund Policy

Please read through the Fees and Refunds Policy and Associated Procedures available at our website www.pioneercollege.edu.au . It is a detailed document and you should be very familiar with our Refund Policy.

6. Deferring, Suspending, Cancelling, Withdrawing or Transfer:

a) Requests for Withdrawals, Deferrals and Amendments MUST BE MADE IN WRITING. Please refer to the Pioneer Deferral, Suspension and Cancellation Policy and Associated Procedures and the Fees and Refunds Policy and Associated Procedures on the Pioneer website www.pioneercollege.edu.au

b) Students need written permission from Pioneer College to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.

c) The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available in the Pioneer College website.

d) Pioneer College is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.

e) Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to re-enrol in the next term.

f) Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.

g) Pioneer College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access Pioneer College's internal Complaints and Appeals Procedure.

7. Accommodation and Airport Pickup Service

a) If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, the college will require a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service.

b) If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of the College.

8. Students Contact Details

All international students are required to inform the College of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc, within five (5) working days.

9. Termination

a) Pioneer College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.

10. Privacy Statement

a) Pioneer College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

b) Pioneer College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's 2025 and/or the National Code 2018. No student information will be released to a 3rd party (apart from the above legal requirements) without the express written approval of the relevant student/s.

c) Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.

d) The college has the right to all the media images taken by the college during the student's studies at the college, this includes photographs, video and DVD images.

11. Changes to Agreed Services

a) Where there are any changes to the agreed services that will affect the student, including in the event of Pioneer College closing down, the college will advise the learner in writing as soon as practicable, this includes changes to any new third party arrangements or a change of ownership or any changes to existing third-party arrangements.

b) The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

12. Consumer Guarantee

a) The College guarantees that the services provided by the College will be:

- provided with due care and skill.
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).

13. Cooling Off Period

a) The College protects the rights of the student including but limited to the statutory requirements for cooling-off periods.

b) Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Supervisor Student Services (a letter or email is acceptable) within 10 business days of the student having signed and accepted the Pioneer Letter of Offer. Unless the student has already commenced the training – In this circumstance, please refer to the Pioneer Fees and Refunds Policy and Associated Procedures for full details of the refund process and requirements.

14. Complaints and Appeals

a) If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Training Coordinator or the Supervisor Student Services. The College's Student Services staff will make themselves available at a mutually convenient time should a student seek assistance.

b) If a student wishes to make a complaint, they are required to complete the Pioneer Complaints and/or Appeals Form, which is included in the Student Handbooks, available via the Pioneer website or on request from the Pioneer Perth Reception staff. Once the form has been completed, the form should be submitted to the college for actioning.

c) Please refer to the Student Handbooks or the Pioneer Complaints and Appeals Policy and Associated Procedures for more information on the process located at: www.pioneercollege.edu.au

15. Credit Transfer

a) The college recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

b) Credit Transfer will be awarded for units of competency that directly align with the unit/s required to be undertaken in order to successfully complete the Pioneer qualification that the student has enrolled in. Student are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to Pioneer with their application for Credit Transfer. Pioneer will assess each application and supporting evidence in accordance with the Pioneer policy and procedures. Student will be notified in writing of the application outcomes.

c) Please refer to the Student Handbooks, or go to the Pioneer website at: www.pioneercollege.edu.au or contact the Pioneer Perth office for further information and an application.

16. Support Services

a) The college caters to diverse client learning needs and aims to identify and respond to the learning needs of all its students. Students are encouraged to express their views and talk to a Pioneer trainer or staff member about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion.

b) All students are required to meet the minimum English language skills requirements and Academic levels as part of their enrolment however, students but may require further educational assistance and support – Students requiring assistance and/or support or those students identified as requiring assistance by the college will be invited to an intervention meeting and or Pioneer will offer support where possible both internally and via an appropriate referral to an external support agency.

c) The college is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbooks and or information contained within the Pioneer website for further information on the types of support available.

d) To achieve this and to ensure the quality delivery of training and education, the College provides vocational training and assessment support and mentoring sessions for students to improve and extend their training outcomes. Students are advised to seek and make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the college for further support and/or assistance.

17. Legislative and Regulatory Requirements

a) All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training.

b) The student acknowledges that they must observe the college's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbooks.

18. Age Dependents

a) Should the student be accompanied by school age dependants, the student must accept responsibility for any primary or secondary school fees. The dependants are not eligible to attend government schools free of charge.

b) Any school age dependant of a student must be enrolled and attending school during the period that the student is studying with the college.

19. Pioneer College Contact Hours

a) Office Hours are 9:00 AM to 5:00 PM by appointment only. Email correspondence is made during weekdays only and not weekends and public holidays. The college does not take calls or reply to emails outside of office hours, weekends and public holidays.

20. Pre-Departure when Travelling to Australia Information

a) If this is your first time studying in Australia, we recommend that you visit the following website: https://www.studyaustralia.gov.au/ which provides useful information regarding travelling and living in Australia.

21. Submitting your Application to Pioneer

a) Fill in the Enrolment Application Form provided by Pioneer College and send it through email to admin@pioneercollege.edu.au or submit to you Pioneer approved Education Agent or in person at the Reception of Pioneer College.

22. Enrolment and Acceptance

a) On receipt of your Enrolment Form, the Pioneer Student Services Staff will review and assess the Enrolment Application and all supporting evidence/documentation for accuracy and completeness. IF the application and all supporting documentation is completed correctly and sufficient, the application will be approved and processed to the next stage where a Pioneer Letter of Offer (LOO) will be issued to the applicant via email.

23. Entry Requirements

All applicants must meet the minimum age requirement of 18 years or over at the time of commencement.

a) **Leadership and Management Courses**

BSB50420 Diploma of Leadership and Management
BSB60420 Advanced Diploma of Leadership and Management

Minimum academic level:
Completion of Australian Year 12 or other equivalent Australian qualification/s, or an Australian qualification from a minimum of a Certificate III level.

Prior employment or work experience that demonstrates the required entry level knowledge, skills and experience within a business, leadership, management or other relevant industry sector/level

Minimum English proficiency requirements

Evidence of an IELTS test Score of 6.0 or Equivalent.

b) **Commercial Cookery and Hospitality Management Courses**

SIT30821 Certificate III in Commercial Cookery
SIT40521 Certificate IV in Kitchen Management
SIT50422 Diploma of Hospitality Management
SIT60322 Advanced Diploma of Hospitality Management

Minimum academic level:
Completion of Australian Year 10 or other equivalent Australian qualification/s, or an Australian qualification from a minimum of a Certificate III level.

Prior employment or work experience that demonstrates the required entry level knowledge, skills, and experience within a commercial cookery and/or hospitality and/or other relevant industry sector/level.

Minimum English proficiency requirements

Evidence of an IELTS test Score of 6.0 or equivalent.

c) **Civil Construction Courses**

RII50520 Diploma of Civil Construction Design
RII60520 Advanced Diploma of Civil Construction Design

Minimum academic level:
Completion of Australian Year 12 or other equivalent Australian qualification/s, or an Australian qualification from a minimum of a Certificate III level.

Prior employment or work experience that demonstrates the required entry level knowledge, skills, and experience within a construction and/or other relevant industry sector/level.

Minimum English proficiency requirements

Evidence of an IELTS test Score of 6.0 or equivalent.

d) **Construction Courses**

CPC30220 Certificate III in Carpentry
CPC33020 Certificate III in Bricklaying and Blocklaying
CPC31320 Certificate III in Wall and Floor Tiling
CPC31020 Certificate III in solid plastering
CPC40120 Certificate IV in Building and Construction

Minimum academic level:
Completion of Australian Year 10 or other equivalent Australian qualification/s, or an Australian qualification from a minimum of a Certificate III level.

Prior employment or work experience that demonstrates the required entry level knowledge, skills, and experience within a construction and/or other relevant industry sector/level.

Minimum English proficiency requirements
Evidence of an IELTS test Score of 6.0 or equivalent.

24. Study & Assessments Hours and Requirements

a) All classes are delivered in English. Delivery method is Face-to-face with some structured external learning. Classes are scheduled to meet the minimum student study visa requirements of 20 Face-to Face Contact hours per week (2.5 days per week of classes). In addition, SIT30821 Certificate III in Commercial Cookery course includes a work-based training of 200 hours over a period of 10weeks. During the work-based training, students will be able to practice their knowledge and skills in real workplace settings.

25. Campus Locations

a) Pioneer College Campus:
150 Adelaide Terrace, East Perth WA 6004

Telephone: 08 6186 7713.
Email: admin@pioneercollege.edu.au
Website: www.pioneercollege.edu.au

b) Pioneer College - Perth Training Kitchen (SIT courses Only)
- Unit 2, 2 The Cressall Rd Balcatta WA 6021
- 92 mallard way Cannington

c) Pioneer College - Perth Workshop
- 31 Durham Road, Bayswater

16. APPLICANT DECLARATION

I ……declare that the information provided in this Application Form and other supporting documents is true and correct. I agree that I have read and agree to the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Fees and Refunds Policy and Associated Procedures of the college, and to be bound by the Conditions of Enrolment and policies and procedures of Pioneer College. I acknowledge that Pioneer College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

I confirm the information supplied in this application in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

I acknowledge and confirm that I understand that this Application Form includes questions to enable Pioneer College to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Pioneer College's Privacy Statement is available at the reception Desk, and via the Pioneer College website.

I acknowledge and confirm that I understand that Pioneer College recognises and respects my privacy. Pioneer College collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

I acknowledge and confirm that I understand that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of Pioneer's application process. Pioneer College's Privacy Policy and Associated Procedure reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy and Associated Procedure is available in the conditions of enrolment section of this application form.

I understand that Pioneer College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Pioneer College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via www.usi.gov.au.*

I understand that when Pioneer College performs a search to locate my USI, that I will receive a notice regarding the use of this function to confirm my USI.

I consent to DHA providing the college with any information about my visa status from the time of my application to the time of my departure from Australia.

I understand that I will be required to pay an Enrolment Application Fee with this Enrolment Application Form and that the Enrolment Application Fee is non-refundable.

I understand that this agreement and the availability of the College's Complaint and Appeals processes does not remove my right to take action under Australia's Consumer Protection Laws

I understand and allow Pioneer College to use photographs, testimonials and videos taken of me for advertising and/or marketing purposes.

I understand that this application along with any supporting documents are subject to approval and verification by Pioneer College before an offer letter may be issued.

APPLICANTS SIGNATURE: _____ **DATE:** ____/ ____/ _____

AGENT NAME: _____ **ONSHORE or OFFSHORE?** _____

AGENT BUSINESS NAME : _____

AGENT CONTACT NAME (WHO): _____ **MOBILE NUMBER:** _____

AGENT EMAIL ADDRESS: _____

Note: Once this form has been completed and signed, please email to admin@pioneercollege.edu.au or hand over to the student services at Pioneer College Campus at Adelaide Terrace, East Perth WA 6004