

STUDENT ENROLEMENT APPLICATION



SMART AND SKILLED APPLICATION

This form may also be completed by any students whom are wishing to apply for subsidised funding from the NSW Department of Industry Skills and Regional Development under the Smart and Skilled program from January 2018. This applies to:

- ☐ Part Qualifications
- ☐ Traineeships
- ☐ Full Qualifications
- ☐ Fee Free Scholarships

This application is required by the Academy of Global Business Training for Government reporting purposes. Please complete pages 5-7 plus supporting evidence and other documentation requested in these forms with your application.

A list of qualifications GLOBAL BUSINESS TRAINER has been approved to deliver under Smart and Skilled full qualifications, traineeships and Fee Free Scholarships can be found on our website.

Please Contact ACADEMY OF GLOBAL BUSINESS TRAINING on **02 8324 1481** to find out if we are able to provide these qualifications under this arrangement for you. Additional information can also be located on our GLOBAL BUSINESS TRAINER website [or email SmartSkilled@GlobalBusinessTrainer.edu.au](mailto:SmartSkilled@GlobalBusinessTrainer.edu.au)

Welcome@GlobalBusinessTrainer.edu.au

www.GlobalBuisnessTrainer.edu.au

Further information regarding Smart and Skilled can be found on:
www.smartandskilled.nsw.gov.au

ELIGIBILITY

All of the information you provide in this application applies to NSW Department of Industry Skills and Regional Development "Notification of Enrolment Process" and eligibility for prospective students applying for subsidised funding under Smart and Skilled.

The completion of the application does not guarantee your enrolment under this funding. The required Information will be used to check your eligibility for subsidised funding via our portal for our Smart and Skilled allocation.

General eligibility

To be eligible for Smart and Skilled funding at the time of enrolment in approved qualification you must either:

☐ Live or work in NSW determined by postcode of the usual place of residence or place or work
OR

☐ Live in a defined interstates border area as identified by a postcode in the list set out in the Operating Guidelines and is Australian Aboriginal or Torres Strait Islander; and

- Be an Australian citizen **or**
- Be a permanent Australian resident **or**
- Be a humanitarian visa holder **or**
- Be a New Zealand citizen, and
- Are aged 15 years or older, and
- Are no longer in secondary education, and
- Comply with any relevant program eligibility criteria outline

Full Qualification Eligibility

Full Qualification Eligibility

In addition to the general eligibility to be able to receive subsidised funding under Smart and Skilled Entitlement Full Qualification Program you must:

Note: Aboriginals Torres Strait Islander and people with a disability are FEE exempt.

APPLICATION PROCESS-NOTIFICATION OF ENROLMENT

Once you have submitted your Global Business Trainer Enrolment Application Pack and this Smart and Skilled Application to the Academy of Global Business Training your eligibility for subsidised funding will be determined.

If you are eligible Global Business Trainer will issue you with a quote showing the student fee you will be required to pay and any subsidy received from the government. This quote remains valid for 7 days from the quote date, If you do not pursue this quote in this time frame it will expire and you will need to reapply. Please ensure you retain this for your records.

If you wish to proceed with your enrolment you will need to notify Global Business Trainer within 7 days' notice of Quote date provided and your notification of enrolment will be processed. You will be provided with a Notification of Enrolment/Commitment ID for your records. This means you have been approved for Subsidised funding for your nominated qualification.

If you do not commence this qualification within 6 weeks of the Notification of Enrolment/Commitment ID it will expire.

Please refer to the Notification of Enrolment Process in the Global Business Trainer Learner Handbook for more information

CHECK LIST- PROCESS:

Please contact the Academy of Global Business Training on 02 8324 1481 to discuss our availability to provide Subsidised funding for your nominated qualification in your location.

- ✓ Please complete all sections in the "Personal Information" section.
- ✓ You have read and understood the Qualification Fees and payment schedules as per the smart and skilled and Global Business Trainer website
- ✓ You have Read through the [Smart and Skilled Fee Administration Policy 2018](#) [click here](#) provided to you with this application, or Available via our website or by visiting : www.smartandskilled.nsw.gov.au
- ✓ If you wish to apply for Credit Transfer or Recognition of Prior Learning RPL for any of your units please advise which units you wish to apply for as part of this qualification –you can advise of these at a later date if needed. RPL and Credit Transfer forms are available on our website or you can contact Academy of Global Business Training 02 8324 1481 for information and assistance with completing these forms.
- ✓ Complete the "Student Declaration. Agreement and Consent"
- ✓ Please read and complete the "Consent to use and disclosure of personal information to the Department of Education Communities and other Government Agencies". We will be unable to process your application without you agreeing to and completing this consent.
- ✓ Provide evidence of your identity/proof of citizenship–suitable evidence list can be found in this application.
- ✓ You may be eligible for fee exemption or concession. A list of suitable evidence for both can be found on the back of this application. Please ensure you provide this with your application. Please note you are only eligible for concession for enrolment in qualifications upto and including Certificate IV.
- ✓ If you want to apply for Fee Free Scholarships please advise us.
- ✓ Academy of Global Business Training Enrolment Application Pack and Smart and Skilled Application have both been completed, Including payment section showing student fee required to be paid as shown on quote/Commitment ID Provided to you from Academy of Global Business Training
- ✓ Please forward all your documentation including identification and exemption/concession evidence as Indicated to: Via email to: Emanuella@GlobalBuisnessTrainer.edu.au

Application Form

Student Details

Course Name Code USI.....

Unique student Identifier

If No, by completing this form you request Global Business Trainer to create a USI*

Full time-6months-32 hours per week

First name*		Surname*	
Date of birth dd/mm/yyyy*		Gender*	
Phone:		Email:	
Do you live in NSW?*	Yes No	Residential postcode*	
City of Birth		Year and level when last attended school	
Address		Are you still at school?*	Yes No
What is the student's residency status?*	<ul style="list-style-type: none"> Australian Citizen New Zealand Citizen Australian Permanent resident Humanitarian Visa None of the above 	Have you achieved any qualifications since turning 17?*	<ul style="list-style-type: none"> Yes, while still at school Yes, after leaving school post school qualification No
What is the highest level of any post School qualification achieved?	<ul style="list-style-type: none"> Foundation Certificate I Certificate II Certificate III Certificate IV or above 	Are you registered or intending to be registered in an apprenticeship or traineeship for this qualification in NSW?*	<ul style="list-style-type: none"> Yes, registered Yes, intending to be registered No <input type="checkbox"/>
Is the student an Aboriginal or Torres Strait Islander?*	Yes No	Have you undertaken any other Smart & Skilled Qualification this calendar year?*	Yes No
Planned start date	Today's date	Planned end date	6mths or 1 year
Please indicate your Department Human Service-DHS status	<ul style="list-style-type: none"> Student is a welfare recipient Dependent child or spouse of a welfare recipient Not a welfare recipient 	If you are in receipt of Department Human Service- DHS payment please specify	Eg: <ul style="list-style-type: none"> Age Pension Austudy Carer Payment Newstart Allowance
Is the student an Employment Service Provider client?	Yes No If Yes: ESP name/ID Student ESP Client ID	Enrolling student has appropriate evidence of long term unemployed status?*	Yes No
Indicate disability status of the student*	<ul style="list-style-type: none"> Student has a disability Student is dependent child or spouse of a person in receipt of a disability support No disability 	Please indicate disability assessment type*	<ul style="list-style-type: none"> Recipient of disability support pension Assessed by specialist support professional as a student with disability

Privacy Policy

I have read and understood the Academy of Global Business Training Privacy Policy



Signature

STUDENT DECLARATION, AGREEMENT AND CONSENT

- ☐ I hereby state that all the information provided in this application to be true and correct. I understand that if the information provided is found to be false it may affect my enrolment as per Academy of Global Business Training policies and procedures outlined in the Global Business Trainer Handbook.
- ☐ I have received, read and understood the "Smart and Skilled Fee Administration Policy" and the Qualification fees on the Global Business Trainer website and agree to pay the student fee contribution-as shown on quote/Commitment ID provided by Academy of Global Business Training advised upon successful submission of application.
- ☐ I have completed the payment details on the Academy of Global Business Training Enrolment Application Pack showing the amount quoted.
- ☐ I have completed and attached details/forms related to any units I wish to receive RPL or Credit Transfer For as part of my application.
- ☐ I understand my USI below will be used in the Notification of Enrolment Process and used when reporting Training Activity Data to the Department and I consent for my USI to be used for these purposes.

USI:

- ☐ I understand and consent for the information provided in this application may be disclosed to the following:
 - Department of Human Services Centrelink
 - Department of Industry NSW
 - Department of Education and Communities State Training NSW)
 - The Australian Skills Quality Authority ASQA
 - National Centre for Vocational Education Research NCVET
 - Jobactive/Employment Services provider

As a Registered Training Organisation RTO Academy of Global Business Training are required under the Apprenticeships "and" Traineeships "Act" 2001 to disclose information to the following:

- Your employer
- Australian Apprenticeship Centres AAC
- NSW State Training Services Department of Education and Communities

- ☐ I understand that any information provided in this application maybe provided to the above mentioned parties

APPLICANTNAME:_____

SIGNATUREOFAPPLICANT:_____ **DATE:**____/____/____

If under 18 "years of age guardian to sign to give consent

GUARDIAN SIGNATURE:_____ **DATE:**____/____/____

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION COMMUNITIES AND OTHER GOVERNMENT AGENCIES

SMART and Skilled funding

I,	<i>First, "middle" and "last "Name"</i>
	<i>Current "residential" address</i>
<i>date of birth:</i>	

Understand and agree that personal information -information or an opinion about me, collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information including my ethnicity or health information together **Personal Information** collected by Global Business Trainer may be disclosed to the NSW Department of Industry Skills and Regional Development under the Smart and Skilled program

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the Exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Global Business trainer for the Purposes of evaluating and assessing my subsidised training.

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** _____

NOTE: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

SIGNATURE OF GUARDIAN: _____ **DATE:** _____

APPLICATION PROCESS

Step 1 Pre enrolment conversation with a Global Business Trainer Engagement Officer

- Select your course, discuss suitability, LNN and workplace arrangements

Step 2 Application Forms and Unique Student Identifier.

- Complete the application form inclusive of Unique Student Identifier details, identification and Privacy Policy

Step 3 Application Process

- Global Business Trainer will obtain the Government **Eligibility Report** within 24hours which confirms the eligibility, the checking process and the Fee.
- Student receives a Copy Eligibility Enquiry Report and confirms the details in order commence the ONLINE Study
- Student receives a Copy Notification of Enrolment – wit in 48 hours. This is also the student **Commitment Identification**

Step 4 Global Business Trainer ONLINE Learning Management System

- Global Business Trainer will provide the student with Login Details to the ONLINE Learning Management System within 24 hours.
- Within 5 days the trainer will introduce themselves.
- Student has 12 months to complete.

Step 5 Nationally Accredited Qualification

- Student receives a Nationally Accredited Certificate Business Qualification



NATIONALLY RECOGNISED
TRAINING



You will be exposed to:

- ONLINE learning experience- Accredited qualification
- ONLINE experience—innovation and technology
- ONLINE Business qualifications

Your choice-Suitability and Selection

Support

Student support is at the heart of everything we do. You can access our online campus – **Global Business Trainer MY Space** – at any time of the day or night, where you can connect with other students and expert trainers and assessors for support and advice. Our friendly student support team is also on hand to help you through your studies. They're just a phone call away to provide you with academic advice, assistance with your enrolment, or help with finding a work placement.



Flexibility

We recognise that you have a busy lifestyle and are time constrained. That's why we do everything possible to ensure the utmost degree of flexibility for our learners. At Global Business Trainer you can enrol online 24/7. No more waiting for the next intake. There are no start dates – courses start

whenever you are ready, and you can progress through your course at your own pace. There are no fixed lectures or scheduled exams, and you have access to all learning materials and support at all times.

Quality

We understand that you demand the highest quality in your education and learning, that's why ALL of our qualifications are nationally recognised under the Australian Qualifications Framework. All of our courses are designed and delivered by industry experts to ensure you receive the most up-to-date education.

Affordability

Making the decision to study is a significant investment. However via the **Smarty and Skilled NSW Subsidy Training** you are able to build on your skills, knowledge and training at an affordable price.

Internet and IT Requirements



General

You should have appropriate:

- skills
- knowledge
Motivation
- experience
- PC and Internet

Minimum education

1. School Certificate or equivalent **OR**
2. relevant qualification **OR**
3. relevant vocational experience.

Minimum age

Minimum age of 15 yrs. If you are under 18 your application must be signed by a parent or guardian.

Requirements

Computer requirements

Students will need access to a computer and the internet. For students who do not have access to either a computer or the internet please contact a course and careers adviser to discuss alternative methods of communication.

Students will also need access to a printer and the following applications:

- Adobe Acrobat Reader **and**
- Macromedia Flash player.

English language requirements

If English is not your first language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course. Examples of appropriate evidence are listed below:

Evidence Example

Cognitive Requirements

AQF level 3 criteria <http://www.aqf.edu.au/aqf/in-detail/aqf-levels/>

Summary	Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning
Knowledge	Graduates at this level will have factual, technical, procedural and some theoretical knowledge of a specific area of work and learning
Skills	<p>Graduates at this level will have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:</p> <ul style="list-style-type: none">• complete routine activities• provide and transmit solutions to predictable and sometimes unpredictable problems

OPEN THE DOOR TO YOUR FUTURE
and
Empower Your Potential

Unlock the secrets to a brighter future and build your own success story

How to strengthen skills or abilities

When you decide to develop some skill or ability, especially one that may be new and relatively unfamiliar or uncomfortable, you may benefit from some or all of the five ways top athletes and business people alike strengthen their skills:

- Visualisation
- Affirmation
- Education
- Association
- Action

Visualisation means forming and holding pictures in your mind. Although it was a radical idea at one time, today it is common knowledge in the sports world that 'mental practice' has almost as much positive impact as physical practice and, in mental practice, athletes practise perfectly. Basketball players, for example, have proven they can improve their success at shooting baskets from the foul line just by sitting in a quiet room for an hour, 'imagining' themselves standing on the foul line and shooting one perfect basket after another. The imagination is a powerful thing.

Ironically, as a kid, you may have been accused of being a 'day-dreamer' yet the truth is that

'day-dreaming' has a place and serves a constructive purpose.



Let's say that you feel weak in communication skills and dread going to a job interview. You might build a 'mental movie' of you going on a job interview, getting along very well with the interviewer, being calm and relaxed, answering the questions brilliantly and getting hired instantly. Dr Maxwell Maltz, an early pioneer in self-image psychology, called this using 'The theatre in your mind'. To make this 'mental movie' realistic, you would consult a couple of books on interviewing skills, to learn techniques,

and you would make up or get a list of questions most interviewers would ask, and use those questions in your 'mental movie'. Once built and run, your 'mental movie' is stored in memory and can be recalled at will. Visualisation, then, is simply the re-running of this 'mental movie' over and over and over again.

Another term for all this is 'synthetic experience'. Synthetic means imitation or substitute. For example, cotton is 'real' fabric, a polyester-cotton blend is called a 'synthetic' fabric because it perfectly imitates the real thing. Now here's a very interesting thing about how your human mind works. The very powerful sub-conscious mind cannot tell the difference between synthetic and real experience. For example, your blood pressure might go up and you might get a severe headache from worrying about taking a big test, just as your blood pressure would go up and you would get a headache whenever you actually had to take the test. That's because the subconscious mind can't tell the difference between the synthetic experience worry or the real one taking the test, so it tells the body to react the same way both times. Once you understand all that, you can make it work to your benefit.

Go back to the job interview. If you've had that interview as a synthetic experience enough times, over and over, and remained perfectly calm, relaxed, confident and had success each time, when the real thing starts – the actual job interview – your subconscious mind says to itself: 'Hey, I remember this, been here, done this. I know exactly what I'm supposed to do and how this guy's body is supposed to react'. Then the subconscious mind sends out its directives to the rest of you: 'Relax', it tells the nervous system. It triggers the memory for the best responses to the questions. It re-creates the already rehearsed event.

Take

A NEW DIRECTION NOW

with **Global Business**

Trainer.



GET STARTED ON YOUR PERSONAL CAREER GOALS

Are you hoping to change careers or achieve other goals? With a Global Business Trainer ONLINE course, you can make your dreams a reality. Shape your workload to match your lifestyle and by this time next year could you have a new career, started your own business or learned a whole new skill or trade. Online study can transform your life. Choose from over 19 online courses today.

- ① Empower your Potential and build your career portfolio
- ② Make the most of your work Life Balance
- ③ Take control of your Future

Next steps

We want to make your decision to study as easy as possible. Choose the option that best suits you below.

Have some more questions?

We're here to help. For more information about your study options contact one of our Course Career Advisors on

02 8324 1481

1300 132 628.

Have you found the right course?

Already know that this is the course for you? Email us here at Emanuella@GlobalBusinessTrainer.edu.au

Learn more about studying with Global Business Trainer by downloading the **Student Handbook**.

We look forward to welcoming you as a new student and opening your opportunities soon.

Best Regards,

Peter

Welcome and Engagement Office

Academy of Global Business Training

Connect with us

Australia's pioneer in ONLINE education and provider of

INNOVATIVE, NEXT-GENERATION OPEN LEARNING