

## ENROLMENT FORM

RTO \_\_\_\_\_ | International College of Queensland Australia | Complete all sections in full

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Document Reference</b> | LS 0402 — Domestic Enrolment Form |
| <b>Version</b>            | 1.0   April 2026                  |
| <b>Approved By</b>        | Prof. Dr Roy Prasad, CEO          |
| <b>Next Review</b>        | April 2027                        |

### Course Selection

|   |  |  |  |
|---|--|--|--|
| Course Selection  |  |  |  |
| <b>Course Applying For</b>  |  |  |  |
| <input type="checkbox"/> CHC33021 Certificate III in Individual Support |  | <input type="checkbox"/> BSB80320 Graduate Diploma of Strategic Leadership |  |
| <b>Preferred Intake / Start Date</b>                                    |  | <b>Study Mode (circle):<br/>Full-Time / Part-Time</b>                      |  |

### Learner Personal Details

|                                   |   |   |  |
|-----------------------------------|---|---|--|
| Learner Personal Details          |   |   |  |
| <b>Title (Mr / Ms / Mx / Dr)</b>  |   | <b>Preferred Name</b>                     |  |
| <b>Given Name(s)</b>              |   | <b>Surname</b>                            |  |
| <b>Date of Birth (DD/MM/YYYY)</b> |   | <b>Gender (as per ID)</b>                 |  |
| <b>Country of Birth</b>           |   | <b>Indigenous Status (see note below)</b> |  |
| <b>Indigenous Status Note</b>     | 1 — Aboriginal only    2 — Torres Strait Islander only    3 — Both    4 — Neither    @ — Not stated |   |  |

## Contact Details

| Contact Details     |  |               |  |
|---------------------|--|---------------|--|
| Residential Address |  |               |  |
| Suburb              |  | State         |  |
| Postcode            |  | Country       |  |
| Mobile Phone        |  | Home Phone    |  |
| Email Address       |  | Confirm Email |  |

## Emergency Contact

| Emergency Contact |  |              |  |
|-------------------|--|--------------|--|
| Full Name         |  | Relationship |  |
| Phone Number      |  | Email        |  |

## Education and Employment

| Education and Employment                      |  |
|---|--|
| Highest Completed School Level                | <i>(circle one)</i> Year 8 or below / Year 9 / Year 10 / Year 11 / Year 12 or equivalent   |
| Still enrolled in secondary education?        | Yes / No   |
| Current Employment Status                     | <i>Full-time employee / Part-time employee / Self-employed / Employer / Unemployed – seeking / Unemployed – not seeking / Not in paid work</i>                           |
| Main Reason for Undertaking This Course       | <i>To get a job / To develop my existing business / To start a new business / For career development / For personal interest / To try for a different career / Other</i> |
| Prior Education (highest level)               | <i>Bachelor degree or higher / Advanced diploma / Diploma / Certificate IV or III / Certificate II or I / Certificates other / None</i>                                  |
| Main Language Spoken at Home                  | <i>English / Other (specify): _____</i>  |
| Disability / Impairment / Long-Term Condition | <i>Yes — please complete the Disability Support form / No</i>  |

**Unique Student Identifier (USI)**

| Unique Student Identifier (USI)  |  |                                      |  |
|--|--|--------------------------------------|--|
| USI  |  | USI Exemption Reason (if applicable) |  |
| <p><i>If you do not have a USI, visit <a href="http://www.usi.gov.au">www.usi.gov.au</a> to create one before your course commences. ICQA cannot issue your certificate or statement of attainment without a verified USI. By providing your USI you authorise ICQA to verify it with the Student Identifiers Registrar.</i></p> |  |                                      |  |

**Previous Qualifications / Credit Transfer Request**

| Previous Qualifications / Credit Transfer Request              |             |  |                |
|--|-------------|--|----------------|
| Qualification Name   | Institution | Country                                  | Year Completed |
|  |             |  |                |
|  |             |  |                |
|  |             |  |                |
| <p><b>Do you wish to apply for Credit Transfer or RPL?</b></p> |             | <p><i>Yes — attach evidence / No</i></p> |                |

**Fees and Billing**

| Fees and Billing   |  |
|--|--|
| <b>Invoice To</b>  | <i>Learner / Employer / Other:</i> _____ |
| <p>I acknowledge that I have received and understood ICQA's Learner Fees and Refunds Policy (LS 0099a), including the fee schedule, payment terms, and refund conditions applicable to my enrolment.</p> |  |

**Elective Unit Choices**

The units of competency for each ICQA qualification — including the elective units — are fixed by ICQA and delivered as a set program. Learners do not select their own electives. You can review the full list of units for your qualification on the ICQA website:

- [Course information – all courses \(ICQA website\)](#)
- [BSB80320 – Course Information and Brochure](#)
- [CHC33021 – Course Information and Brochure](#)

**Documents Provided at Enrolment**

Before you complete and sign this form, ICQA provides you with the documents listed below. They are also available on the ICQA website and through your eSkilled learner portal.

By signing the declaration below, you confirm you have been given access to, and have had the opportunity to read, each document.

| Document provided to the learner                                | X                        |
|---|--------------------------|
| <a href="#">Course information – all courses (ICQA website)</a> | <input type="checkbox"/> |
| <a href="#">BSB80320 Course Information and Brochure</a>        | <input type="checkbox"/> |
| <a href="#">CHC33021 Course Information and Brochure</a>        | <input type="checkbox"/> |
| <a href="#">LR 0220 – ICQA Learner Handbook</a>                 | <input type="checkbox"/> |
| <a href="#">LR 0356 – Learner Support Information Sheet</a>     | <input type="checkbox"/> |
| <a href="#">LS 0018 – Support Services Policy</a>               | <input type="checkbox"/> |
| <a href="#">LS 0099a – Learner Fees and Refunds Policy</a>      | <input type="checkbox"/> |
| <a href="#">LS 0339a – Privacy Policy (Learner)</a>             | <input type="checkbox"/> |
| <a href="#">LS 0425 – Consumer Protection Information</a>       | <input type="checkbox"/> |
| <a href="#">LS 0461 – Reasonable Adjustment Policy</a>          | <input type="checkbox"/> |
| <a href="#">LS 0503 – Recognition of Prior Learning</a>         | <input type="checkbox"/> |
| <a href="#">LS 0504a – Use of AI</a>                            | <input type="checkbox"/> |

I confirm I have received, or been given access to, each of the documents listed above.

**Declaration**

By signing this form, I declare that:

- The information I have provided on this form is true and correct to the best of my knowledge.
- I have read and understood the ICQA Learner Handbook (LR 0220) and agree to abide by ICQA’s learner conduct requirements.
- I have read and understood the Course Brochure or Course Outline and understand the fees, payment terms, and ICQA’s cancellation and refund policy.
- I understand the course entry requirements and confirm I meet them.

- I understand that this agreement and the availability of ICQA's complaints and appeals process does not remove my right to take action under Australia's consumer protection laws.
- I consent to the collection, use and disclosure of my personal information in accordance with ICQA's Privacy Policy (LS 0339a) and the Privacy Notice contained in this form.
- I understand that ICQA is required to report my training activity data to NCVET and ASQA, and may share my information with Government bodies as required by law.
- I understand that if my course is being paid for by my employer or job network provider, information about my progress, outcomes, and certificate may be shared with them.

|                                     |  |
|-------------------------------------|--|
| <b>Learner Signature</b><br>X _____ | <b>Date (DD/MM/YYYY)</b><br>____ / ____ / ____ |
|-------------------------------------|--|

|   |
|---|
| <b>For Office Use Only</b><br>Learner ID: _____ Enrolment Date: _____ Entered by: _____ USI<br>Verified: Yes / No LLN Completed: Yes / No Date: _____ |
|---|

## Privacy Notice

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International College of Queensland Australia (ICQA) collects your personal information for the purpose of processing and managing your enrolment as a Registered Training Organisation (RTO \_\_\_\_\_). By completing this form you consent to ICQA collecting and using your information for these purposes.

ICQA is required by law to report your training activity to the National Centre for Vocational Education Research (NCVER) under the NVETR Act 2011 and the Data Provision Requirements Instrument 2020. Your information may also be disclosed to ASQA, State and Territory training authorities, and the Australian Government Department of Education.

ICQA will retain records of your enrolment and training outcomes for 30 years in accordance with legislative requirements. You have the right to access and correct information ICQA holds about you. Contact us at [info@icqa.qld.edu.au](mailto:info@icqa.qld.edu.au) or complete a Learner Information Release Form to request access. Complaints about privacy handling may be directed to the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au).