

## 1 COURSE INFORMATION

- Current course you are enrolled in ▶
- BSB50420 - Diploma of Leadership & Management
  - BSB50820 - Diploma of Project Management
  - BSB60420 - Advanced Diploma of Leadership & Management
  - BSB80120 - Graduate Diploma of Management

## 2 PERSONAL DETAILS

- Title ▶  Mr.  Mrs.  Miss  Dr.  Other
- Family Name ▶
- Given Name(s) ▶
- Gender ▶  Male  Female  Other  Don't want to disclose
- Date of Birth ▶

## 3 CONTACT DETAILS

- Residential Add. ▶
- State ▶  Post Code ▶
- Postal Address  
(if different from above) ▶
- State ▶  Post Code ▶
- Telephone ▶  Mobile ▶
- Email ▶
- Alternative Email  
(Optional) ▶

## 4 HOME COUNTRY ADDRESS

- Address ▶
- Telephone ▶

## 5 EMERGENCY CONTACT DETAILS

- Name ▶
- Address ▶
- Telephone ▶  Relationship ▶

**6**  
**RESIDENCY & VISA**  
**INFORMATION**

Nationality ▶	<input type="text"/>	Passport No. ▶	<input type="text"/>
Issue Date ▶	<input type="text"/>	Expiry Date ▶	<input type="text"/>
Visa type ▶	<input type="text"/>	Sub Class ▶	<input type="text"/>
Expiry Date ▶	<input type="text"/>	Study Rights ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applied for Australian Permanent Residency ▶</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No

**7**  
**DISABILITY**

**Condition ▶** Do you consider yourself to have a disability, impairment or long-term condition? ▶  No     Yes, please indicate the areas of condition:

*If you answered 'Yes', you can contact SC for further support services available*

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Learning	<input type="checkbox"/> Other ▶

**8**  
**USI**

**Unique Student Identifier ▶**

You can visit <https://www.usi.gov.au/> to get your USI.

**Declaration**

I declare that the information provided is true and correct. I am also aware that should any of my contact details change I am to advise Sapience College (SC) within seven (7) days.

**Student's Name**

**Student's Signature**       **Date**

**Sapience College**  
**A:** Suite 109, Level 1, 425 Docklands Dr, Docklands VIC 3008, Australia  
**P:** +61 477 471 631  
**E:** [admissions@sapiencecollege.edu.au](mailto:admissions@sapiencecollege.edu.au)  
**W:** <https://sapiencecollege.edu.au>

## 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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

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

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

For more information about how 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 your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 Sapience College (SC) 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

Please refer to SC's Privacy Policy available at website. You may contact SC to get the copy of Privacy Policy as well.

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