

APPLICATION FOR ADMISSION

INTERNATIONAL APPLICANTS ONLY

Royal Building Academy Pty Ltd t/a Royal Building Academy [referred to as "RBA"]

Important: This form is an application for admission only. Submission of this application does not guarantee admission or create a binding enrolment agreement. If your application is successful, Royal Building Academy (RBA) will issue a separate Letter of Offer / Written Agreement setting out the course, tuition fees, non-tuition fees, payment terms, refund terms, and conditions of enrolment. Enrolment will only be finalised after the student has accepted the written agreement and met all admission requirements.

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged AUD \$500.00 (non-refundable*conditions apply) Application Fee. This fee is payable only after the student has been issued the relevant offer/written agreement and has chosen to proceed in accordance with RBA's enrolment process.

1. Personal Details (Please choose by placing an X in the boxes that apply to you)			
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Indeterminate <input type="checkbox"/> Intersex <input type="checkbox"/> Unspecified <input type="checkbox"/> Other
Date of Birth: [Day/month/year]		Country of Birth:	
Surname:		Given Names:	
<p>* Please write the name that you used when applying for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want the Royal Building Academy (RBA) to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document that you choose to use for this purpose. See the section on the USI at the end of this form for a detailed explanation.</p>			

2. English Language Proficiency			
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - please specify	Was English the language of instruction in your secondary/tertiary studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	Have you taken the English language test in the last two (2) years e.g., IELTS, PTE, TOEFL or equivalent (if yes please indicate name of test and score)?	Test Name: Score Achieved: Date:
		Please Note: TOEFL internet-based test only accepted if test is taken on or before 25 July 2023 Tests that were completed between 26 July 2023 and 4 May 2024, will not be accepted for Australian visa and migration purposes. During this period, the TOEFL iBT test being offered was not an approved test.	



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Mobile no:		Email:	
Postal Address in Australia (if different from Residential)			
Address:			
Suburb:		State:	Post Code:
Preferred Method	<input type="checkbox"/> Email <input type="checkbox"/> Phone		

4. Emergency Contact Details			
Name of the Person		Relationship to you:	
Address			
Mobile/Phone No.		Email ID:	

5. Passport Details:			
Passport no:		Passport Expiry Date:	
Country and place of passport issue:			
A true copy of your original documents must be provided as part of your application.			

6. Visa Details			
<input type="checkbox"/> Yes, (if yes, complete the following section) <input type="checkbox"/> No (Please specify current visa)			
Visa Type:		VISA Subclass:	
VISA Number:		VISA Expiry date:	

7. Education Agent			
Did you choose any Education Agent? If yes, please fill in the details of the agent referred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the Education Agent/ Agency:	

8. Overseas Student Health Cover			
OSHC Arranged	<input type="checkbox"/> Yes (Fill up Part A) <input type="checkbox"/> No (refer to Part B)		
Part A-Insurer Details			
Name of the Insurer:		Member Number:	Date of expiry:

**Part B**

1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.
2. Please refer to the link provided for information on the length of your OSHC – <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/length-of-stay>

Note: RBA does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, RBA can assist students in arranging their own OSHC. Please contact RBA for assistance in arranging OSHC.

9. Student Support Needs (Equity, Cultural, Wellbeing & Adjustments) (Please choose by placing an X in the boxes that apply to you)

RBA is committed to supporting all students to succeed. To help us provide the right support, please let us know if you have any of the following needs. This information remains confidential and is only used to ensure appropriate adjustments are made. This helps us assess any reasonable adjustments or support needed under the Standards for RTOs 2025 and RBA's Student Support, Welfare and Wellbeing Policy.

a) Disability, Impairment, or Long-Term Condition-Term Condition

Do you consider yourself to have a disability, impairment, or long-term condition? Yes No

If you indicate 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:

- | | |
|--|--|
| <input type="checkbox"/> Hearing/Deafness. | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Medical illness |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Other | |

b) Religious or Cultural Requirements

Do you have any religious or cultural requirements (for example, prayer breaks, fasting, or access to a prayer room) that RBA should be aware of in order to provide appropriate support?

Yes No (If Yes, please provide details (e.g., preferred prayer times, fasting requirements, or other needs))

Note: Sharing this information helps RBA support your needs respectfully and ensure appropriate adjustments are made.

10. Wellbeing and Support Needs (Including Additional Support)

At Royal Building Academy (RBA), we are committed to creating a safe, inclusive, and culturally respectful learning environment where all students can thrive. We recognise that wellbeing including mental, physical, emotional, cultural, social, and digital needs is essential to student success.

RBA recognises the importance of mental health and overall wellbeing in achieving academic and personal goals. If you're experiencing personal challenges, you may be eligible for a Wellbeing Support Plan that includes tailored strategies and referral options, such as academic flexibility, counselling services, culturally appropriate support, or disability adjustments.



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We also provide dedicated support to Aboriginal and Torres Strait Islander students through culturally safe practices, specialised resources, and our First Nations Liaison, acknowledging the unique strengths and heritage of Australia's First Peoples. To help us connect you with the right support, please indicate if you are experiencing any of the following:

Do you need assistance with any of the following? (Please tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Mental health concerns
(e.g. anxiety, stress, depression) | <input type="checkbox"/> Physical health issues or ongoing medical conditions |
| <input type="checkbox"/> Emotional or psychological wellbeing support | <input type="checkbox"/> Disability, neurodiversity, or learning difficulty |
| <input type="checkbox"/> Family, personal, or cultural challenges | <input type="checkbox"/> Time management or study-life balance |
| <input type="checkbox"/> Housing, financial, legal, or visa-related stress | <input type="checkbox"/> Digital access or capability needs
(e.g. using online platforms) |
| <input type="checkbox"/> Aboriginal or Torres Strait Islander support | <input type="checkbox"/> Other (please specify) |

Would you like to speak with RBA's Student Support Officer or access external counselling/referral services?

- Yes No

Note: If you select "Yes" to any of the wellbeing support areas above, a member of our Student Support Team will contact you to discuss personalised academic, wellbeing, or disability support options. This may include the development of a formal Support or Wellbeing Plan, with your consent in accordance with the Privacy Act 1988.

11. Course Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process, you will be required to fill up Pre-Training Review Section that needs to be submitted along with this Application for Admission form.

Please be advised that as part of the application process, you will be required to do a Pre-Training Review (Appendix 1).

Intake Applying for:

Please Tick	Course Code and Name	CRICOS Course Code	Total Course Duration
	CPC30620 Certificate III in Painting and Decorating	115077A	56 weeks (including holiday breaks)
	CPC31920 Certificate III in Joinery	120141M	56 weeks (including holiday breaks)
	CPC50220 Diploma of Building and Construction (Building)	120142K	56 weeks (including holiday breaks)
	BSB40120 Certificate IV in Business	115076B	34 weeks (including holiday breaks)
	BSB80120 Graduate Diploma of Management (Learning)	120143J	52 weeks (including holiday breaks)
	MSF30322 Certificate III in Cabinet Making and Timber Technology	115078M	56 weeks (including holiday breaks)
	RII60520 Advanced Diploma of Civil Construction Design	115075C	94 weeks (including holiday breaks)

Application Fees - \$500 (Non-refundable) *

*Conditions apply. Please refer to the Fee Payment and Refund Policy available on website for more details
www.rba.vic.edu.au.

**Delivery Mode:**

- **For all the courses mentioned above:** Face-to-face theory learning in a classroom with access to a simulated environment.
- **For CPC Qualifications:** Face-to-face theory learning in a classroom and practical training at RBA's Practical training workshop

Delivery Location:

- **Classroom:** 218 Station Street, Norlane, Victoria 3214
- **Practical Training:** RBA's Practical training workshop

Students undertaking CPC30620, CPC31920, CPC50220 and MSF30322 qualifications must ensure that they have safety shoes/boots, workshop uniform (workshop overalls) and other PPE's including protective glasses required for practical sessions at the workshop.

For all CPC Qualifications: Learners will be required to purchase a PPE kit for the delivery of practical training. It can be purchased from the Academy for \$400 or from suppliers outside. PPE kit will include safety shoes (Steel toe), protective glasses, a safety vest (Neon/Glowing), protective gloves, earmuffs and a working uniform mask and a hard hat.

If learners are buying a PPE kit from suppliers outside, it must be ensured that the PPE kit meets WHS requirements. Learners can contact RBA at 1300 379 959 for any further information.

Details of course information including materials and equipment required can also be found on RBA's website www.rba.vic.edu.au or can be made available at the reception.

Please Note: Students are required to attend a minimum of 20 scheduled course contact hours per week

12. Previous highest qualification achieved (PLEASE DO NOT LEAVE IT BLANK, IT'S MANDATORY)

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualifications? If yes, tick any of the below boxes:

- | | |
|--|---|
| <input type="checkbox"/> Bachelor's Degree or higher | <input type="checkbox"/> Advanced Diploma or Associate-Degree |
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Certificate III | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Year 12 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 9 or equivalent | <input type="checkbox"/> Year 8 or below |
| <input type="checkbox"/> Never attended school | |

Other education (including certificates or overseas qualifications not listed above) if others, please specify:

13. Qualification details:

Name of the Institute:

Year Awarded:

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

YES NO

Attach Documentation including copies of all academic records. Academic records not in English must also be accompanied by a translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae, etc.)

14. Employment

Which of the following best describes your current employment status?



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<input type="checkbox"/> Full time employee	<input type="checkbox"/> Self-employed - not employing others
<input type="checkbox"/> Part time employee	<input type="checkbox"/> Not employed -not seeking employment
<input type="checkbox"/> Unemployed-seeking full-time work	<input type="checkbox"/> Employed - unpaid worker in a family business
<input type="checkbox"/> Unemployed-seeking part time work	<input type="checkbox"/> Self-employed – employing others

15. Accommodation Requirements

Do you require assistance in finding accommodation options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please specify below.

What type of accommodation arrangements would you like?	<input type="checkbox"/> Shared	<input type="checkbox"/> Private
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Please note that RBA's Student support officer can assist students in finding accommodation by conducting an online search, suggesting accommodation sites, real estate agents in a particular area, however, RBA doesn't provide accommodation to its students

Do you require assistance for Airport pickup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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RBA provides airport pick up. Students are required to fill the Airport Pick up form available on RBA's website or students can email their request for Airport pick up at info@rba.vic.edu.au Students are requested to contact RBA at 1300379959 for any other information. Airport pick up fees: AU\$300 from airport to RBA Head Office.

Kindly contact us in advance (preferably 5 working days) to avoid any inconvenience. There is a help desk available at the airport for international students to assist students in finding suitable airport pick up services e.g. UBER, Sky Bus and taxi services.

Any other additional information:

16. Payment Details

Payment by Credit Card (Please fill in the credit authorisation form)

Note: 3% surcharge is charged on every transaction for the payment made by credit card

Bank Cheque made payable to Royal Building Academy (RBA)

Bank Transfer to be made to the following bank account:

Account Name:	Royal Building Academy Pty Ltd.		
Account Number:	14657045	BSB Account No:	063010
Swift Code:	CTBAAU2S		
Bank Name:	Commonwealth Bank of Australia		
Bank Address:	385 Bourke Street, Melbourne, VIC 3000		



NOTE: Royal Building Academy (RBA) is required to report students to the Department of Home Affairs based on unsatisfactory course progress for two consecutive study periods. Students must maintain competency in 50% or more units for satisfactory course progress in each study period and attend their classes regularly as the attendance and course progress will be monitored regularly. Detailed information on Attendance and Course progress can be found in the Attendance and Course Monitoring Policy and Procedure available on RBA’s website www.rba.vic.edu.au or student handbook.

All prospective students are required to familiarise themselves with the Enrolment policy and procedures of RBA (available inside the Enrolment Kit) and read the student handbook for detailed information about the campus, facilities, equipment, learning resources, fee payable and fee payment, grounds on which enrolment may be deferred, suspended, or cancelled, course progress and attendance requirements, feedback, complaints and appeals, RBA policies and procedures etc. This will be available on RBA’s website: www.rba.vic.edu.au or can be made available at reception.

18. Application Checklist

- | | |
|---|---|
| <input type="checkbox"/> Completed all sections of this application | <input type="checkbox"/> Attached copies of your English proficiency |
| <input type="checkbox"/> Attached relevant employment documentation | <input type="checkbox"/> Attached any other relevant documentation |
| <input type="checkbox"/> Attached copies of your passport | <input type="checkbox"/> Read all the important information provided along with this Application for Admission form in Appendix 2 |
| <input type="checkbox"/> Attached copies of your qualifications | <input type="checkbox"/> Read and signed the declaration |
| <input type="checkbox"/> Filled up PTR questions attached along with the application for Appendix 1 | |

STUDENT DECLARATION AND CONSENT

- I declare that the information provided on this form and supporting documentation is true and correct.
- I have read and understood the information in the student handbook, student prospectus, including Entry requirements and enrolment conditions, LLND assessment requirements (where applicable) Privacy Policy, Fee Payment and Refund Policy, Attendance and Course Monitoring Policy and Procedure, Feedback, Complaints and Appeals Policy of RBA provided to me along with this Application for Admission form.
- I understand that the outcome of the LLND test (if applicable to my course) may affect my admission, and I may be offered a support plan or an alternative course pathway where necessary
- I consent to RBA conducting LLND assessments as part of determining my suitability for the course and providing learning or digital support if required.
- I understand that if I have disclosed any disability, long-term condition, or wellbeing-related needs, RBA may contact me to discuss a Support Plan or Wellbeing Support Plan.
- I understand as per the National Code of Practice 2018 Standard 3.5 and the ESOS Act 2000, I must notify RBA within 7 days of any change to my contact details (address, phone number, email).
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Act 1988 and the RBA’s Privacy Notice.
- I have read and understand Royal Building Academy’s Enrolment policy and procedures (Available on RBA’s website www.rba.vic.edu.au inside the Enrolment Kit and student handbook)
- I understand that RBA will notify me as soon as practicable if there are any changes to the training product I am enrolled in or changes to RBA’s operations that may affect my studies. This includes changes relating to the transition of superseded, deleted, or expired training products
- I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
- I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at RBA.
- I have read and understood important information (Appendix 2) provided to me along with this Application for Admission form.
- I understand that I am responsible for keeping a copy of written agreements as supplied by Royal Building Academy (RBA), and receipts of any payments of tuition fees or non-tuition fees.
- I understand my obligations as an overseas student under the ESOS Act 2000, ESOS Regulations 2019, and the National Code 2018.

Student Signature:.....

Date

APPENDIX 1

Pre-Training Review (PTR)

Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Royal Building Academy (RBA) can meet the student's individual need.

Before we make an offer, RBA is required to review the student's current competencies, student needs, English level, digital literacy support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.

**Refer to RBA's Student Support, Welfare and Wellbeing Policy for more information on the support services provided by the Academy.*

As part of this review you will be required to complete Language, Literacy, Numeracy and Digital (LLND) skills assessment. This assessment helps RBA determine whether you have the entry level skills required for your chosen course and if any additional support or reasonable adjustments are needed to assist you in achieving your learning goals.

If the LLND assessment identifies any areas where support is needed such as difficulties with reading, writing, numeracy, communication, or using digital tools RBA will offer tailored support options, which may include a Support Plan or referral to additional resources.

If you require assistance at any stage, please refer to RBA's Student Support, Welfare and Wellbeing Policy for a full outline of available services. You may also contact our Student Support Team in person at reception or via email apply@rba.vic.edu.au or support@rba.vic.edu.au

As part of the PTR, students are also encouraged to inform RBA of any religious or cultural needs such as prayer breaks or fasting requirements so appropriate support or adjustments (including access to our on-campus prayer room) can be arranged.

The pre-training review ensures that RBA:

- understands the student's reasons for undertaking the course
- ensures the suitability of the training for the students
- understands the student's current competencies and therefore provides opportunities for these to be assessed
- identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- Assess your proficiency in English language, oral communication, and LLND core skills
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- provides relevant support required for the student to succeed in the course.
- Identify and arrange any necessary academic, digital, language, or wellbeing support for you to succeed

Guidelines for PTR

1. Students are required to fill up this PTR form and submit it with this Application for Admission Form.
2. Students are required to read all the details of their course, policies, and procedures of the Academy before filling up the answers and complete all the answers of this PTR form in a true and correct manner.
3. Enrolment officer or representative will conduct PTR Interview via Telephonic Conversation or via Face to Face.
 - **PTR Interview conducted via Telephone** (for onshore and off-shore students)-If PTR Interview is conducted via telephone, Enrolment officer or representative will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained as an evidence of student declaration in lieu of the student's physical signature e.g, through E-mail, call notes, etc. Response to the discussion will be recorded by the Enrolment officer.
 - **PTR Interview conducted Face to Face** (for onshore students) - During face-to-face PTR interview, Enrolment officer or representative will verify with the student if all the answers have been completed by the student.
 - Discussion notes will be maintained and recorded by Enrolment Officer.
4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer or representative will verify the answers provided by the student and check:
 - if the student is aware of the policies, procedures, and other information necessary for the students.
 - if the student has received true and accurate information and if they are suitable to undertake the course/s.



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5. Enrolment officer or representative will ensure that PTR form received along with the Application for Admission form is completed by the student intending to apply for the course.
6. If students have not received sufficient information i.e., are not aware of the policies, procedures, and other information necessary for students to make enrolment decision to study at RBA, Enrolment officer or representative will provide necessary information to the student required to make enrolment decision.

For example: If students have answered “No” or have not answered the questions in the PTR form, Enrolment officer or representative will provide students with true and accurate information so that students can make an informed decision about their enrolment in the course undertaken at the Academy.

7. While conducting PTR, Enrolment officer or representative will take information from the Application for Admission form and Pre training review form to identify any support and needs required by the student which includes disability support, RPL/CT, English language support, etc.
8. At the final stage of the PTR, the Enrolment officer or representative will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Please Note: Enrolment officer or representative will take a holistic approach while assessing student’s answers during Pre-Training Review by ensuring that all the answers provided by students align with their educational and future goals, and to recommend appropriate learning or other support.

If student’s answer does not align with the student’s educational or future goals, a thorough discussion with the student will be conducted and support or guidance will be offered if required.

Student will not be given admission if student’s stated reasons for undertaking course does not align with his/her future and/or previous experience in that particular area (if any).

Language, Literacy, Numeracy and Digital Skills (LLND) Assessment

Students undertaking courses at RBA must possess sound language, literacy, numeracy, and digital skills, as these are essential for successfully completing course-related tasks, assessments, communication, and the use of digital learning platforms.

- **Language skills** are necessary for understanding instructions and engaging in verbal communication.
- **Literacy skills** are required for reading course materials, writing assessments, and interpreting information.
- **Numeracy skills** are important for performing calculations, measuring, and managing tasks involving numbers.
- **Digital skills** are essential for navigating online systems, participating in e-learning activities etc.
- To determine each student’s support needs and assess the suitability of the chosen training product, all prospective students are required to undertake a Language, Literacy, Numeracy and Digital (LLND) skills review prior to enrolment.
- The LLND test will be conducted using an ACSF-mapped online assessment tool LLN Robot.

Based on the outcome of the review, students may be identified as requiring internal or external support services, and individual advice will be provided regarding the suitability of the chosen course.

All students are required to undertake this LLND assessment as part of the enrolment process.

Qualifications	Performance Level
CPC30620 Certificate III in Painting and Decorating	ACSF Level 3
CPC31920 Certificate III in Joinery	ACSF Level 3
CPC50220 Diploma of Building and Construction (Building)	ACSF Level 4
BSB40120 Certificate IV in Business	ACSF Level 3
BSB80120 Graduate Diploma of Management (Learning)	ACSF Level 4
MSF30322 Certificate III in Cabinet Making and Timber Technology	ACSF Level 3
RII60520 Advanced Diploma of Civil Construction	ACSF Level 5



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Students are required to achieve the expected level of performance level as per the required level. Where a student does not achieve the required LLND scores for the qualification into which they are seeking enrolment, LLND support* will be provided to the student, providing the student achieves the required performance level in at least three of the core skill elements and only fails to achieve the required score in the other 2 areas by 1 level.

However, if a student fails to demonstrate performance level in more than two core skills or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application. A student failing to demonstrate this LLND level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

*LLND support-If students do not meet the recommended English and/or LLND requirements, students will be referred for additional support which will be provided by the Academy with ACSF Support Plan or students may also be asked to take further Language, literacy numeracy and digital, such as ELICOS programs at other Academy's to ensure that students are provided with support and proper guidance. RBA does not offer ELICOS programs.

ACSF support plan is a plan developed for students who are facing difficulties in meeting LLND requirement. This plan is implemented for students to achieve expected learning outcomes. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty and if a student's performance level is less than the required level. Support plans will be developed on an individual case-by-case basis. Refer to student handbook for more information.

Computer Literacy Requirements

Students enrolling into RBA courses must have basic computer skills. Students will be required to fill in the questions related to computer and internet skills in the Pre-Training Review Section attached along with the Application for Admission Form.

Students who do not possess basic computing skills will be provided with basic computer use support. Students may contact RBA for any further information or assistance on 1300379959.

Application Rejection

Student's Application will be rejected if:

- Student does not have the appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake this course successfully.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview
- Enrolment officer or representative will inform the student before cancelling and discuss reasons for cancellation.
- Students are requested to fill in all the questions provided in the form below. If any doubt arises, please contact RBA administration on 1300379959

Do you have access to enough information to make an informed decision about your enrolment in this course at RBA? Let us know if you have questions or need more information	YES (Please tick the relevant box)	NO (Please tick the relevant box)
Entry requirements for your proposed course for all the qualifications.		
Material and Equipment Required (for all qualifications) and physical abilities requirement, manual handling for CPC and MSF qualifications		
Content of your proposed course		
Duration of your proposed course including holidays		
Location at which the classes or practical learning will be conducted		



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Do you have access to enough information to make an informed decision about your enrolment in this course at RBA? Let us know if you have questions or need more information	YES (Please tick the relevant box)	NO (Please tick the relevant box)
Whether or not your course includes a work placement		
Delivery Method (i.e. classroom based face-to-face/practical training)		
How assessment will be conducted during your course		
The requirement for you to undertake an assessment of your Language, Literacy, Numeracy and Digital (LLND) skills prior to the commencement to determine any support needs you may have during your study.		
Did you get information about indicative course- related fees incurred throughout the course, applicable fund withdrawal policies (Fee Payment & Refund Policy), Attendance and Course Monitoring Policy and Procedure, satisfactory academic performance, assessment information and methods?		
<p>Attendance And Course Monitoring Policy and Procedure</p> <p>*Course progress: Students must maintain satisfactory course progress requirements i.e., to be successful in completing or demonstrating competency in at least 50% of the units in each study period of the studies.</p> <p>*Attendance requirements: Students must maintain satisfactory attendance i.e., maintain a minimum of 80% of the attendance</p>		
Did you get information about the grounds upon which your enrolment or course may be deferred, suspended, or cancelled?		
Are you aware about the Academy's policies and procedures including RPL, internal and external complaints procedures, appeals processes?		
Are you aware that the availability of complaints and appeals processes or any such agreement does not remove your rights to act under the Australia's consumer protection laws?		
Are you aware about your obligations regarding study hours commitment and course progress requirements to successfully complete your chosen course & the conditions under which you might be reported to the Department of Home Affairs (DHA)?		
<p>Have you been advised that, as part of the view or audit of your training, you may:</p> <p>a) Receive a survey from the National Centre for Vocational Education Research (NCVER) and/or an invitation to take part in a project endorsed by a funding body.</p> <p>b) Be contacted by someone authorized by the funding body and/or the Regulator to talk to you about your training</p>		
Would you like further information on any of the items listed above?		
Are you willing to commit to undertake a minimum of 20 hours of study and work-related assessments as this qualification requires a minimum of 20 hours of study per week?		
<p>The Enrolment officer or representative will contact students if students feel that they have not been provided with enough information or if students are not aware of it.</p> <p>If you are facing any problems, please give us a call at 1300379959 or send an email to royalbuildingacademy@outlook.com *or info@rba.vic.edu.au</p>		



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For students undertaking BSB80120 Graduate Diploma of Management (Learning) qualification.

7. What field or industry would you like to work in after completing this course? How do you believe this qualification will help you achieve that goal?

8. This course covers areas such as leading strategic transformation, implementing learning strategies, developing partnerships, managing finances and critical thinking. Which of these areas are most relevant to your current or future role, and what skills would you like to strengthen through this qualification?

9. Have you reviewed the course structure, including units offered in the course offered by RBA? What skills and knowledge you will develop after completing these units. Can you name at least two units or skills associated with this qualification.

The Questions below are only relevant to CPC Qualifications:

10. Are you aware that you will be required to handle various construction materials, tools, and equipment as part of your training and practical activities?

11. Have you ever had difficulty handling construction tools, materials, or equipment safely and correctly?

12. Are you aware that construction work often involves physical labour, including lifting, carrying, bending, and working in different weather conditions?



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13. Are you aware that construction activities require strict adherence to Occupational Health & Safety (OHS) practices?

Questions below are relevant to all courses delivered at RBA

14. Mode of Study/Learning Style: Thinking about how you'll best learn, which method will suit you the best?

Classroom based face-to-face Workplace experience Practical learning
 Mixed mode of online learning and face-to-face Other, please specify _____

15. Do you feel confident using digital tools and have a regular access to computer devices, the internet, M.S Office, Power Point, etc? If no, please specify what support you require?

Yes No _____

16. Do you require any kind of computer-related support? If yes, please specify below?

Yes No _____

17. Do you wish to apply for an RPL?

RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

Yes (please fill RPL Application Form available on RBA's website) No _____

18. Would you like to apply for CT?

(Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.

Yes (please fill CT Application Form available on RBA's website) No _____

STUDENT DECLARATION

- I certify that I have filled in this PTR Form by myself
- I have completed all the answers of this PTR Section in a true and correct manner and provided genuine answers to the best of my knowledge.
- I understand that personal information collected on this form will be managed in accordance with the Privacy Act 1988 and RBA's Privacy Policy

Student Signature: _____

Date: _____

APPENDIX 2

Important Information for Students

Please read the below given information carefully before signing the Application for Admission form. Students may contact the Academy for any further information or email us at info@rba.vic.edu.au. It is advisable to read Student's handbook for detailed information.

Diversity and Inclusion Statement

RBA is committed to creating a culturally safe, inclusive, and respectful learning environment. We honour and acknowledge the First Nations peoples of Australia the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we learn, teach, and live.

We value the diversity of our students and recognise the unique contributions of individuals from all backgrounds, including culturally and linguistically diverse (CALD) communities, people with disability, LGBTIQ+ individuals, and people of all faiths, genders, and socio-economic statuses.

We are dedicated to ensuring that every learner feels welcomed, supported, and empowered to succeed through inclusive practices and equitable access to education and support services.

Attendance and Course Monitoring Policy and Procedure

Royal Building Academy (RBA) has a Attendance and Course Monitoring Policy and Procedure which states that the students are required to maintain satisfactory course progress throughout the course. Students are also required to attend their classes and maintain 80% of attendance throughout the course.

Low attendance implies that students might not be able to complete their course on time and this will lead to students breaching their visa conditions. Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. Students will be reported based on unsatisfactory course progress for two consecutive study periods to the Department of Home Affairs (DHA).

Satisfactory course Progress: where a student can meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in each study period.

Under the Education Services for Overseas Students Act 2000 and the National Code 2018, RBA is required to report the students based on unsatisfactory course progress (failing to complete at least 50% of units for two consecutive study periods) to the Department of Home Affairs (DHA) via PRISMS. If you continue to fail the course progress requirements for two consecutive study periods, you will be reported to the Department of Home Affairs.

Note: Students will not be reported based on attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to DHA.

If an overseas student is not attending scheduled classes but is making satisfactory progress in their course, then the course duration set may not be suitable for that student— because this may mean that they already have the skills, knowledge, and experience to progress in their course without receiving structured training.

Academy will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

Transition of Training Products and Provider Changes

RBA is committed to transparency and compliance with the *Standards for RTOs 2025* and the *National Code 2018*. If any training product is superseded, deleted, or expired during your enrolment, or if operational changes occur that may affect your studies, RBA will notify you as soon as practicable.

Where applicable, you will be transitioned to an appropriate replacement course within the allowable transition timeframe as published on the National Register (www.training.gov.au), unless you complete your current course before the transition period ends. Please note that changes to training products or academical operations may also result in adjustments to the course duration, fee structure, or delivery mode.

Any such changes will be communicated clearly, and your rights under the ESOS Act 2000 and related policies will be upheld

Fee Payment

- a. The initial tuition fee, application fee, material fee (as applicable) as stated in the offer letter must be paid in advance before the commencement of the course for confirmation of enrolment at the Academy.
- b. Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).
- c. Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalment amounts with the due dates. All due dates on the tuition fees will be kept at standard 15th of every month.
- d. Student must pay full tuition fees for each term by the due date or as specified in the payment plan unless any other payment plan/arrangement is agreed with the Academy.
- e. Tuition fees will be payable to the Academy by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars as agreed by the Academy.
- f. Student must pay their fee directly to Royal Building Academy (RBA). Students should not pay the fee to the Education Agent and/ or third party in relation to the application for enrolment.
- g. RBA does not engage third-party providers for delivering services on its behalf

Reminder letter

In case the student's instalment falls on a particular month, a friendly email reminder along with the first warning letter will be issued to the student after 7 working days of the date when the student has missed the payment i.e., 7 working days after the "due date". Students may also be informed via phone call or post for initial reminder

After sending the first warning letter, if the student fails to make the payment again and does not communicate with the accounts/admin department, a second warning letter will be issued to the student after 7 Working days of sending the first warning letter. Students will be provided with 7 more working days to make the payment or to request for an extension. Students may call RBA on 1300379959 for any further enquiries.

- h. If a student fails to make the payment of the outstanding fees even after a final notice and/or email, "Intention to cancel Enrolment" letter will be sent to the student. Student's enrolment will be cancelled after 20 working days of final notice. The suspension of enrolment will cause following restrictions to apply:
 - Loss of access to the Academy library service, Learning Management System, classroom, computer system including internet and others
 - Loss of access to enrolment records, results, and academic certificates.
 - Inability to attend any classes where this may result in students having to repeat missed work and/or units

The student has the right to appeal against the decision from the date of letter. Refer to Feedback, Complaints and Appeal Policy for information available on RBA's website www.rba.vic.edu.au

- i. If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed
- j. If students choose not to appeal against the Academy's decision and makes no further payment or do not contact the Academy concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.
- k. If a student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with a late fee of \$50 per week.
- l. An additional fee for re-assessments will be applicable as below:

Students will be given a total of 3 attempts including 1 original plus 2 reassessments. Cost of reassessment will be as follows:

- 1st Original submission: Free of cost
- 2nd Reassessment fee: Free of cost
- 3rd Reassessment fee: \$500



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NOTE: Students are entitled to three (3) re-assessment attempts for each assessment task where they have been marked NYC on submission of their assessment. First two (2) attempts will be free of charge, and the 3rd attempt will incur a fee of \$500. If the student is unsuccessful after three (3) assessment attempts, they will be required to repeat the unit and **PAY THE REPEAT UNIT FEE**. To know more about fees and charges please refer to Assessment Policy and Procedures available at the reception.

- m. Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.
- n. Tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, the tuition fee for the transferred course will be applied.

Please Note: Fees are subject to change without prior notice. However, fees will not change after the signed agreement has been received for the duration of same course. Please contact the student administration for updated fees and charges.

- o. If the student's visa status changes (e.g., becomes a temporary or permanent resident), student will continue to pay full overseas student fees for the duration of the enrolled program
- p. RBA reserves the right to engage in any third party to recover any outstanding fees payable to the Academy. The cost incurred by the Academy for engaging a third party to recover such outstanding fees will be charged to the student.
- q. RBA applies the following procedures to ensure all students are treated fairly and with integrity when applying for refunds.
- r. All refund applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.
 - i. Refunds will be assessed in accordance with the written agreement and relevant legislation.
 - ii. Supporting documentation may be required depending on the nature of the refund request.
- s. All 'refunds' will be approved by the Administrative Officer and if the refund application is approved, a refund will be paid within the 4 weeks after receiving a written notification/claim from the student and relevant forms duly signed by the student.

Refund of Tuition fees

A student who wishes to apply for a refund of tuition fees in accordance with the Fee Payment and Refund Policy should do so by filling up a Refund Application form available at Academy's reception or on the RBA's website at <https://rba.vic.edu.au/> and submit it with other supporting documents on campus. The documents should be submitted to:

Administrative Officer
Royal Building Academy (RBA),
218 Station Street, Norlane, Victoria 3214.
Or email us at info@rba.vic.edu.au

All students' refunds are conditional; please refer to the course refund table below for details:

ROYAL BUILDING ACADEMY (RBA) COURSE FEE REFUND TABLE			
Refund circumstances	Refund of tuition fees paid	Refund of material fees	Application Fee
Withdrawal at least 12 full weeks or more prior to agreed start date.	100%	100%	No refund
Withdrawal between 6 to 11 full weeks prior to the agreed start date.	50%	100%	No refund
Withdrawal in 5 full weeks or less	No refund	No refund	No refund
Withdrawal after the course start date	No refund	No refund	No refund
Course withdrawn by the Academy	100%		



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Application rejected by the Academy	100%	100%	No Refund
The course is not provided fully to the student because the Academy has a sanction imposed by a government regulator.	Refund of the unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to the course commencement	Total amount of the pre-paid fees received by RBA for the course in respect of the student course less than the following amount. (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser		
Visa is refused after the commencement of the studies due to not meeting visa requirements.	The refund amount = weekly tuition fee x the number of weeks in the default period a. The weekly tuition fee = total tuition fee for the course/number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7	No Refund	No refund
RPL fee	No refund if the 'Statement of Attainment is provided	No refund	No refund
Withdrawal from the course without notification or breaching their visa conditions	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Students abandon the course	No refund	No refund	No refund
The Academy cancels enrolment due to serious student misconduct	No refund	No refund	No refund

No refunds will be granted where:

- an international student currently in Australia has their student visa cancelled by the Department of Home Affairs (DHA) for a breach of visa conditions.
- The refusal was a reason for one or more of the following acts or omissions by the student that directly or indirectly caused the student to default in relation to the course at the location:
 - i. The student's failure to start the course at the location on the agreed starting day.
 - ii. The students' withdrawal from the course at that location.
 - iii. The student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, to undertake the course at that location.
 - iv. If your enrolment falls within no refund timelines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.
For example: If a student enrolls in week 5 before the course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls in no refund time period of 5 weeks prior to the agreed start date of the course.
- Refund payments to students following visa refusals will be paid within a 4-week timeframe after receiving a written claim from the student.
- Students must provide the Academy with substantiated evidence of their student visa refusal.

Cooling Off Period

RBA will provide applicants with a 7-day cooling-off period. This means that if a student accepts the offer letter to study at RBA and pays RBA relevant course fees as per the signed agreement. If the student changes their mind (for any reason), a full refund of course fees paid to date will be provided. Students must notify RBA in writing within 7 days of the signed agreement date.

Student's Rights to Appeal

- a) Any student who is refused a refund by the Academy may appeal within 20 working days in writing to the student Administrative Officer and follow the complaints and appeal process of RBA.
- b) The Academy's appeal process does not restrict the student's right to pursue other legal avenues.

The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the students to act under the Australian Consumer Law if the Australian Consumer Law applies.

Timeline for Refund

It is to be noted that refunds will be made available to students differently based on the student's default and providers (RBA) default.

- i. **In case of Student default:** Refund will be paid within the period of 4 weeks after receiving written notification/claim from student and relevant forms duly signed by the student.
- ii. **In case of Provider's (RBA) default:** Refund will be paid within the period of 14 days after cessation of the course.

Please refer to detailed information on fee payment and refunds on the Fee Payment and Refund Policy available on RBA's website www.rba.vic.edu.au or student handbook.

Tuition Protection Services

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students can either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fee
- For more information, please visit <https://tps.gov.au/Home/NotLoggedIn>

Media Consent

From time to time, RBA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RBA or at places where the student is involved in an activity. These creations may be used in a classroom, or for activities or could be published by RBA in print, digital or broadcast media such as documents, the website, YouTube, social media platforms, newsletters, displays, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creations for the same purposes.

Please indicate your choice below:

- I consent to the use of my photos/videos/testimonials/interviews by RBA for the purposes described above.
- I do not consent to the use of my photos/videos/testimonials/interviews by RBA.

Note: You may withdraw your consent at any time by notifying RBA in writing. RBA will handle this information in accordance with the Privacy Act 1988 and RBA's Privacy Policy.

Feedback, Complaints and Appeals Policy

RBA has student's "Feedback, Complaints and Appeals Policy" to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing RBA's informal and formal complaint processes, a student dissatisfied with the outcome may lodge an internal appeal. If dissatisfied with the outcome, the student may lodge an appeal externally i.e., request mediation through the Commonwealth Ombudsman, which is free of cost. It is important that the student refers to a detailed feedback, complaints and appeals procedure in the student's handbook. Alternatively, it can be obtained from the Administration or viewed at the website <https://rba.vic.edu.au/>

IMPORTANT NOTE: Commonwealth Ombudsman is a free and independent service (phone 1300 362 072).

Examples of an external or independent body or person may include:

- Private conciliators or dispute resolution counsellors
- A complaints and appeals body established by a peak industry body.
- Representatives of Commonwealth and state or territory government departments including the Office of the Training Advocate; or
- Commonwealth and state or territory offices of the Ombudsman may be the appropriate body for a public provider.



The Commonwealth Ombudsman/ Overseas Student Ombudsman (OSO)

Commonwealth Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent, and impartial. You can find out more about this service on their website: <http://www.ombudsman.gov.au/>.

Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.

Royal Building Academy (RBA) will endeavour to take all the reasonable steps to protect personal information from misuse, loss or unauthorised access, modification, or disclosure.

Royal Building Academy (RBA) stores and uses personal information only for the purposes of administering student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment to meet the obligations of Academy under the ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during enrolment can be disclosed without your consent where authorized or required by law.

Under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, RBA 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 Application for Admission, USI and your training activity data) may be used or disclosed by RBA for statistical, administrative, regulatory and research purposes. RBA may disclose your personal information for these purposes to third parties, including

- Commonwealth and State or Territory government departments and authorised agencies.
- National Centre for Vocational Education Research (NCVER).
- Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
- populating authenticated VET transcript
- pre-populating RBA's student application/enrolment forms
- facilitating statistics and research relating to education, including surveys and data linkage
- 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. Please note that 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).

Information collected from students on this form may be shared with their authorised education agent if required. Therefore, it is student's responsibility to notify RBA if planning to change or have changed their authorised education agent within 5 working days.

Access, Correction, And Complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. Feedback, Complaints and Appeals Policy is available on RBA's website and can also be made available from the reception.

Emergency Medical Indemnity

I _____ also authorise RBA or their representative to obtain Medical Treatment in the event of an emergency and indemnify RBA of their representative emergency and indemnify RBA or their representative.



APPENDIX 3

Unique Student Identifier

If you wish for Royal Building Academy (RBA) to create a USI on your behalf, be aware of the following:

RBA will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*. This information can only be used for:

- Applying, verifying, and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts.

This information may be shared with:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- The purpose of administering and auditing VET, VET providers and VET programs.
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions.
- VET admissions Bodies for the purpose of administering VET and VET programs,
- Current and former Registered Training Organisations to enable them to deliver VET courses to individuals, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies.
- Academy/Schools for the purpose of delivering VET courses to the individual and reporting on these courses.
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation, and auditing of national VET statistics.
- Researchers for education and training related research purposes.
- Any other person or agency that may be authorised or required by law to access the information.
- Any entity contractually engaged by the Student Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and

Will not be disclosed without your consent unless authorised or required by or under law.

If you would like us (RBA) to apply for a USI on your behalf, you must authorise us to do so (refer to the USI section mentioned above in the application and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy/provider-privacy-obligations>)

You must also provide some additional information as noted below so that we can apply for a USI on your behalf. Students will be required to fill up USI Application form during induction prior to the course commencement.

OFFICE USE ONLY

Staff Member:		Signature:	
Student ID:		Date:	

Student Application Checklist

Particulars	Yes	No	Comments (if required)
Student Management System Updated			
New Student/Existing Student			
Any support need identified on Application for Admission form are discussed with the student and forwarded to relevant support officer to decide for support.			
Student Enrolment Activated			
ID number Issued			

Office Use: Pre-Training Review

Note to the Enrolment officer: Enrolment officer or representative must refer to Guidelines and Procedures of "Pre-Training Review-Assessor Version" while evaluating answers in this application form including PTR questions completed by students.

Qualification applying for:	
Student name:	
PTR call conducted via:	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone <input type="checkbox"/> Others, please specify
Summary of Discussion (Enrolment officer or representative or representative must provide summary of the discussion had with the student).	

Pre-Training Evaluation Checklist

Royal Building Academy (RBA) must use this pre-training review checklist to ensure that the student will be enrolled in a course suitable to their needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Section 1: General Information & Awareness (identity, course info, policies, fees, visa obligations, etc.)	
Identity has been verified.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Understands course information including entry requirements, units, and course duration, including holidays, mode of study, location, and assessment methods.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is aware of the course progress and attendance requirements including deferment suspension and cancellation of the course	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Student is fully aware of the fees including tuition and non-tuition fees. Student is also aware of refund policy and procedure.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student's answers have been discussed thoroughly with the student to ensure that the student is aware of the policies, procedures, and other information necessary to make enrolment decision to study at RBA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is eligible for RPL/CT (if yes, please initiate RPL/CT process)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is aware of the visa obligations including change of address and full-time study requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student has been provided with the information where answers provided for information received section is 'NO'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A copy of the Academy's indicative fee schedule has been supplied to the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A training plan has been established based on the information provided. If additional support is required (e.g., for LLND, disability, mental health, or digital access), this has also been identified and recorded appropriately.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Students have been provided with pre-enrolment information for which they are not aware of. (Conducted via face to face or over the phone)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Entry Requirements & Suitability (education, work experience, LLND skills, alignment with career/study goals)	
Has appropriate educational qualification/ work experience, level of skills and the ability to undertake this course successfully as defined in entry requirements of the course.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment in this course is aligned with the student's educational goals and work/career goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student meets the entry requirements specified for the course including English requirements, academic requirements, age, and can undertake this course successfully.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student has appropriate Language, Literacy, Numeracy and Digital skills as per applied course's entry level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A negative response (i.e., No) in "Section 2" questions must result in the rejection of the enrolment application and other options must be discussed with the student.	

Section 3: Student Support & Commitment (disability/cultural/religious needs, wellbeing support, delivery mode suitability, reasons for study, course commitment)	
Student has provided clear reasons for study and how this course supports career or further study goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student understands the delivery mode and confirms it suits their learning style.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student understands course commitment requirements (20 hours week, academic integrity, and course progress monitoring)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any disability, cultural, religious, or wellbeing support needs identified in the Application for Admission form have been reviewed and adjustments planned. Note: If "Yes," details of the adjustments must be recorded in the recommendations section below. If "No," this indicates that no support needs were identified by the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4: Language, Literacy, Numeracy and Digital Skills Test Outcome

LLND Assessment outcome	Action Taken
<input type="checkbox"/> Student achieved all required ACSF levels for the qualification.	<input type="checkbox"/> Offer Letter issued student has successfully met all LLND entry requirements. No Action Required
<input type="checkbox"/> Student met the required level in at least three core skill areas, with a shortfall of 1 level in one or two areas including digital literacy component.	<input type="checkbox"/> Conditional Offer Letter issued. ACSF Support Plan in place in consultation with a trainer to support the student during their course.
<input type="checkbox"/> Student did not meet the required level by more than 1 level in one or more core skills areas including digital literacy component.	<input type="checkbox"/> Student is currently not eligible to enrol in the selected qualification. Student support team will discuss available lower-level course options or refer to a suitable ELICOS provider for further LLND development. (ELICOS is not offered at RBA)
<p>Additional Notes: If any (Use this section to record any extra comments, support recommendations, or to note if the LLND assessment is not applicable.)</p>	

Section 5: Final Decision

Enrolment to Proceed: Yes No (If no, please specify why?)

If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Support Services/Academic Department.

Recommendations on the required support/adjustments (in conjunction with the Application for Admission form)

Enrolment Officer or Representative

Name: _____ Signature: _____ Date: _____