



Student - Personal Details Enrolment form



Through our collaboration with **Learning Coach RTO 45570**, you'll have the opportunity to gain these units through RPL (Recognition of Prior Learning) upon successful completion of this cluster.



Cluster 2 contains these 7 Units of Competency:



SITEEVT025 SITXCCS014 SITXFIN007 SITXCOM007 SITEEVT021 SITXCCS017 SIRXOSM002

1: Client/Learner Details



Unique Student Identifier (USI) *(if known)*

Visit www.usi.gov.au to apply for your USI. The USI is a reference number made up of ten numbers and letters.

Learner Unique Identifier (LUI) *(if known)*

For more information visit www.qcaa.qld.edu.au. The LUI is a 10-digit learner unique identifier or LUI.

First name

Middle name/s

Last name

The name recorded above should be as shown on the following documents - Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport); for international students (Certificate of Registration by Descent, Citizenship Certificate, ImmiCard).

Preferred name *(if different from above)*

Previous Last Names *(if any - e.g. maiden name)*

Date of Birth

dd/mm/yyyy

Town/City of Birth

Country of Birth

2: Contact Details



Preferred phone number

Email

Home address *(If you are an overseas student you need to supply your local address in this section)*

City/Suburb

State

Country

Postcode

Mailing address *(if different from above)*

City/Suburb

State

Country

Postcode

3: Cultural Diversity and Citizenship

Do you identify yourself with any of the following ethnic groups?

Aboriginal

Torres Strait Islander

Both Aboriginal / Torres Strait Islander

None of these

Select one of the following to identify your citizenship status

Australian Citizen

Temporary Resident Visa

New Zealand Citizen

Visitor Visa

Australian Permanent Resident

Holiday Visa

Student Visa

Other Visa *(please specify)*

What is your country of citizenship if entering Australia on Visa?



4: Language**Do you speak other language/s at home apart from English?**

No (Go to Question 5) Yes Please specify the main language spoken at home

Where English is NOT the main language spoken at home, please clarify how well you speak English?

(Tick the relevant box below) Very well Well Not well Not at all

Is English language assistance required?

No Yes (If assistance is required contact STUFFit Student Enterprises to discuss your needs)

5: Schooling**What is your current school level?** (Tick the relevant area below)

Year 12 Year 11 Year 10 Left school Home schooled

Name of school

Please provide any relevant details

6: Learner/Client needs

As part of the pre-enrolment process you are required to complete the following questionnaire in order to ensure that you are offered an appropriate amount and method of training, taking into account your current skills and experience in a training environment.

Language, Literacy & Mathematic skills

In order to be able to complete this qualification successfully you must have a sound grasp of written and verbal English and basic Mathematics.

Do you have at least a Year 10 standard in verbal and written English?

Do you have at least a Year 10 standard in Mathematics?

Information & Technology skills & access

Do you have at least basic familiarity with computers?

Do you have access to the internet?

Do you have access to MS Word, MS PowerPoint, Excel or similar applications?

Can you use these applications to create documents, incorporating tables and graphics?

Can you use these applications to complete templates?

Here at STUFFit Student Enterprises we are eager to support your learning needs, where possible.

Please note any special needs or support requests you might have as a learner of STUFFit Student Enterprises:

Do you consider yourself to have a disability, impairment or long-term condition?

Yes No If Yes, please indicate the areas of disability, impairment or long-term condition:

Hearing / Deafness

Mental Illness

Medical Condition

Physical

Acquired Brain Impairment

Yes No

Intellectual

Vision

If Yes please specify

Learning

Other (please specify below)

Food Allergies

7: Emergency Contact



First name

Last name

Relationship to student
(eg: Parent, Relative, Friend)

Preferred phone number

Email

8: Privacy Statement



STUFFit Student Enterprises is collecting your personal information in accordance with the Privacy Act 1988 and ASQA Standards 2015 to manage your enrolment, training progress, and administration. For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:

- If you are a school-based apprentice or trainee or VET in schools student – your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are an apprentice or trainee or enrolled in training paid for by your employer, or in which you consent to release information to your employer– your employer/host employer.
- If you are enrolled with STUFFit Student Enterprises and undertaking training with another organisation (including other training providers, community organisations, schools or universities) – the organisation with which you are undertaking training.
- If you are under the age of 18 – your parent/guardian (unless you have formally advised STUFFit Student Enterprises not to provide this information).
- All students – The National Centre for Vocational Education Research and the Department of Industry in accordance with the National Vocational Educational and Training Regulator Act 2011 for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the Standards for Registered Training Organisations 2015 and Higher Education Standards Framework (Threshold Standards) 2011 to assist with the monitoring and regulation of the vocational education and training and higher education sectors.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact STUFFit Student Enterprises customer services or your teacher.

For those students who require assistance in reading and understanding this Privacy Statement, please contact STUFFit Student Enterprises Customer Service Centres prior to enrolling.

9: Student Declaration (Please read carefully)



- I confirm the accuracy of the information contained within this form and where necessary identification documents provided.
- I have sought information and understand my qualification fee structure and fee expectations.
- I understand that my enrolment is accepted under the conditions of payment, and STUFFit Student Enterprises policies and procedures as set out in the Learner guide and pre-enrolment information. I have read and agree to abide by STUFFit Student Enterprises policies, procedures and student expectations and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant student rules as outlined in the student guide which I can access through this links: [Learner Playbook](#)
- I have signed my [Film Photo Consent Form](#) Yes No
- I understand that to complete this course I will be required to access multiple software programs, I understand it is my responsibility to check and agree to any terms of use for any software recommended to be used within the course. STUFFit Student Enterprises takes no responsibility for data management of third party software providers recommended within the course.

If you are under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through STUFFit Student Enterprises.

Student's
Signature:

Parent/Guardian's Signature:
(if student is under 18 years)

Dated

dd/mm/yyyy

Dated

dd/mm/yyyy

Issues may arise beyond STUFFit Student Enterprises control which affect its ability to deliver programs. Whilst every effort will be made to conduct all programs as advertised, STUFFit Student Enterprises reserves the right to change or otherwise revise any program-related issues including programs offered, class timetables, class locations and teacher allocations. STUFFit Student Enterprises will make every reasonable attempt to advise students of any changes made to their selected program. The details in this document are correct at the time of printing.

Cluster 2



Starts: Wednesday 1st May 2024
Finishes: Wednesday 14th August 2024
Runs for 14 weeks during school term

[Change of Address Form](#)
[Complaints Form](#)
[Film Photo Consent Form](#)
[Feedback Form](#)
[Incident Report Form](#)
[Learner Playbook](#)
[Refund Policy](#)
[Withdrawal Form](#)

Cluster 2 contains these 7 Units of Competency:



The outcomes of this real-world learning experience directly align with the following units of competency. Through our collaboration with Learning Coach RTO 45570, you'll have the opportunity to gain these units through RPL (Recognition of Prior Learning) upon successful completion of this cluster.

SITEEVT025	Select event venues and sites
SITXCCS014	Provide service to customers
SITXFIN007	Process financial transactions
SITXCOM007	Show social and cultural sensitivity
SITEEVT021	Administer event registrations
SITXCCS017	Use a computerised booking system
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

Payment plan: All prices shown are inclusive of GST



- \$595.00 due on Enrolment then
- 14 payment deposits of \$150.00 per week - first payment 29/4/2024

Total cost for Cluster 2 - 7 Units (above) = \$2695

\$ 595.00 deposit paid (both must be ticked)



14 weekly payment of \$150.00 - due each Monday - first payment 29/4/2024

PayPal payments can be accepted. Please let STUFFit know if you prefer PayPal.

Fees and charges

A fourteen (14) day cooling off period applies to all enrolments. Fees are held in reserve until the cooling off period has passed. Please refer to our refund policy included in our [Learner Playbook](#) to ensure you understand our refund process. If you are under the age of 18 years, this form must be signed by the person making the payments (parent/guardian). For further information on fees, charges and our relevant policies and procedures in regards to refunds etc please refer to your [Learner Playbook](#).

Bank Transfer Details

Heritage Bank

Account Name: STUFFit Student Enterprises Pty Ltd

BSB: 638-010

Account Number: 16330552

Learner/client name

Learner/client
or Parent/Guardian's
Signature
(if student is under 18 years)

Parent/Guardian's name (if student is under 18 years)

Dated

dd/mm/yyyy

Please email this completed form to
stuffitfilmfestival@gmail.com