



# Diploma of Management BSB51107

Commencing **3 May 2010**

ABN: 265 4088 1341

(Applications close 26 March 2010)

*Late applications considered if course positions remain available*

Use this check list to ensure that you have completed Parts 1-4

Completion of all questions is required

- Part 1**  (tick)  
**Part 2**  (tick)  
 Section A  (tick)  
 Section B  (tick)  
 Section C  (tick)  
**Part 3**  (tick)  
**Part 4**  (tick)

Please forward completed application form to:  
**Student Services Officer**  
**Mayfield Education**  
**2-10 Camberwell Road**  
**Hawthorn East, Victoria, 3123**

## Course Fee

**\$3,806** Full course fee

**\$761** Individual units offered by distance education

*Payment of course fee will be required within 10 days of acceptance of a position on the course.*

## PART 1

### Applicant Details

*Please answer all questions*

Last name (Family Name) \_\_\_\_\_

All Given Names \_\_\_\_\_ Male  Female  (please tick)

Postal Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Residential Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Tel. (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Name of employing organisation \_\_\_\_\_

Work address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Current position \_\_\_\_\_ Date commenced \_\_\_\_\_

#### How did you find out about this course?

- Mayfield Courses Book  Friend  Work Colleague  Mailout  
 Advertisement (Please specify ie newspaper/journal/radio) \_\_\_\_\_  
 Mayfield Website  Other \_\_\_\_\_  
 I am a past student of Mayfield

*continued...*

**Supplementary Details** *Please answer all questions*

Have you successfully completed any of the following qualifications?  Yes  No

- |   |  |
|---|--|
| <input type="checkbox"/> Bachelor Degree or Higher Degree       | <input type="checkbox"/> Advanced Diploma or Associate Degree                |
| <input type="checkbox"/> Diploma (or Associate Diploma)         | <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) |
| <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate II                                      |
| <input type="checkbox"/> Certificate I                          | <input type="checkbox"/> Certificates other than the above                   |

If yes, please specify \_\_\_\_\_

What is your highest school level completed?

- Year 12     Year 11     Year 10     Year 9 or equivalent     Year 8 or lower  
 Did not go to school

Are you still attending secondary school?  Yes  No

In which year did you complete that school level \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_

Are you an Australian citizen or permanent resident of Australia?  Yes  No

Are you of Aboriginal origin?  Yes  No

Are you of Torres Strait Islander origin?

Do you speak a language other than English at home?  Yes  No

If yes, please specify the language spoken \_\_\_\_\_

How well do you speak English?  Very well  Well  Not well  Not at all

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

If yes, specify:  Vision  Hearing  Physical  Intellectual  Mental Illness  Learning  
 Acquired Brain Impairment  Medical Condition

Other  \_\_\_\_\_

Please indicate any special needs/assistance required in relation to your disability (eg Literacy assistance)

\_\_\_\_\_

Are you currently receiving any of the following? *(Please tick)*

- |                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| A) Age Pension                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B) Family Allowance Supplement  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C) Carer's Pension              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D) Parenting Payment Single     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E) Disability Support Pension   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F) Sickness Allowance           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| G) Low Income                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| H) Special Benefit              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I) Mature Age Allowance         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| J) Newstart Allowance           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| K) Newstart Mature Age          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| L) Widow Allowance              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| M) Youth Allowance              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| N) Partner Allowance            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| O) Wife Pension                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| P) VCE Scholarship              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Q) Prisoner Concession          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| R) Veteran Gold Card Concession | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| S) Other .....                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants full name \_\_\_\_\_

I understand that:

All assignments and tests must be completed and assessed to a minimum of a pass level by the Course Coordinator at Mayfield Education before I will be deemed to have successfully completed the course.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 3**

**Applicant's work history (paid or voluntary)**

Which of the following categories best describes your current employment status? (Please tick)

- Full-time employee     Part-time employee     Self employed - not employing others
- Employer     Employed - unpaid family worker in a family business
- Unemployed - seeking full-time work     Unemployed - seeking part-time work
- Not employed - not seeking employment

Dates	Employer	Position/Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PART 4**

**Applicant to provide a statement of reasons for wishing to undertake the course** *(in own handwriting)*

Which of the following categories best describes your main reasons for undertaking this study? (Please tick)

- To get a job     To develop my existing business     To start my own business
- To try for a different career     To get a better job or promotion
- It was a requirement of my job     I wanted extra skills for my job
- To get into another course of study     For personal interest or self development

Other reasons .....

**Privacy Statement**

I understand that Mayfield Education is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at [www.skills.vic.gov.au/corporate/statistics/submit\\_data](http://www.skills.vic.gov.au/corporate/statistics/submit_data)). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how student information may be used or disclosed please contact Mayfield Education's Privacy Officer on 9811 9003 or email [abayley@mayfield.edu.au](mailto:abayley@mayfield.edu.au).

I acknowledge and agree to the terms described in this privacy statement:

Student signature: \_\_\_\_\_

Please tick box to confirm acceptance of the privacy statement if submitting application online