### Short Course Enrolment Form

**COMPLETE ALL SECTIONS IN FULL**

**Course to be undertaken**

**Given Name**

**Middle Name**

**Surname**

**Preferred Name**

**Date of Birth (Required)**

**Company**

**Contact and ID Details (Required)**

**Work Phone**

**Mobile**

**Fax**

**Home Phone**

**Email**

**Postal Address**

**City/Town**

**State**

**Postcode**

**Permanent Street Address**

**City/Town**

**State**

**Postcode**

**Gender**

**Country of Birth (Required)**

**Town/City of Birth (Required)**

**Year arrived in Australia**

**Country of Citizenship**

**Aust. Citizenship Status**

**Aboriginal or Torres Strait Islander**

**Native Language**

**Employment Status (please tick)**

**Date Commenced**

**How well do you speak English?**

**Do you require assistance?**

**Are you attending another school?**

**Current School level**

**Highest School Level Completed (please tick)**

**Year Completed**

**LUI/USI Number**

**Previous Qualifications Completed**

<table>
<thead>
<tr>
<th>Level</th>
<th>Title of Qualification/s</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STUDENT DECLARATION

1. I confirm and understand the following:
   • Training and Assessment Process
   • Legislative Requirements
   • Fees, charges and refunds policy
   • Recognition of Prior Learning, Credit Transfer
   • Support Services (LL&N)
   • Access and Equity Policy
   • Complaints Procedure
   • Appeals Procedure
   • Privacy Policy
   • USI Privacy Notice (Strategix Website)

2. I confirm and understand the following:

3. I am aware that information supplied by me, may be used by the relative Department for research, statistical analysis, program evaluation, post-completion surveys and internal management purposes. All personal information will be kept confidential.

4. I acknowledge my understanding that any personal details and training records will be maintained and stored securely by Strategix for any future audit purposes.

5. I will not copy or falsely declare any information or evidence gathered during the training and assessments.

6. To the best of my knowledge all information provided on this form is true and correct at the time of enrolment.

7. I will follow any reasonable instructions and directions from my designated trainer / assessor.

8. Do you have any personal and/or learning barriers that require you to have additional support to complete this course?  
   - [ ] No  
   - [ ] Yes

9. Would this barrier prevent you from participating in the training either in a class environment or in the workplace?  
   - [ ] No  
   - [ ] Yes

10. I authorise Strategix to use my personal information and ID to create or access my Unique Student Identifier (USI) on my behalf.  
    I understand that Strategix is unable to provide a Certificate or Statement of Attainment without my USI.

Signature __________________________ Date __________________________

OFFICE USE ONLY

Identification Type and Number __________________________  
Verified by __________________________

Processed by __________________________  
Date __________________________
# Language, literacy and numeracy indicator

Please answer all of the following questions. You are permitted to use a calculator.

## Section 1  
**Reading & Comprehension**

### Instructions:
Use the map of Australia below to complete the following questions:

1. Which is the Largest State in Australia?
   - ____________________________________________
   - ☑️  ✗

2. List two [2] towns or cities you have visited and in which state they are located.
   - a) ___________________________  b) ___________________________
   - ☑️  ✗

3. Apart from Tasmania, name an island of Australia.
   - ____________________________________________
   - ☑️  ✗

4. Name 3 States or territories that have the letters A, E and N in their name.
   - a) ___________________________  b) ___________________________  c) ___________________________
   - ☑️  ✗

## Section 2  
**Numeracy**

### Instructions:
Using the list of items and prices below, calculate and answer the following questions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office chair</td>
<td>$68.00</td>
</tr>
<tr>
<td>Office desk</td>
<td>$165.00</td>
</tr>
<tr>
<td>Printer</td>
<td>$52.00</td>
</tr>
<tr>
<td>USB stick</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

1. What is the total cost of an office chair and printer?
   - ☑️  ✗

2. How much change would I receive from $50 if I bought two USB sticks?
   - ☑️  ✗

3. Which is cheaper: an office desk or two office chairs?
   - ☑️  ✗

4. When you buy a printer, the shop gives a 10% discount, so how much should you pay for the printer?
   - ☑️  ✗

### Declaration:

☐ I completed this form myself without any assistance or help and the information provided is true and correct.

Name: ______________________________ Signature: ______________________________ Date: ____________

### OFFICE USE ONLY:

☐ The student requires a referral to an LLN provider

☐ The student requires reasonable adjustments to the assessment process

☐ The student does not require any further assistance or referral for Language Literacy or Numeracy support.