

NATIONWIDE ACADEMY

RTO 40393

ACG Global Australasia Pty Ltd | ABN 40 146 514 301

Suite 4.34, 425 Smith Street, Fitzroy VIC 3065

Phone: (03) 9917 8653 | Email: info@nationwideacademy.edu.au

www.nationwideacademy.edu.au

Student Enrolment Form

Version 3.0 — April 2026

Compliant with ASQA Outcome Standards for RTOs 2025

SECTION 1: STUDENT DETAILS

Title (Mr/Mrs/Ms/Mx)	
Family Name	
Given Name(s)	
Date of Birth (DD/MM/YYYY)	
Gender (M/F/X)	
Email Address	
Mobile Phone	
Home Phone	
Residential Address	
Suburb	
State	
Postcode	
Postal Address (if different)	
Country of Birth	
Nationality / Citizenship	
Aboriginal or Torres Strait Islander?	
Unique Student Identifier (USI)	

If you do not have a USI, apply at www.usi.gov.au. A USI is required before a qualification or statement of attainment can be issued.

SECTION 2: LANGUAGE AND CULTURAL DIVERSITY

Main language spoken at home	
Do you speak English? (Very Well / Well / Not Well / Not at All)	
Are you from a non-English speaking background?	
<i>If English is not your first language, you may be required to demonstrate English proficiency at ACSF Level 3 or above as part of the Pre-Training Review.</i>	

SECTION 3: DISABILITY INFORMATION

Do you consider yourself to have a disability, impairment or long-term condition?
<input type="checkbox"/> No
<input type="checkbox"/> Yes — please indicate below:
<input type="checkbox"/> Hearing/deaf
<input type="checkbox"/> Physical
<input type="checkbox"/> Intellectual
<input type="checkbox"/> Learning
<input type="checkbox"/> Mental illness
<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Vision
<input type="checkbox"/> Medical condition
<input type="checkbox"/> Other (please specify): _____
<i>Nationwide Academy will work with you to provide reasonable adjustments and support. Disclosing a disability is voluntary and is used solely to ensure appropriate support is arranged.</i>

SECTION 4: EDUCATION AND EMPLOYMENT BACKGROUND

Highest school level completed:
<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 or below
<input type="checkbox"/> Did not go to school
Previous qualifications achieved:
<input type="checkbox"/> Bachelor degree or higher
<input type="checkbox"/> Advanced diploma / diploma
<input type="checkbox"/> Certificate IV

<input type="checkbox"/> Certificate III
<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I
<input type="checkbox"/> Other education (please specify): _____
<input type="checkbox"/> None
Employment status:
<input type="checkbox"/> Full-time employee
<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed — not employing others
<input type="checkbox"/> Self-employed — employing others
<input type="checkbox"/> Employed — unpaid worker in a family business
<input type="checkbox"/> Unemployed — seeking full-time work
<input type="checkbox"/> Unemployed — seeking part-time work
<input type="checkbox"/> Not employed — not seeking employment
Study reason:
<input type="checkbox"/> To get a job
<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business
<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> Other reasons

SECTION 5: COURSE SELECTION AND COURSE-SPECIFIC REQUIREMENTS

Select the qualification you are enrolling in:
<input type="checkbox"/> TAE40122 — Certificate IV in Training and Assessment
<input type="checkbox"/> BSB40520 — Certificate IV in Leadership and Management
<input type="checkbox"/> BSB50420 — Diploma of Leadership and Management
<i>Note: Only courses listed above are currently on Nationwide Academy's scope of registration. If you are unsure, contact info@nationwideacademy.edu.au before proceeding.</i>
Preferred intake date: _____

COURSE-SPECIFIC ENTRY REQUIREMENTS

TAE40122 — Certificate IV in Training and Assessment: In addition to general entry requirements, TAE40122 applicants must demonstrate vocational competency in a relevant industry area. This includes: current or recent industry experience, a relevant qualification at or above the level being delivered, and evidence of ongoing professional development. You MUST complete the Vocational Competency Evidence Kit and the PTR Form (TAE40122) before enrolment can be confirmed.
BSB40520 — Certificate IV in Leadership and Management: BSB40520 applicants should be currently employed or have access to a workplace environment for assessment purposes. If you do not have workplace access, simulated workplace assessment will be arranged. A Pre-Training Review (BSB40520) must be completed before enrolment can be confirmed.
BSB50420 — Diploma of Leadership and Management: BSB50420 applicants should be currently employed or have access to a workplace environment for assessment purposes. This Diploma-level qualification requires demonstration of management competency at a higher level than Certificate IV. If you do not have workplace access, simulated workplace assessment will be arranged. A Pre-Training Review (BSB50420) must be completed before enrolment can be confirmed.

CONDITIONAL ENROLMENT — IMPORTANT This enrolment application is NOT confirmed until a Pre-Training Review (PTR) has been completed and the assessor has approved your enrolment. If the PTR outcome is 'Not Approved', enrolment will not proceed and any fees paid will be refunded in accordance with the Refund Policy. Process: Enrolment Application → Pre-Training Review (PTR) → PTR Approval → Individual Training Plan (ITP) → Training Commencement

SECTION 6: EMERGENCY CONTACT

Contact Name	
Relationship	
Phone Number	

SECTION 7: PRE-ENROLMENT INFORMATION ACKNOWLEDGEMENT

Under the ASQA Outcome Standards for RTOs 2025 (Standard 8), Nationwide Academy must provide the following information to you before enrolment. Please confirm you have received and understood each item.

✓	Information Item
<input type="checkbox"/>	Course name, code, and nationally recognised status
<input type="checkbox"/>	Duration, expected start and end dates, and delivery schedule
<input type="checkbox"/>	Delivery modes (e.g., structured face-to-face, online via Moodle LMS, blended)

<input type="checkbox"/>	Campus location: Suite 4.34, 425 Smith Street, Fitzroy VIC 3065
<input type="checkbox"/>	Total course fees and payment schedule (including the \$1,500 prepaid fee limit)
<input type="checkbox"/>	Refund policy and cooling-off period
<input type="checkbox"/>	Entry requirements (including age, English language, and any prerequisite qualifications)
<input type="checkbox"/>	Recognition of Prior Learning (RPL) and Credit Transfer options
<input type="checkbox"/>	Support services available (including LLND support, disability adjustments, and welfare)
<input type="checkbox"/>	Complaints and appeals process
<input type="checkbox"/>	Student rights and obligations (Student Code of Conduct)
<input type="checkbox"/>	Privacy and personal information handling
<input type="checkbox"/>	Unique Student Identifier (USI) requirements

SECTION 8: RPL AND CREDIT TRANSFER

Recognition of Prior Learning (RPL)
 RPL is a process that assesses your existing skills and knowledge gained through formal learning, work experience, or life experience against the requirements of a qualification. If you believe you already have the competencies required, you may apply for RPL.

- I am interested in applying for RPL (details will be discussed during Pre-Training Review)
- I am not interested in RPL at this time

Credit Transfer (CT)
 If you have completed the same unit of competency (same code) at another RTO, you are entitled to credit transfer. Please attach your Statement of Attainment or transcript.

- I wish to apply for Credit Transfer (Statement of Attainment / transcript attached)
- I do not wish to apply for Credit Transfer

Nationwide Academy will process RPL and CT applications in accordance with Standards 1.6 and 1.7 of the ASQA Outcome Standards for RTOs 2025.

SECTION 9: FEE AGREEMENT

Item	Details
Course enrolled	
Total course fee	
Enrolment fee / deposit	
Payment plan (if applicable)	

In accordance with Standard 9 of the ASQA Outcome Standards for RTOs 2025, Nationwide Academy will not collect more than \$1,500 in prepaid fees from any individual student prior to the commencement of training. Remaining fees are invoiced progressively.

SECTION 10: STUDENT DECLARATION

By signing below, I declare that:

1. I have read and understood the pre-enrolment information provided by Nationwide Academy.
2. I have been given the opportunity to ask questions about the course, fees, delivery, and assessment, and my questions have been answered to my satisfaction.
3. I understand that this enrolment is **CONDITIONAL** and will not be confirmed until a Pre-Training Review (PTR) has been completed and approved by an assessor.
4. I understand that following PTR approval, an Individual Training Plan (ITP) will be developed to guide my training and assessment.
5. I understand the course requirements, duration, fees, and my rights and obligations as a student.
6. I confirm that my suitability for the selected course has been discussed with me, including entry requirements and course-specific obligations.
7. I declare that the information provided in this form is true and correct to the best of my knowledge.
8. I understand that providing false or misleading information may result in cancellation of my enrolment.
9. I consent to Nationwide Academy collecting, using, and disclosing my personal information for the purposes of enrolment, training, assessment, and reporting obligations under the National VET Data Policy.
10. I consent to Nationwide Academy verifying my USI with the Student Identifiers Registrar.
11. I have been informed of Nationwide Academy's complaints and appeals process.
12. I have been informed of Nationwide Academy's refund policy.
13. I understand that Nationwide Academy is required to report AVETMISS data to the National Centre for Vocational Education Research (NCVER) and relevant government agencies.

Student Name (print)	
Student Signature	
Date	

SECTION 11: PARENT / GUARDIAN CONSENT (Learners Under 18)

This section must be completed if the student is under 18 years of age at the time of enrolment.

Parent/Guardian Name	
Relationship to Student	
Phone Number	
Email Address	
I give consent for the above-named student to enrol with Nationwide Academy. I have read the pre-enrolment information and understand the course requirements, fees, and student obligations.	
Parent/Guardian Signature	
Date	

SECTION 12: OFFICE USE ONLY

Enrolment processed by	
Date processed	
Student ID	
USI verified?	
Pre-Training Review completed?	
RPL/CT application received?	
Fee agreement signed?	
Enrolled in SMS (Wonder)?	
LMS access created (Moodle)?	
Welcome pack sent?	
Assessor/Admin signature	
Date	

PRIVACY NOTICE

Nationwide Academy (RTO 40393), operated by ACG Global Australasia Pty Ltd (ABN 40 146 514 301), collects your personal information for the purposes of enrolment, training delivery, assessment, issuing qualifications, and meeting its obligations under the National Vocational Education and Training Regulator Act 2011 and the National VET Data Policy.

Your information may be disclosed to the Australian Skills Quality Authority (ASQA), the National Centre for Vocational Education Research (NCVER), the Student Identifiers Registrar, and relevant state/territory training authorities as required by law.

You have the right to access and correct your personal information. For enquiries, contact info@nationwideacademy.edu.au or (03) 9917 8653.

For full details, refer to Nationwide Academy's Privacy Policy at www.nationwideacademy.edu.au/privacy-policy/