



2026

APPLICATION FOR ENROLMENT FORM - DOMESTIC STUDENTS

Thank you for your interest in seeking enrolment into Greenwood Academy of Animal Care and Agriculture. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide any documentation specified under the 'How Can I Apply' section of the course brochure.

Application Date: / /

STUDENT DETAILS		
Given Name(s): (including middle name(s) if any)		Family Name:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	Date of Birth: (DD/MM/YYYY)	Nationality:
	Place (city) of Birth	
Preferred First name if different from the above		Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.
Passport No:		Expiry Date:
CURRENT RESIDENTIAL ADDRESS		
Suburb:	State:	Post Code:
Country:	Telephone:	Mobile:
Email:		
EMERGENCY CONTACT		
Relationship:		
Given Name(s):		
Family Name:		
Residential Address:		
Email address:		
Mobile number:		
Citizenship and Residency Status	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Temporary Resident – Visa Subclass: _____ <input type="checkbox"/> Humanitarian Visa Holder <input type="checkbox"/> Other – Please specify: _____	

LANGUAGE AND CULTURAL DIVERSITY	
In which county were you born?	<input type="checkbox"/> Australia [1101] <input type="checkbox"/> Other
Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	<input type="checkbox"/> No, English only [1201] <input type="checkbox"/> Other Yes other; Please specify:
Are you of aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
PRE-ENROLMENT SUITABILITY- Language, Literacy, Numeracy and Digital Skills (LLND)	
<p>As part of our commitment to supporting your success, Greenwood Academy asks that you self-assess your foundation skills. Your responses help us identify whether any support may be needed.</p>	<p>Language and Literacy</p> <input type="checkbox"/> I can read and understand basic written instructions. <input type="checkbox"/> I can write clear and complete sentences in English. <input type="checkbox"/> English is my first language. <input type="checkbox"/> If not, my first language is: _____
	<p>Numeracy</p> <input type="checkbox"/> I am comfortable with basic maths (e.g. adding, subtracting, measuring). <input type="checkbox"/> I am confident using numbers in a work or study setting.
	<p>Digital Skills</p> <input type="checkbox"/> I can access and use email. <input type="checkbox"/> I can use a web browser (e.g., Chrome, Safari) and navigate websites. <input type="checkbox"/> I can open and edit documents using MS Word <input type="checkbox"/> I can participate in online learning (e.g., watching videos, using and submitting assessment tasks in Moodle or using other computer systems).
	<p>Would you like support in any of these areas?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please briefly explain:
	<p>Student Support contact you to assess your eligibility and discuss any possible adjustments, available support options, or referrals.</p>
DISABILITY	
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes - you are required to submit all relevant supporting documents, such as a doctor's diagnosis or recommendation letter, NDIS approval letter, and other professionally approved documentation. Student Support contact you to assess your eligibility and discuss any possible adjustments as well as available support options. <input type="checkbox"/> No – go the question about Schooling
<p>If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the 'disability supplement' to help you select the right area(s) Review the disability supplement to help you select the right area(s)</p>	
<input type="checkbox"/> Hearing/Deaf [11] <input type="checkbox"/> Physical [12] <input type="checkbox"/> Intellectual [13] <input type="checkbox"/> Learning [14] <input type="checkbox"/> Mental Illness [15]	

<input type="checkbox"/> Acquired brain impairment [16] <input type="checkbox"/> Vision [17] <input type="checkbox"/> Medical condition [18] <input type="checkbox"/> Other [19] Please specify: _____	
SCHOOLING	
What is your highest complete school level? Tick ONE box only. <input type="checkbox"/> Year 12 or equivalent [12] <input type="checkbox"/> Year 11 or equivalent [11] <input type="checkbox"/> Year 10 or equivalent [10] <input type="checkbox"/> Year 9 or equivalent [09] <input type="checkbox"/> Year 8 or below [08] <input type="checkbox"/> Never attended school [02]	
Are you still enrolled in Secondary or Senior Secondary Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PREVIOUS QUALIFICATIONS STUDIED	
Have you successfully completed any of the qualifications listed below?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, tick ANY applicable boxes. <input type="checkbox"/> bachelor's degree or higher degree [008] <input type="checkbox"/> Advanced diploma or associate degree [410] <input type="checkbox"/> Diploma (or associate diploma) [420] <input type="checkbox"/> Certificate IV (or advanced certificate/technician [511] <input type="checkbox"/> Certificate III (or trade certificate) [514] <input type="checkbox"/> Certificate II [521] <input type="checkbox"/> Certificate I [524] <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed here) [990]	
EMPLOYMENT	
Of the following categories, which best describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full-time (35 hours or more per week) or part-time employed (less than 35 hours per week). <input type="checkbox"/> Full-time employee [01] <input type="checkbox"/> Part-time employee [02] <input type="checkbox"/> Self-employed - not employing others [03] <input type="checkbox"/> Self-employed -employing others [04] <input type="checkbox"/> Employed – unpaid worker in a family business [05] <input type="checkbox"/> Unemployed - seeking full-time work [06] <input type="checkbox"/> Unemployed – seeking part-time work [07] <input type="checkbox"/> Unemployed - not seeking employment [08]	
If you select one of the 'employee/employed' options above, please indicate which industry best describes your employment. (Tick ONE box only) <input type="checkbox"/> A - Agriculture, Forestry and Finishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water, and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Foor Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and real Estate Services <input type="checkbox"/> M – Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety	
Please indicate which occupation best describes your current role. (Tick ONE box only) <input type="checkbox"/> 1 - Manager <input type="checkbox"/> 2 - Professionals <input type="checkbox"/> 3 - Technicians and Trades Workers <input type="checkbox"/> 4 - Community and personal Services Workers <input type="checkbox"/> 5 - Clerical and Administrative Workers <input type="checkbox"/> 6 - Sales Workers <input type="checkbox"/> 7 - Machinery Operators and Drivers <input type="checkbox"/> 8 - Labourers <input type="checkbox"/> 9 - Other	
STUDY REASON	
Of the following categories, select the one which best describes the main reason you are undertaking this course (Tick ONE box only) <input type="checkbox"/> To get a job [01] <input type="checkbox"/> To develop my existing business [02] <input type="checkbox"/> To start my own business [03] <input type="checkbox"/> To try for a different career [04] <input type="checkbox"/> To get a better job or promotion [05] <input type="checkbox"/> It was a requirement of my job [06] <input type="checkbox"/> I wanted extra skills for my job [07] <input type="checkbox"/> To get into another course of study [08] <input type="checkbox"/> For personal interest or self-development [12] <input type="checkbox"/> To get skills for community/voluntary work [13] <input type="checkbox"/> Other reasons [11]	



If applying for credit transfer, please attach certified documentation:

- I have attached certified transcripts (e.g., Statement of Attainment, Record of Results) for each unit listed above.
- My previous units are from a superseded qualification.
- I request credit transfer based on equivalent units, as defined on training.gov.au.
- I understand equivalency must be confirmed by the RTO, and I may be asked to provide mapping or other supporting evidence.

Note: If your previous qualification is superseded and the units are not marked as "equivalent" on training.gov.au, you may need to apply for Recognition of Prior Learning (RPL) instead.

UNIQUE STUDENT IDENTIFIER (USI)

Greenwood Academy of Animal Care and Agriculture can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here:

<https://www.usi.gov.au/exemptions>

If you are exempt from having a Unique Student Identifier (USI), please email a copy of your exemption letter with this application.

If you do not have a USI and are exempt, please tick here and provide explanation: _____

I consent to Greenwood Academy verifying my USI with the Registrar and using it for reporting and certification purposes.

Privacy Notice – Collection and Disclosure of Personal Information

Greenwood Academy of Animal Care and Agriculture is committed to protecting your privacy in accordance with the *Privacy Act 1988 (Cth)* and other relevant legislation. Your personal information is collected, used and disclosed for the purposes of processing your enrolment, delivering training and support services, meeting compliance and reporting obligations, and issuing nationally recognised qualifications.

Records are securely retained for a minimum of 30 years, or as otherwise required by law. Only authorised staff or regulatory personnel will access your personal information.

Why we collect your personal information

We are required to collect your personal information to manage your enrolment in a Vocational Education and Training (VET) course. If you do not provide this information, we may not be able to process your application or provide training.

How your personal information is used

Your information is used to:

- Assess your eligibility and process your enrolment
- Deliver training and student support
- Issue qualifications and academic records
- Meet our obligations as a Registered Training Organisation (RTO) and CRICOS provider
- Maintain student records and manage compliance audits

Disclosure of personal information to government agencies

As required by the *National Vocational Education and Training Regulator Act 2011 (Cth)* and the *Education Services for*



Overseas Students Act 2000 (Cth), Greenwood Academy may disclose your personal information to:

- The National Centre for Vocational Education Research (NCVER)
- The Australian Government Department of Employment and Workplace Relations (DEWR)
- State and Territory Training Authorities
- The Department of Home Affairs and the Department of Education (for CRICOS and visa compliance)

These organisations use your data to:

- Administer VET and monitor compliance
- Conduct research, statistical analysis, and surveys
- Enable reporting, program evaluation and policy development
- Generate authenticated VET transcripts

NCVER handling of personal information

NCVER will handle your data in accordance with the *Privacy Act 1988* and the *NVETR Act*. Personal information may be disclosed to:

- Commonwealth and State government bodies
 - Researchers engaged by NCVER
 - Authorised third parties conducting official student surveys
- NCVER does not intend to disclose your information to overseas recipients. For more details, refer to the NCVER Privacy Policy at www.ncver.edu.au/privacy.

DEWR handling of personal information

The Department of Employment and Workplace Relations (DEWR) collects your personal information for the purposes of administering and managing the VET Data Streamlining program and the national VET administrative collection. DEWR may disclose your personal information to NCVER, state and territory training authorities, and other Australian government agencies for the purposes of:

- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding and improving the VET sector.

NCVER may disclose your personal information to other Commonwealth and state or territory government departments and agencies, researchers, contractors, or other organisations for the purposes above.

Personal information disclosed to NCVER may be used or disclosed for purposes that include understanding how the VET sector operates, policy development, workforce planning, program administration, and improving the quality of training.

You may receive a survey from NCVER, an NCVER employee, or a third-party contractor on their behalf. You may opt out of the survey at the time of being contacted.

For more information, please see the full VET Privacy Notice at: <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Surveys and research

You may be contacted to participate in a student survey conducted by government departments or authorised third parties. Participation is voluntary and you may opt out at the time of contact.

Contact information

You may contact Greenwood Academy at any time to:

- Request access to or correction of your personal information
- Make a privacy-related complaint
- Ask questions about how your data is handled

Contact Details:

Email: services@gweacademy.edu.au Phone: +61 2 7252 3611



Acknowledgement

I acknowledge that I have read and understood this Privacy Notice and consent to the collection, use and disclosure of my personal information as described above.

Signature: _____

Date: _____

Refund Policy

Information about Greenwood Academy of Animal Care and Agriculture’s Fees and Refund Policy can be found in the Fee Administration and Refund Policy, the Student Handbook, and on our website: www.gwacademy.edu.au Prepaid fees are protected in accordance with Clause 18 of the Standards for RTOs 2025. Details are outlined in our Fees and Refund Policy

STUDENT DECLARATION

I declare that the information I have provided is accurate and complete. I understand that providing false or misleading information may result in the cancellation of my enrolment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent to the collection, use, and disclosure of my personal information in accordance with Greenwood Academy’s Privacy Notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I have submitted all required documentation as outlined in the course brochure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Name of Applicant	
Signature	
Date	
If you are under 18 years of age, your parents/guardians must also sign.	
Parent / Guardian Name	
Signature	
Relationship	
Date	

STUDENT ENROLMENT CHECKLIST – Domestic Students

Please tick each item to confirm your understanding and that the relevant documentation has been submitted with your application:

- I have read and understood the course brochure and/or student handbook, including information about course structure, entry requirements, fees, delivery mode, and available support services.
- I confirm that I have access to a reliable internet connection and a suitable personal device (e.g. laptop or desktop computer) for participating in online learning. I understand that smartphones and tablets are not sufficient for completing course requirements.
- I consent to receiving official communications via email and SMS from Greenwood Academy.
- I understand I am required to comply with Greenwood Academy’s student code of conduct.
- I understand I may request reasonable adjustments to training or assessment, as outlined in Greenwood Academy’s reasonable adjustment policy.
- I understand I may lodge appeals under the complaints and appeals policy.



- I have attached a copy of my current passport or Australian photo ID.
- I have attached a copy of my current Australian visa (if I am not an Australian citizen).
- I have attached relevant employment evidence (if applicable).
- I have attached certified copies of my highest qualification and academic transcripts (Australian or international).
- I understand that prepaid fees are protected in accordance with Clause 18 of the Standards for RTOs 2025 and as outlined in Greenwood Academy's Fees and Refund Policy.
- I understand I may lodge appeals under the Complaints and Appeals Policy, available on the Greenwood Academy website at www.gwacademy.edu.au and in the Student Handbook.

Disability Supplement

The purpose of this supplement is to assist you in answering the disability question in the enrolment form. A disability in this context refers to a long-term condition that may affect your learning or participation in training. It does not include short-term health conditions such as a broken limb, flu, or corrected vision (e.g. by wearing glasses or contact lenses).

Please review the categories below and select any that apply to you:

11 — Hearing/deaf

This includes hearing impairments that may range from mild to profound and may have been acquired after birth or present since birth. It includes individuals who use hearing aids or other amplification and those who rely on lip reading, sign language, or other visual forms of communication.

12 — Physical

This refers to a physical disability that affects mobility or dexterity. Examples include arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia, amputation, or other conditions that impact physical movement.

13 — Intellectual

This refers to limitations in cognitive functioning and adaptive behaviours, generally originating before the age of 18. Causes may include genetic conditions, brain injury, or other developmental conditions.

14 — Learning

This refers to disorders that affect a person's ability to acquire and use skills such as listening, reading, writing, speaking, reasoning, or mathematics. These disorders may result from neurological dysfunction and include conditions such as dyslexia.

15 — Mental illness

This includes a range of clinically diagnosable mental health conditions that significantly interfere with emotional wellbeing, social functioning, or learning. Examples include depression, anxiety disorders, schizophrenia, and bipolar disorder.

16 — Acquired brain impairment

This refers to brain injury that occurs after birth and results in cognitive, emotional, or physical impairment. Causes may include stroke, trauma, infection, substance abuse, or degenerative neurological conditions.

17 — Vision

This includes partial or complete loss of sight not corrected by glasses or contact lenses. It may have been present since birth or acquired later due to disease or injury.

18 — Medical condition

This refers to chronic medical conditions that may be hereditary, genetic, or acquired. These conditions may affect health and learning intermittently or over a prolonged period. Examples include asthma, diabetes, epilepsy, cancer, chronic fatigue syndrome, Crohn's disease, and HIV/AIDS.

19 — Other

This includes any disability, impairment, or long-term condition not captured in the above categories. This may include autism spectrum disorders or multiple conditions combined.