

Enrolment Registration



A. STUDENT DETAILS															
Last Name:								Payment to be Made by:							
First Name:				Second Name				Employer:		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Birth Date:				Self:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Is Purchase Order Required:		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Postal Address:								Self:		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Residential Address:								EMPLOYER DETAILS Complete only if enrolling through your employer							
Home Phone:								Company Name:							
Work Phone:								Invoicing Address:							
Mobile:								Phone:							
Email:								Email:							
Unique Student Identifier (USI)								If you do not have a USI, please apply for one here www.usi.gov.au							
Have you enrolled with Relevancy Pty Ltd before?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, what year?							

B. ENROLMENT SELECTION													
Tick	Qualification Code	Qualification Name	If applying for RPL / RCC a portfolio of evidence must be provided with the application. If applying for Credit Transfer, a certified copy of the qualification and transcript must be provided with the application.										
<input type="checkbox"/>	BSB30815	Certificate III in Recordkeeping	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	BSB41715	Certificate IV in Recordkeeping	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	BSB51715	Diploma of Recordkeeping	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	BSB51915	Diploma of Leadership & Management	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	BSB60815	Advanced Diploma of Recordkeeping	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	BSB61015	Advanced Diploma of Leadership & Management	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>	Unit Code	Individual Units (please list as required)	RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>			RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<input type="checkbox"/>			RPL/RCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Credit Transfer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Enrolment Process:

Your contact details will be passed onto our RTO (Registered Training Organisation) partner, McMillan Staff Development RTO Number 88187. They will contact you via email with a formal invitation to enrol in this course. The formal enrolment process is completed on-line.

Enrolment Information

Following the Enrolment Process all other course arrangements are made directly with Relevancy Pty Ltd, for distance studies with or without tutorials you will be allocated a trainer/assessor and studies will commence. As soon as practicable we will confirm if face to face courses are proceeding.

As part of the enrolment process you will be required to secure a Unique Student Identifier (USI), this is a National data base for all vocational students, details are available at www.usi.gov.au. If you already have a USI use the same identifier.

We have most likely discussed the applicable course for you to undertake, if you are in any doubt please do not hesitate to discuss with me. Also, a reminder if you are looking to claim any credit/s from an existing vocational qualification please ensure you have forwarded a transcript of that qualification for assessment.

Recognition of prior learning (RPL) also known as recognition of current competencies (RCC) is a separate process to credit transfers. If you are considering applying for RPL/RCC we suggest you read through the training material first or attend the face to face delivery of that unit and then discuss with your Assessor. In practice we find in many incidents the time and effort take to complete an RPL/RCC application exceeds that required to complete the unit assessments and activities. If you would like further information on RPL/RCC please let me know.

Although there are no exams you will be required to undertake a number of assessments and activities for each of the units in the course. Your assessor will review the work submitted and either assess you competent in that element of work or seek additional details. We urge you to seek clarification from your trainer/assessor on any of the assessment work and not dwell on any issues.

Again, thank you for choosing to study with Relevancy Pty Ltd, if you have any queries on the enrolment process, choice of course or unit selection please let me know.

Regards

Tony Walker
Relevancy Pty Ltd

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