

Section 1: Personal Details

Title: Mr/Mrs/Miss/Ms		Last Name:	
Given Names:		Preferred name:	
Date of birth: (Day/Month/Year)		Indigenous status: Aboriginal /Torres Strait Islander	
Are you an Australian Citizen? (yes or no)		If NO, are you a permanent resident?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Rate your language and communication skills in both written and spoken English:	Very good... <input type="checkbox"/>	What is your country of birth?	
	Good..... <input type="checkbox"/>	What is your home language?	
	Average.... <input type="checkbox"/>		
Poor..... <input type="checkbox"/>			
Please state any medical conditions or disability that First Door should be aware of, such as diabetes, epilepsy			

Section 2: Communication contacts

Street address:			
Suburb:	State:	Postcode:	
Postal Address (if different)			
Suburb:	State:	Postcode:	
Home Phone:		Mobile:	
Email:			
Skype name:			
My best time of day for First Door contact is:			
Emergency contact Name of relative or friend			
Their address:			
Suburb:	State:	Postcode	
Their home phone:		Mobile:	

Section 3: Employment information

Current employer:			
Street address:			
Suburb:	State:	Postcode:	
Work Phone:		Work email:	
Name of your reporting manager		Their position title	
Current position held:		Year commenced:	
Employment status: Full time OR part time?		Unemployed: Seeking, OR not seeking work?	
Contract OR casual?		Self-employed?	

SECTION 4: Education and Training

Highest level of high school qualification:		Year completed:	
Highest level of post school education:		Year completed:	
Other relevant training:		Year completed:	
Do you hold any previous credits of units towards this course	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, please attach a certified copy of attained units e.g. Unit HLTAID004 Provide emergency first aid response in an education care setting
Do you have a Unique Student Identifier?	No <input type="checkbox"/>	If no, please complete the USI form provided	If yes, please provide your USI number USI number: <input type="text"/>

SECTION 5: Recognised Prior Learning (RPL) application

I would like more information on what is required to RPL one or more Diploma units	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: Please complete this RPL section only if you consider that you would qualify to apply for RPL for one or more Diploma of Leadership and Management course units		
Relevant experience and skills:		
Relevant training/courses:	Name of training provider:	
Please attach a copy of your current resume outlining your related work and life experience <input type="checkbox"/>		

SECTION 6: About my learning

I have completed the preferred learning style quiz on www.firstdoor.com.au and I believe my preferred learning style is: Visual <input type="checkbox"/> Auditory <input type="checkbox"/> Kinaesthetic <input type="checkbox"/>		
My particular learning needs are: (please state any area of difficulty in learning or learning disability)		
My best time of day for study is usually"		
How did I learn about First Door? e.g: workplace/internet/recommended by		
What made studying with First Door appealing to me?		
I believe I am best suited to success using the flexi or structured training plan	Flexi plan <input type="checkbox"/>	Structured plan <input type="checkbox"/>
Preferred day to attend workshops	Mondays <input type="checkbox"/>	Wednesdays <input type="checkbox"/>
Please share your personal viewpoint on these two questions:		
1. What motivates me to study and complete a Diploma of Leadership and Management?		
2. How will completing this study improve my practice/career?		

SECTION 7: Student fees

I would like to pay by direct debit from my bank account a regular nominated amount on a weekly/fortnightly/monthly basis (as agreed with First Door based on individual training plans) , OR	Direct debit \$_____ per _____
I would like to pay by internet banking prior to commencing each unit (Flexi plan), OR	Internet Flexi before new unit <input type="checkbox"/>
I would like to pay monthly by direct debit from my bank account on the 10 th of the month (Structured plan)	Direct debit Structured: 10 th month <input type="checkbox"/>

SECTION 9: Declaration and checklist

I have read and accept all the policies, procedures and guidelines contained within the First Door Student Handbook and Course Guide. In particular, I understand the student standards and fees policy. I shall abide by these for the duration of my training with First Door Training and Development.	Initial as read and understood X _____
I understand the course timeline and assessment requirements, I am required to complete a training plan with agreed assessment due dates. My assignments are to be received by First Door by 4pm on due date unless an extension has been requested and granted. I understand that a new unit of study is not able to be commenced until the previous unit is submitted. To complete the <i>Diploma of Leadership and Management</i> I also understand that I am required to achieve the necessary workplace experience, activities and assessment.	Initial as read and understood X _____
I give First Door Training and Development Pty Ltd permission to indefinitely use my image and quotes in a respectful and positive manner for use in First Door training resources and in other media (e.g. First Door website).	Initial as read and understood X _____
Please note that the information you provide on this form is private and confidential. All student records are kept for thirty years by First Door Training and Development, as required by law. You are entitled to view your records upon written request to First Door Training and Development.	Initial as read and understood X _____
Checklist: Please ensure that you have: <input type="checkbox"/> completed all sections of this application form <input type="checkbox"/> attached all relevant supporting documentation <input type="checkbox"/> paid the \$65 non-refundable enrolment fee, \$110 text book fee and \$230.00 for the first of twelve monthly instalments Should you be required for an interview or for more information, you will be contacted by telephone or email.	Initial as read and actioned X _____
I declare that the information contained in this application is true and correct to the best of my knowledge. Signed by enrolling student (over 18 years of age): X	Enrolling student's full name: Dated:

Student name:

Please complete all seven questions below. These questions are used as a guide only to assess your Language, Literacy and Numeracy skills, so if required, First Door can provide you with the necessary support.

1. You have signed up for a workshop on a Tuesday morning. You normally work on Tuesday mornings. Tick the three things you could do so you could go to training?

	Ask your boss for time off to go to training
	Arrive late for training
	Not go to training
	Skip work and not tell your boss
	See if the training company has another time available
	Swap shifts with a work colleague and inform your manager

2. Using numbers 1 – 4, choose the right order for developing a training plan in order for you to learn a new skill at work.

	Enrol in training
	Attend training
	Look for training company
	Decide on a new skill you need

3. If you were doing a google search on the “largest structure in the world” which three words would you put in the search box?

peanut	building	smallest	biggest
beard	truck	world's	Australia

4. Read the advert below and highlight or circle the following things:

The salary; where the office is; what type of job it is; when applications close

Job Title: Office cleaner

Location: Sydney City

We require an experienced person to clean our offices of a night. We will be offering the successful applicant \$45000 per year plus superannuation.

Please apply to John Smith by email jsmith@abcoffice.com.au

Applications close 15th July at 3pm

5. Select from the list below the most appropriate synonym (similar word) and insert or write it next to each of the words below:

Throw	Middle	Drive	Select	Teach	Run	Giggle	Mistake
Choose							
Error							
Laugh							
Centre							

6. Highlight or circle the boxes with weights of less than 50kg but more than 10kg:

25kg	85kg	5kg	55kg	40kg	70kg
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7. If your groceries normally cost you \$80 per week and next week's groceries are going to be 25% more expensive, how much will your groceries next week?