



## Application for Enrolment – Advanced Club Management Program

### BSB61015 Advanced Diploma of Leadership and Management

RTO No: 31270

**PERSONAL DETAILS**

**Title:** (Tick appropriate box)     Mr     Ms     Mrs     Miss     Other    \_\_\_\_\_

**Family Name:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_ **Gender:**    Female    Male    **Age:** \_\_\_\_    **Date of Birth:** \_\_/\_\_/\_\_

How did you find out about our program?    Website    Advertising    Friend /Colleague    GMA    PGA    Other

**If you are a PGA Member, what is your member number:** \_\_\_\_\_

**GMA Member? Y / N**                                  **Club:** \_\_\_\_\_          **Position:** \_\_\_\_\_

**Unique Student Identifier**

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All students are required to create a USI and supply the PGA IGI with this number. It is a Federal government requirement that all students undertaking any level of VET related study from 2015 onwards must have a USI.

**CONTACT DETAILS:**

**Mailing Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_          **State:** \_\_\_\_\_          **Postcode:** \_\_\_\_\_

**Home Address:** Write 'as above' if your mailing address is the same:  
\_\_\_\_\_  
\_\_\_\_\_

**Suburb:** \_\_\_\_\_          **State:** \_\_\_\_\_          **Postcode:** \_\_\_\_\_

**Telephone Contact:** Home: (    ) \_\_\_\_\_          Work: (    ) \_\_\_\_\_          Mobile: \_\_\_\_\_

**Email:** \_\_\_\_\_          **Emergency Contact:** \_\_\_\_\_

**Are you an Australian citizen?**  
 Yes, Please provide passport number: \_\_\_\_\_     No, what nationality are you? \_\_\_\_\_

1.    What was your Country of Birth? \_\_\_\_\_

2.    If not an Australian citizen have you been granted permanent residency in Australia?  
 Yes          Please attach a **certified copy** of your residency visa contained in your passport.  
 No          What visa do you hold? \_\_\_\_\_

3.    The office of Immigration Minister's Department where application for visa was made or is expected to be made:  
 \_\_\_\_\_          Australian visa number: \_\_\_\_\_

Are you a New Zealand citizen?     Yes           No

APPLICATION DETAILS	
Program	
<input type="checkbox"/>	<b>Advanced Club Management Program</b> (BSB61015 Advanced Diploma of Leadership and Management)
Intake Date:	<input type="checkbox"/> July 2016 <input type="checkbox"/> August 2016 <input type="checkbox"/> September 2016 <input type="checkbox"/> October 2016 <input type="checkbox"/> November 2016 <input type="checkbox"/> December 2016

Fee Structure	
<input type="checkbox"/>	Domestic – Full fee paying

PRIOR EDUCATION DETAILS		
<b>Supporting documentation is required. Please submit the following:</b> <ul style="list-style-type: none"> <li>▪ <b>Certified copies</b> of your school records (Exit Statement /OP Statement or equivalent). These should be attached if you are under 20 years of age</li> <li>▪ <b>Certified copies</b> of academic transcripts from other higher education institutions.</li> <li>▪ Mature age applicants must provide a current resume and <b>certified copies</b> of all supporting documentation.</li> </ul>		
Year	Name of Institution	Qualification obtained (i.e. Year 12, Diploma)

PRIOR EMPLOYMENT DETAILS		
<b>Supporting documentation is required. Please submit the following:</b> All applicants <u>must</u> have worked at a 'management level' within the golf industry, provide a current resume and certified copies of all supporting documentation.		
Year	Name of Company	Position Held

DECLARATION	
Are you at present excluded, on academic or other grounds, from any tertiary institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details _____	
I authorise the PGA IGI to obtain information concerning my academic record from any school, university or other institution attended by me. I agree to inform the PGA IGI promptly should I be excluded, suspended, or expelled from any tertiary institution during the period of my enrolment at the PGA IGI. I consent to the collection, storage, and disclosure of information, for student and or provider audit purposes, concerning any acts of record falsification or other irregular acts in relation to my academic record. I acknowledge that the PGA IGI may vary or reverse any decision made on the basis of incorrect or incomplete information supplied by me. I acknowledge that PGA IGI will verify the Unique Student Identifier given by me.	
<b>Signature of Applicant:</b> _____	
<b>Print Name:</b> _____ <b>Date:</b> _____	

## MEDICAL DISCLAIMER

Entry into the PGA International Golf Institute is dependent upon the following:

1. Where a medical condition exists, to provide the PGA IGI with evidence of a medical examination and clearance by a qualified medical practitioner (at the expense of the applicant) prior to enrolment.
2. Notify the PGA IGI prior to entry of any existing injuries or disabilities which may hinder any golf practice and/or participation during the course of study.
3. Report all incidents or injuries to the PGA IGI which may occur either on or off duty of PGA IGI care;
4. Allow the PGA IGI to act and assist to arrange any necessary first aid or medical treatment should it be in the best interest of the student (at the expense of the student).

**Applicants Please Note:** Entry Requirements – all applicants must have completed a minimum two years experience at a managerial or high supervisory level within the club industry. Special consideration may be given to exceptional applicants wishing to transition from external industries.

### **Privacy Principles**

*Information collected about you on this form and during your enrolment will be provided, in certain circumstances, to the Australian Government and designated authorities including USI Registry and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where the PGA IGI is authorised or required by law to do so. You can access information collected from you on this form and during your enrolment by contacting Student Services and Training Administrator at the PGA International Golf Institute (PGA IGI). Failure to provide all information required by this form could result in delaying your application or cancellation of your Letter of Offer. Some student information will also be shared with ICMS as the host Institution.*

### **International Applicants**

*Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000, and the National Code 2007, and to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Failure to provide all information required by this form could result in delaying your application or cancellation of your Letter of Offer/eCOE.*

## APPLICATION CHECKLIST

Complete the following checklist before forwarding your application. **Incomplete and incorrect applications will not be processed.** If you are unsure of what information to provide, please contact our office for assistance.

- Certified copies of Senior Education e.g. Year 12 Exit Statement, OP Statement or equivalent if studies undertaken interstate.
- Certified copies of other prior education e.g. Diploma, Academic Transcript.
- Current resume including work history, statement of duties and written references. If applicable, include voluntary experience, personal achievements and documentary evidence of other qualifications and membership of professional bodies.
- Certified copies** of any 2 of the following item of identification:
  - Birth certificate
  - Passport
  - 'Certificate of Australia Citizenship' or the New Zealand equivalent.
  - Drivers License
- Current digital photo of yourself
- Unique Student Identifier field on page 1 is completed (For more information and to apply for your USI go to: <http://usi.gov.au/Students/Pages/default.aspx>)
- I have received information which includes refund policies.

Note: A '**Certified Copy**' is a copy bearing the recognised mark of a Justice of the Peace, Commissioner of Oaths and Declarations or a Solicitor.

**Please do not send original copies**

## APPLICATION LODGEMENT

### PGA IGI Head Office Address

1 Gleneagles Drive  
Sanctuary Cove, Qld 4212

Telephone: 07 56576116  
Fax: 07 3102 0564

### Postal Address

PO Box 470  
Sanctuary Cove, Qld 4212