



APPLICATION FORM

**Australian & New Zealand Residents
RTO National Provider code 50514**

Please use the following checklist to make sure your application is complete:-

- 01 Pastoral Recommendation
- 02 Personal Recommendation
- 03 Personal testimony
- 04 Photo (passport size)
- 05 LL&N (English) test or evidence of Year 10 English or above
- 06 \$50 Application fee Receipt no: _____
- 07 Enrolment information on back page signed
- 08 All sections of the form have been completed accurately

ENROLMENT PROCESS - OFFICE USE ONLY

INTERVIEWER

ALL FORMS COMPLETED

INTERVIEWER INITIAL : _____

DATE: _____

ENROLMENT OFFICER

ACCEPTANCE AND ONLINE REGISTRATION EMAIL

STUDENT ID

ENROLMENT DATABASE

CONTACT DATABASE

ATTENDANCE ROLL

APPLICATION FOR ADMISSION

Australian and New Zealand Applicants

VICTORY LIFE INTERNATIONAL BIBLE TRAINING CENTRE
 1 Neil Street, Osborne Park, Western Australia 6017
 PO Box 20, Osborne Park, Western Australia 6917
Telephone: +61 8 9202 7111 **Email:** admin@vlibtc.wa.edu.au
Website: www.vlibtc.wa.edu.au
 ABN 46 422 028 898

**ATTACH
PHOTO
HERE**

INSTRUCTIONS

- Please print in BLOCK LETTERS
- Answer all questions fully

PROGRAM NAME APPLYING FOR:

10175NAT-Certificate IV in Christian Ministry

Stream Preference **Ministry**

The following streams will require an additional interview

Youth **Influencers** **Chaplaincy**[†]

10176NAT-Diploma of Christian Leadership*

[†] Chaplaincy is not available for mid-year intake.

* Please note that there are pre-requisites for these courses.

(See Training and Assessment and pre-requisite Information on back page)

ENROLMENT STATUS APPLIED FOR:

Full-time

Part-time

Night School

Non-accredited (Personal Development)

External Full-time

External Part-time

STUDENT STATUS:

Unique Student Identifier _____

PERSONAL DETAILS

Enter Full Name

Family name (surname)

Given names

Enter your birth date

Day / month / year / /

Gender

Male

Female

What is the address of your usual residence?

Street House/Unit Number

Suburb, locality or town

State/territory

Postcode

Enter your email address (BLOCK LETTERS)

Enter your contact phone number

LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?

Australia

Other - please specify

Do you speak a language other than English at home?

(if more than one language, indicate which one is spoken most often)

No

Yes Please specify

DISABILITY, LEARNING DIFFICULTY OR HEALTH ISSUE(S)

Do you consider yourself to have a disability, impairment or long-term condition that may cause you to require assistance?

No Yes Please explain

.....

.....

SCHOOLING

What is your highest COMPLETED school level?

In which YEAR did you complete that school level?

Will you be doing any other courses while in Bible College?

No

Yes

PREVIOUS QUALIFICATIONS ACHIEVED

List any SUCCESSFULLY completed higher qualifications

.....

.....

.....

STUDY REASON

Write a brief explanation of why you desire to attend VLIBTC

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.....

HOME CHURCH

Church name

Address

Suburb.....

State Country.....

How long have you been attending your current church?.....

What area of the church are you involved in?
.....
.....

Pastor's Name

Telephone

Email (BLOCK LETTER)

CHRISTIAN EXPERIENCE

Are you born again through a personal relationship with Jesus Christ?

Yes No Unsure

When

Where

Baptised in water by immersion?

Yes No Unsure

When

Where.....

Baptised in the Holy Spirit & speaking in other tongues?

Yes No Unsure

When

Where.....

Briefly detail any previous church ministry/service

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Do you believe you are called by God to enter full-time ministry?

Yes No Unsure

If Yes, what do you believe is your calling?

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.....

BACKGROUND INFORMATION

Do you have a criminal record? No Yes

You will be informed before you receive a letter of acceptance if a Police Clearance is required.

Marital Status

Married

Name of Spouse.....

Single Other

Dependants

Number of dependants (if any).....

Age range.....

Do you know anyone currently attending or who has previously attended VLIBTC?

Yes No

If yes please provide their full name

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.....

How did you hear about VLIBTC?

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.....

BACKGROUND INFORMATION

CONT

Please attach your Personal Testimony - in one to two pages describe how you came to know Jesus and how He has impacted your life.

How do you intend to cover your expenses and fees while attending VLIBTC?

Own employment

Savings

Spouse

Parents

Part-time Work

Other

REFERENCES

PASTOR'S CHARACTER REFERENCE

Name

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Address

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.....

Email

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Telephone

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PERSONAL/CHARACTER REFERENCE

Name

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Address

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Email

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Telephone

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EMERGENCY CONTACT

Name of a relative to be contacted in case of an emergency

Name

Mobile / Telephone

ACKNOWLEDGEMENT

Please note that upon an acceptance into VLIBTC you will be required to complete an online registration. The links will be emailed to you.

Victory Life International Bible Training Centre reserves the right to refuse entry should any student not meet the criteria established by VLIBTC or as declared by them in their Application Form. I hereby declare that the information provided in this Application is true and correct. I understand that if any information is found to be false this application may be cancelled.

Signed

Date

STUDENT ENROLMENT INFORMATION

This information contains important details on how to enrol at VLIBTC. It is supplementary information and should be read in conjunction the VLIBTC Prospectus. Please read it carefully and ask questions on anything you do not understand.

Rules of Enrolment and Continued Enrolment Requirements

Students must acknowledge Jesus Christ as Lord; attend and serve in a local church; be a minimum age of 16 or have completed year 10; have documented evidence of year ten English or equivalent; agree to follow VLIBTC student behaviour standards; pay fees on time; complete adequate course progress; and have a minimum 80% attendance rate.

Enrolment Procedure

Before you decide to enrol in a course, find out from us what the course entry requirements are, when it runs, how much it costs, and what you will learn on the course. This information is provided in the prospectus and on the website, fee schedule, calendar and term time table. Fill out and sign the application form provided by VLIBTC. A face to face interview will be arranged then VLIBTC will make contact by email or letter to confirm your enrolment. Please note streams for Youth, Influencer and Chaplaincy streams will require an additional interview. You will be required to complete an online registration following acceptance.

Orientation Procedure

Attend the pre-study orientation meeting that VLIBTC will schedule prior to the commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of competency. Students will be provided with the student handbook.

Training and Assessment and Pre-requisite Information

VLIBTC will provide training and assessment information prior to the commencement of each course.

**Please note that satisfactory completion of the 10175NAT-Certificate IV in Christian Ministry or an AQF Level 4 (Certificate IV level) is a pre-requisite to doing the 10176NAT-Diploma of Christian Leadership unless Recognition of Prior Learning is approved.*

Vocational Outcomes

Completion of this course does not give automatic entry into full-time ministry. It will, however assist in preparing you for the fulfilment of God's call on your life in both ministry and the market place.

Course Content

VLIBTC will provide training and assessment that leads to the achievement of competency in the chosen unit or course. The course will normally be delivered over a period of 5 days from 8.30am to 12.30pm. Variations occur for the streams.

Fees and Refund Policy

Payment of fees in advance is required. This may be a full term or weekly as arranged. Please refer to VLIBTC Fee Schedule. Students will also be required to purchase text books as advised at the commencement of studies. In the case of early withdrawal from the course, where 20% or less of the course has been provided to the student a 100% refund will apply. Where less than 50% of the course has been provided to the student a 50% refund will apply. Where 50% or more of the course has been provided to the student no refund will apply. Where a refund applies an administration cost of \$200 will be charged.

Course Completion Guarantee

Once the student has commenced study in their chosen course VLIBTC will guarantee to complete the training and/or assessment within the course duration and will further negotiate the timing for completion of the course if a student is unable to complete the course due to illness or extenuating circumstances.

Assessments undertaken are competency based and students will be given at least two re-assessment opportunities after which the student may need to repeat the unit and an additional fee will be required.

Language, Literacy and Numeracy

All students who advise VLIBTC staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. The assistance provided by VLIBTC will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.

Welfare and Guidance

All students experiencing any difficulty or concerns about their training experience should make contact with the lecturer or VLIBTC Management where a range of solutions may be discussed and provided.

Appeals and Complaints

The complaints and appeals policy of VLIBTC provide an avenue for students to address their complaints and appeals to VLIBTC Management and have them dealt with in a constructive and timely manner. Details are fully set out in the student hand book.

Disciplinary Procedures

Students who are unruly, offensive or conduct themselves in a disrespectful manner toward VLIBTC staff or fellow students will be offered one warning to desist their behaviour after which continued behaviour will result in their enrolment being cancelled. Plagiarism will not be tolerated and if identified may result in revocation of certification following the award of any qualification issuance.

Access and Equity

VLIBTC is committed to providing training and assessment services to all clients regardless of race, religion, sex, age, socioeconomic status, disability, language, literacy or numeracy.

Legislative Compliance

VLIBTC Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including, but not limited to WH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation. Enrolled students may request access to Legislation via their designated Trainer/Assessor.

National Recognition, Credit Transfer & RPL

VLIBTC recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework. Where sufficient documentation is provided VLIBTC will provide credit transfer to enrolling students.

Recognition of Prior Learning (RPL) is offered to all students enrolling in VLIBTC. Where sufficient documentation is provided VLIBTC will provide RPL to enrolling students. VLIBTC recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply at enrolment.

Information Sharing

It is an obligation under the Australian Quality Training Framework for information collected about you and your enrolment in this Registered Training Organisation (RTO) to be submitted to the Australian Government to inform the Government and its agencies about this RTO's participation in the Vocational Educational Sector. The information is collected in accordance with the provisions of the Privacy Act 1988. The information collected will be maintained accurately and securely. This information will not be passed onto a third party unless a written authorisation is received from you. You may access this information freely on request.

Records and Information Management

VLIBTC is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests for information from present and past students. All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should, in the first instance, contact VLIBTC reception. All staff employed by VLIBTC will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998.

I have read the Student Enrolment Information including the fee schedule and accept the conditions as set out above for acceptance at VLIBTC.

Signed Date