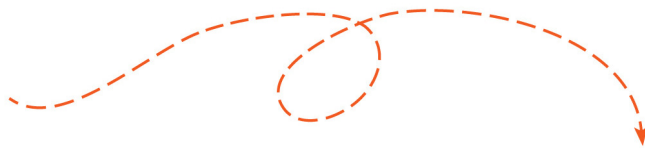




All information is private and confidential.

HELLO AND THANK YOU FOR YOUR INTEREST IN OUR PROGRAM.

To make sure the program you have chosen is a great match i.e. you're going to get great value for money, AND you are actually up for the coaching and development that will be received, we'd like you to answer the following questions. Thank you in advance.



# CERTIFICATE IV enrolment form

First Name: ..... Surname: ..... Date: .....  
Student Postal Address: ..... Postcode: .....  
Mobile: ..... Email: .....  
Birthday: ..... Sex: F  M  Employment Commencement Date: .....

### Employer / Traineeship Details

Legal Entity Name: ..... ABN: .....  
Trading As: ..... Business Type: .....  
Owner: ..... Mobile: .....  
Workplace Address: .....  
Postal Address: .....  
Business Phone: ..... Business Fax: .....  
E-mail: .....  
Workplace Supervisor (if different to owner): .....  or as above  
Workplace Supervisor Contact Phone: .....  
Workplace Supervisor E-mail: .....

Registered Training Organisation: **NATIONAL COLLEGE OF BUSINESS**

### Qualification:

- BSB40407 Certificate IV in Small Business Management
- BSB40807 Certificate IV in Frontline Management
- BSB40607 Certificate IV in Business sales

**Traineeship:**  Yes  No **Faxed Eligibility to ACC:**  Yes  No Date: ...../...../.....

### Acknowledgement:

I, ..... (business owner) confirm that the above information is true and correct and authorize the NCB to fax the appropriate forms to the AAC on my behalf. I also acknowledge this information will not be disclosed to any other party.

Signed: ..... Date: .....

Business Guru is: .....	Campus Captain is: .....
Application Form Completed <input type="checkbox"/>	Check Application faxed to AAC <input type="checkbox"/>
Enrolment Fee Attached <input type="checkbox"/> Chq / CC / EFT	Prepare Handwritten Envelope for Mail <input type="checkbox"/>
AAC Eligibility form emailed <input type="checkbox"/>	Acknowledgement Letter w HL from Guru, Receipt <input type="checkbox"/>
Receipt <input type="checkbox"/>	<i>(Yellow Copy on File)</i>
Friends Board Updated <input type="checkbox"/>	Create participant file <input type="checkbox"/>
Enrolment Register Updated <input type="checkbox"/>	Update Course Registration List <input type="checkbox"/>
CRM Updated <input type="checkbox"/>	SRT0 Paperwork received & faxed to AAC <input type="checkbox"/>
HL Congratulations Done <input type="checkbox"/>	Tax Invoice Prepared <input type="checkbox"/>
<b>Campus:</b> Brisbane / Gold Coast	Finance Paperwork Prepared ready <input type="checkbox"/>
<b>Program Start Date:</b> .....	Send Confirmation Pack <input type="checkbox"/>
<b>Finance:</b> PIF / PaySmart / Barter	
<b>Source:</b> Referral from...../Call Queen/Event/Expo/Other	

### BRISBANE

Level 1, 74 Astor Tce,  
Spring Hill Qld 4004

### GOLD COAST

Level 2, Eastside,  
232 Robina Town Centre Dr,  
Robina Qld 4230



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