

## Course Application

Upon course enquiry, Benchmark College will provide you with the following:



<b>Step 1</b>	<b>Pre-enrolment information</b>
	<p>This information is also available at <a href="http://www.benchmark.edu.au">www.benchmark.edu.au</a> It is important to read and understand the pre-enrolment information listed below:</p> <ul style="list-style-type: none"> <li>• <b>Pre-enrolment Flyer</b> Contains important information to help you make an informed decision about your training and outlines how to find Benchmark College Policies and Procedures.</li> <li>• <b>Course Information Flyer</b> Contains information about your course, including how the course will be delivered and fee information.</li> <li>• <b>Unique Student Identifier</b> Students enrolled in Nationally Recognised Training must have a Unique Student Identifier (USI). Read the information leaflet, you can apply for your USI online.</li> <li>• <b>Recognition of Prior Learning (RPL) and Credit Transfer</b> If you wish to apply for RPL please contact Benchmark College. If you are applying for Credit Transfer, complete the Credit Transfer form enclosed and Verification Consent and Credit Transfer Form. You will need to provide a copy of your Qualification or Statement of Attainment and Transcript (Record of Results) with your application.</li> <li>• <b>VET Student Loans</b> If applying to enrol into an approved Diploma course, you can apply for VET Student Loans to cover some or all of your fees. Please contact our office for more information (eligibility criteria apply).</li> </ul>
<b>Step 2</b>	<b>Pre-enrolment Quiz</b>
	<p>Potential students complete a Pre-enrolment Quiz – this occurs prior to or at application. The Pre-enrolment Quiz has been developed to provide students, trainer/assessors and the training organisation with an understanding of the literacy, numeracy, problem-solving skills required when undertaking training.</p>
<b>Step 3</b>	<b>Application</b>
	<ul style="list-style-type: none"> <li>• Applicants apply for the Unique Student Identifier <a href="http://www.usi.gov.au">http://www.usi.gov.au</a></li> <li>• Applicants complete the Course Application Form. The Application form includes questions regarding special needs.</li> </ul>
<b>Step 4</b>	<b>Benchmark College Administration</b>
	<p>Benchmark College will process your application. You will be notified of acceptance into the course prior to course commencement. (Please allow 3-5 business days for processing). A Commitment ID will be issued to you (expires four months from date of issue).</p>
<b>Step 5</b>	<b>Payment of Fees</b>
	<p>An invoice will be issued to the student for payment of fees (with the exception of VET Student Loans applicants and fee exemptions). Applicants must pay the required fee prior to commencement of training or can pay a 20% deposit enter into a payment plan. VET Student Loans is available to applicants of approved Diploma courses (contact Benchmark College for more information).</p>
<b>Step 6</b>	<b>Enrolment</b>
	<p>Once your application has been processed and accepted, complete the Enrolment Form and related documents, then you will be inducted into your training course. You will be provided with further course information (such as your training plan) and learning resources for your course.</p>