

Steps for online enrolment

To successfully enrol in your course, please follow the steps outlined below.

Click the online enrolment link provided in the email.

Here you will see all courses that are currently open for enrolment. Select the correct course as detailed in your Enrolment email.

If you are unsure which course you are applying for please contact the RTO staff.

Select **Apply Now**.

Application for Enrolment (Step 1 of 11)

1. This is an overview of the course, start date and fee (if applicable).
 - a. You will need a USI to apply for any course run by our RTO. A USI (Unique Student Identifier) is a reference number that creates an online record of your training and qualifications attained in Australia. A USI is needed in order to receive your qualification or statement of attainment.
Tip: You may already have a USI if you have undertaken any nationally recognised training in Australia. A USI is for life – you only have to create it once!
 - b. If you are unsure if you have a USI/forgotten USI go to the following website <https://www.usi.gov.au/>. Here you can search or create yourself a USI using government issued identification.

2. Once you have your USI, select **I have my USI. Let's go**.

Application for Enrolment (Step 2 of 11)

3. Read the Terms and Conditions of Enrolment, select the **tick box** and press **Next**.

Application for Enrolment (Step 3 of 11)

4. Upload a copy of your photo identification and concession card if applicable. Select **Next**.

Please see your enrolment email for identification requirements.

Application for Enrolment (Step 4 of 11)

5. Fill in your contact details. Select **Next**.

Application for Enrolment (Step 5 of 11)

6. Fill in your USI and personal details. Select **Next**.

Application for Enrolment (Step 6 of 11)

7. You must read this section, and answer all questions asked. Your answer to these questions can result in reduced course fees, depending on your personal circumstances.

- a. Please answer each question with either Y (yes) or N (no) by numbering your answers, or copy and paste the questions into the answer box. Select **Next**.

Application for Enrolment (Step 7 of 11)

8. Review your answers to ensure your details and answers are correct and true. Select **Next**.

Application for Enrolment (Step 8 of 11)

9. Select your payment method (if applicable). All students will receive an invoice for their course fees (if applicable). Payment plans can be discussed. Select **Next**.

Application for Enrolment (Step 9 of 11)

10. Review your payment method (if applicable). Select **Next**.

Application for Enrolment (Step 10 of 11)

11. Review your application for enrolment. Select **Apply**.

Application for Enrolment (Step 11 of 11)

12. Congratulations, you have successfully created your application for enrolment. A copy of your application for enrolment will be emailed to you. Once your application has been approved, you will receive a welcome email from the RTO.