Application for Enrolment Form

(International Students)

About this form

Thank you for your interest in seeking enrolment into RTO. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Diversity and Inclusion Statement

Our RTO values diversity and is committed to fostering a culturally safe, inclusive, and respectful learning environment for all students. We recognise and celebrate the contributions of people from all backgrounds, including First Nations peoples, culturally and linguistically diverse communities, people with disability, LGBTIQ+ communities, and those from varied faiths, genders, and socio-economic groups. We are dedicated to ensuring every learner feels supported, valued, and empowered to succeed.

Course details

Course you wish to enroll in:	
Requested start date:	

Student details

Given name:		**Middle name:**	
Surname:			
Preferred first name if different to the above:			
Date of Birth:			
Gender: (Tick ONE box only)	☐ Male ☐ Female ☐ Non-Binary ☐ Prefer not to say		

Current Residential Address:				
NOTE: Please provide the physical address (street number and name –not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.				
Phone number(s):	**Mobile:**		**Home:**	
Email address:				
Nationality:				
Emergency contact (name, relationships and mobile phone number):	**Name**	**Mobile**	**Email**	**Relationship**
Do you hold a current Australian visa?	☐ Yes ☐ No			
Type of visa and expiry date:				

Language and cultural diversity

In which country were you born?	☐ Australia [1101] ☐ Other; please specify:
Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	☐ No, English only [1201] ☐ Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

We are committed to creating an inclusive and culturally safe learning environment for all students.

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

Disability

Do you consider yourself to have a disability?	☐ Yes ☐ No – go the question about schooling	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other	11 12 13 14 15 16 17 18 19

Schooling

What is your highest COMPLETED school level Tick ONE box only	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school	12 11 10 09 08 02

Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	☐ Yes ☐ No

If YES, tick ANY applicable boxes	☐ Bachelor's degree or higher degree	008
	☐ Advanced diploma or associate degree	410
	☐ Diploma (or associate diploma)	420
	☐ Certificate IV (or advanced certificate/technician)	511
	☐ Certificate III (or trade certificate)	514
	☐ Certificate II	521
	☐ Certificate I	524
	☐ Other education (including certificates or overseas qualifications not listed here)	990

Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).	☐ Full-time employee	01
	☐ Part-time employee	02
	☐ Self-employed – not employing others	03
	☐ Self-employed – employing others	04
	☐ Employed – unpaid worker in a family business	05
	☐ Unemployed – seeking full-time work	06
	☐ Unemployed – seeking part-time work	07
	☐ Not employed – not seeking employment	08

Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	☐ To get a job	01
	☐ To develop my existing business	02
	☐ To start my own business	03

	☐ To try for a different career	04
	☐ To get a better job or promotion	05
	☐ It was a requirement of my job	06
	☐ I wanted extra skills for my job	07
	☐ To get into another course of study	08
	☐ For personal interest or self-development	12
	☐ To get skills for community/voluntary work	13
	☐ Other reasons	11

RPL and credit transfer application

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer. Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.	
I want to apply for a credit transfer for the following unit/s:	
I want to apply for RPL for the following unit/s:	
If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.	

Unique Student Identifier (USI)

RTO can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device.

Enter your Unique Student Identifier (USI) here:



Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO).

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (Department of Education (DET)), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer
- information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

Department of Education (DET) is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how Department of Education (DET) will handle your personal information, please refer to the Department of Education (DET) VET Privacy Notice at Department of Education privacy policy | vic.gov.au

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact RTO) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Refer to Project Controls Institute, Australia's privacy policy.

Student declaration

I declare that the information provided is true and correct:	☐ Yes ☐ No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	☐ Yes ☐ No
Name of applicant:	
Signature:	
Date:	