

F.05.06a ENROLMENT FORM – INTERNATIONAL STUDENTS

(Please write in BLOCK letters using BLUE or BLACK pen)

AVETA cannot enrol you until such times that you complete all the required information on this form including signing and dating this form on the back page.

APPLICANT'S DETAILS

Note: In the spaces provided below, please write the name that you use when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want AVETA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you chose to use for this purpose

1. **Enter your full name?** Mr Mrs Ms Miss Others
 Surname (Legal Family Name)
 First Name (Legal Given Name)
 Middle Name (Legal Middle Name)
2. **Date of Birth** (dd/mm/yyyy) / /
3. **Gender** (tick one box only) Male Female (Indeterminate/Intersex/Unspecified)
4. **Please provide your AVETA ID (If previously enrolled at AVETA)**
5. **Contact Details**
 - a) Home phone
 - b) Work phone
 - c) Mobile
 - d) Email address
 - e) Email address (alternative) optional
6. **Usual Residence**
 Enter your address and postcode of the suburb, locality or town in which you usually live
 - a) Building/Property Name
 - b) Flat/Unit Number
 - c) Number (e.g.5 or Lot 12)
 - d) Street Name
 - e) Suburb, locality or town
 - f) State/Territory
 - g) Postcode

Note: Please provide the physical address (i.e. the name of your street and the number – please do not provide a post office box number) where you usually reside rather than any temporary address in which you reside for training, work or other purposes before returning to your home country.

7. Postal address (If different from what you have listed in point 6 above)

Enter your address and postcode of the suburb, locality or town in which you usually live

- a) Building/Property Name
- b) Flat/Unit Number
- c) Street Number
- d) Street Name
- e) P.O box or roadside delivery box
- f) Suburb, locality or town
- g) State/Territory
- h) Postcode
- i) E-mail address

8. Emergency Contact Details (In Australia) :-

- Name
- Address
- Suburb / Town
- State / Territory
- Post Code
- Mobile Number
- Relationship
- Email (optional)

9. Emergency Contact Details (Overseas):-

- Name
- Address
- Town
- Country
- Mobile Number
- Relationship
- Email (optional)

COURSE ENROLMENT

10. Which Course(s) are you applying for?

NATIONAL CODE	CRICOS CODE	COURSE TITLE	Tick Selected Course	Intake Month/ Year
N/A	09855OD	GENERAL ENGLISH		
N/A	099308F	IELTS PREPARATION		
SIT30816	093068K	CERTIFICATE III IN COMMERCIAL COOKERY		
SIT40516	093069J	CERTIFICATE IV IN COMMERCIAL COOKERY		
SIT50416	091029M	DIPLOMA OF HOSPITALITY MANAGEMENT		
SIT60316	091110G	ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT		
BSB40215	086933K	CERTIFICATE IV IN BUSINESS		
BSB50215	087201E	DIPLOMA OF BUSINESS		
BSB60215	087484M	ADVANCED DIPLOMA OF BUSINESS		
BSB42015	091351A	CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT		
BSB51918	098737D	DIPLOMA OF LEADERSHIP AND MANAGEMENT		
BSB61015	091353K	ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT		

Recognition of Prior Learning (RPL)

To assist AVETA in determining any prior learning that you may have undertaken in the past, you will be required to undertake AVETA's Recognition of Prior Learning (RPL) process for any formal, non-formal and informal learning for the course(s) that you have selected above.

I understand as a result of this process, which must be completed prior to enrolment, that if RPL is granted then this may affect the duration of my course(s) and may also be reflected on my eCoE.

By signing this Enrolment Form, I understand and agree that the RPL cost recovery that I have paid at the time of submitting my RPL evidence is non-refundable, irrespective of whether RPL credit is granted or not.

Language and cultural diversity

11. In which country you were born?

Australia

Other – please specify

12. Citizenship: Print your country of citizenship as shown on your passport.

Passport Number:

13. Do you hold a current Australian Visa: Yes No

VISA Category

VISA notification number

14. 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

Yes, Other – Please specify

15. Do you hold a current Certificate English Proficiency in last 2 years? Yes No

If Yes Please specify:

International English Language Testing System (IELTS)

TOFEL – Internet Base Test

Pearson Test of English Academic (PTE Academic)

Cambridge English: Advanced (Certificate in Advanced English)

Occupational English Test

Score Test Date Test Reference Number

If you do not hold a Current Certificate of English Proficiency listed above, have you completed a Certificate IV or higher Qualification in Australia?

Yes No

If you do not hold a Current Certificate of English Proficiency listed above, have you completed a Certificate III or IV in ESL or EAL from the ESL/EAL Framework (VIC) or have you completed the ELICOS Course: General English to the Intermediate Level.

Yes No

16. Are you currently studying in Australia? Yes No

If Yes - Name of RTO / TAFE / University

Name of the Course you are currently studying
At the other RTO/TAFE/University

Name of the your principle Course of study
At the other RTO/TAFE/University

Do you have a Letter of Release from the RTO / TAFE / University? Yes No

17. Are you an Aboriginal or Torres Strait Islander? (for persons of both Aboriginal or Torres Striate Islander origin, mark both "Yes" boxes.)

No Yes, Aboriginal Yes, Torres Strait Islander

Disability

18. Do you consider yourself to have a disability, impairment or long term condition

- Yes No

Note: If you have answered "No" – Go to question 20.

19. If you answered "Yes" to Question 18 please indicate the areas of disability, impairment or long term condition:
(you may indicate more than one area.)

- Hearing/Deaf Physical Intellectual Learning
 Mental illness Acquired brain impairment Vision
 Medical condition Other

Schooling

20. What is your highest COMPLETED school level (tick ONE box only)

- Completed Year 12
 Completed Year 11
 Completed Year 10
 Completed Year 9 or Equivalent
 Completed Year 8 or Lower
 Never attended

Note: If you have never attended a School – Go to Question 22

21. Are you still attending secondary school?

- Yes
 No

Previous qualification achieved

22. Have you SUCCESSFULLY completed any of the qualifications listed in Question 23

Yes – go to Question 23

No – go to Question 24

23. As you have answered “Yes” to Question 22, please enter one of these Prior Education Achievement Recognition identifiers for any applicable Qualification level:

	A	E	I	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 – Bachelor Degree or Higher Degree
A -Australian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	410 – Advanced Diploma or Associate Degree
E- Australian Equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	420- Diploma (or Associate Diploma)
I - International	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511- Certificate IV (or Advance Certificate/Technician)
Note:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	514- Certificate III (or Trade Certificate)
If you have multiple Prior Education Achievement Recognition identifiers for any one qualification, use the following priority order to determine which identifier to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	521- Certificate II
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	524 –Certificate I
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	990 – Certificate other than above

Employment

24. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

- 01 - Full-time employee
- 02 - Part-time employee
- 03 - Self-employed – not employing others
- 04 - Self-employed – employing others
- 05 - Employed – unpaid worker in a family business
- 06 - Unemployed – seeking full-time work
- 07- Unemployed – seeking part-time work
- 08 - Not employed – not seeking employment

25. Which of the following classifications, which BEST describes your current or recent occupation?

(Tick ONE box only)

If never employed go to Question 27

- 01 - Manager
- 02 - Professional
- 03 - Technician and Trade Worker
- 04 - Community and Personal Service Worker
- 05 - Clerical and Administrative Worker
- 06- Sales Worker
- 07 - Machinery Operator and Driver
- 08 - Labourer
- 09 – Other

26. Which of the following classifications, which BEST describes the industry of your current or previous Employer?

- | | |
|---|--|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing | <input type="checkbox"/> K - Financial and Insurance Services |
| <input type="checkbox"/> B -Mining | <input type="checkbox"/> L- Rental, Hiring and Estate Services |
| <input type="checkbox"/> C - Manufacturing | <input type="checkbox"/> M - Professional, Scientific and Technical Services |
| <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N - Administrative and Support Services |
| <input type="checkbox"/> E - Construction | <input type="checkbox"/> O -Public Administration and Safety |
| <input type="checkbox"/> F - Wholesale Trade | <input type="checkbox"/> P - Education and Training |
| <input type="checkbox"/> G - Retail Trade | <input type="checkbox"/> Q - Health Care and Social Assistance |
| <input type="checkbox"/> H - Accommodation and Food Services | <input type="checkbox"/> R - Arts and Recreation Services |
| <input type="checkbox"/> I - Transport, Postal and Warehousing | <input type="checkbox"/> S – Other Services |
| <input type="checkbox"/> J - Information Media and Telecommunications | |

Study reason

27. Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship?

- | | |
|---|--|
| <input type="checkbox"/> 01 - To get a job | <input type="checkbox"/> 12 - For personal interest or self-development |
| <input type="checkbox"/> 02 - To develop my existing business | <input type="checkbox"/> 11 - Other reasons |
| <input type="checkbox"/> 03 - To start my own business | <input type="checkbox"/> 13 - To get skills for community/voluntary work |
| <input type="checkbox"/> 04 - To try for a different career | |
| <input type="checkbox"/> 05 - To get a better job or promotion | |
| <input type="checkbox"/> 06 - It is a requirement for my job | |
| <input type="checkbox"/> 07 - I want to get extra skills for my job | |
| <input type="checkbox"/> 08 - To get into another program of study | |

Other Details

28. Agents Details (if No Agent Details – please fill in Not Applicable)

Agent Name:-

Agent Address:-

City:

Country:

Post Code:

Email:

Telephone (BH):-

Telephone (AH):-

29. Airport Pick Up and Accommodation Services

I require Airport Pick Up Yes No

I require Assistance with Accommodation Yes No

30. I learnt about AVETA through:

Friends Website / Advertisement Education Agent Other: _____

Victorian Student Number

To be completed by all students aged up to 24 years.

Since 2011 Vocational Education and Training (VET) Organisations require enrolling students (age up to 24 years) to have a Victorian Student Number (VSN) upon enrolment. This will allow AVETA to report your VSN at the time of enrolment.

Accordingly if you are enrolling for the first time since VSN was introduced in 2011 and are you not yet 24 years old you will be required to obtain a VSN.

If you already have one you will be required to enter your VSN on this enrolment form (See question 31). In addition, if you have enrolled in a VET course with a Registered Training Organisation (RTO) since 2011 you will be required to provide details about this training, in the space provided below:

31. If known enter your Victorian Student Number (VSN)

Note: If you have entered your VSN details you will **not** be required to enter the following details.

Have you attended any Victorian school since 2009, or done any Training with a Vocational Education Organization or Adult and Community Education provider in Victoria since 2011?

No – I have not attended a Victorian school since 2009 or a TAFE or other VET Training Provider since the beginning of 2011.

Note: If you have answered “NO” you will not be required to complete the following Two sections

Yes – I have attended a Victorian school since 2009:

Most recent Victorian school attended is

.....

And / or

Yes – I have participated in training at a TAFE or other Training Organization since the beginning of 2011.

Note: Please list the most recent Training Organisations with which you have participated in training in Victoria Since 2011. (Please list up to 3 Training Organisations in the space provided below)

1.
2.
3.

Unique Student Identifier

From 1 January 2015, **AVETA** can be prevented from issuing you with a nationally recognised VET Qualification or Statement of Attainment when you complete a program of study if you do not have a Unique Student Identifier (USI).

32. Enter your Unique Student Identifier (If you already have one)

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If you have not yet obtained a USI, you can apply for one, using one of the following two methods:

Method 1

- You can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on a computer or utilising a mobile device

Method 2

- If you want AVETA to apply for a USI on your behalf you must authorise AVETA to do so. Where you have indicated that AVETA should do on your behalf you will be required to answer the questions in the following section.

USI application through your RTO (if you do not already have a USI)

If you want **AVETA** to apply for a USI on your behalf you must authorise **AVETA** to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You will also be required to provide additional information that is listed under your declaration.

I [NAME]

.....authorise

AVETA - to apply, pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

Town/City of Birth _____

(Please write the name of the Australian or overseas town or city where you were born)

As AVETA is creating your USI your behalf you will be required to provide details for one of the forms of identity listed below (please ensure that the name written in the personal details section is exactly the same as written in the document you provide to verify your identity).

Identity form 1 - Australian Driver Licence

State: _____ Licence Number: _____

Identity form 2 - Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green Expiry date ____/____/____ (format MM/YYYY)
(month/year)

Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

Identity form 3 - Australian Birth Certificate

State/Territory _____
Details vary according to State/Territory

Identity form 4 - Non Australian Birth Certificate

State/Territory City _____

Identity form 5 - Australian Passport

Passport number _____

Identity form 6- Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Identity form 7 - Immicard

Immicard Number _____

Identity form 8 - Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
(day/month/year)

Identity form 9. Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

Victorian Government VET Student Enrolment Privacy Notice

Any personal information collected by the Victorian Department of Education and Training for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Collection of your data

AVETA is required to provide the Department with student and training activity data. This includes personal information collected in AVETA's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

AVETA provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analysis, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact AVETA's Principle Executive Officer in the first instance by phone 03-96298835 or e-mail info@aveta.edu.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

Supporting Documents:-

In support of your enrolment at AVETA, attach any of the following documents if applicable to this enrolment form:

1. English Language Proficiency Result – Certified Copy - Evidence of proficiency result
 - International English Language Testing System (IELTS)
 - TOFEL – Internet Base Test
 - Pearson Test of English Academic (PTE Academic)
 - Cambridge English: Advanced (Certificate in Advanced English)
 - Occupational English Test
2. Proof of Identity – Passport – Certified Copy
3. Certified copies of Testamurs and / or Statements of Attainment for nationally recognised VET or Higher Education Certificates
4. USI Transcript – If available
5. Copy of Visa Notification Letter & Visa Notification Number
6. Copy of Completed Year 10 or higher – Certified Copy
7. Copy of Overseas Health Care Card
8. Letter of Release (if available)

Note: Any documentation that is not in English must be translated into English at the time of submission

STUDENT DECLARATION & PRIVACY STATEMENT:-

Student Declaration:

1. I declare that the information supplied by me on this enrolment form, is the best of my understanding and belief, to be correct.
2. I understand that the giving false information on this enrolment form may lead to the cancellation of my enrolment(s).
3. I consent to AVETA or its Education Agent's to conform, with the originating source, concerning any information contained in this Enrolment Form.
4. I understand that I will be required to comply with all Student visa conditions outline in my student visa that have been imposed by the Department of Home Affairs (particularly those conditions relating to course progress and attendance requirements).
5. I agree to accept my liability for payment of all fees that outlined by AVETA in my payment plan that are associated with this enrolment(s) and I further agree to accept AVETA's Refund Policy and Procedures.
6. I confirm that I have understand that my living expenses in Australia are likely to be higher than what I would incurred in my home country and I also confirm that I am able to meet these increase expenses.
7. I understand that if my application for a Student visa is refused by the Australian Government, that in order to obtain a refund of any unspent prepaid fees I must advise AVETA in writing that my application for Student visa has been refused, as soon as after being advised of the situation; and that AVETA will make a refund, if applicable, within 4 weeks from the date of this advice.
8. I understand that if my application for a student visa is refused by the Australian Government that I will not be entitled to a refund of any unspent prepaid fees if refusal was the reason for one or more of the following acts or omissions that directly or indirectly caused me to be in default:
 - a. the student's failure to start the course at the agreed location on the agreed starting day; or
 - b. the student's failure to pay any amount they are liable to pay to AVETA, directly or indirectly, in order to undertake their course of study.

9. I consent to AVETA providing the Australian Government or any State Government Department with any information concerning my enrolment, attendance, course progress, academic results or academic standing.
10. I am aware that AVETA's Educational Policies and Procedures, that are applicable to me, as a student, are available on AVETA's website.
11. I am aware that AVETA's CRICOS courses which are offered to International Students, in accordance with the Australian Government's Education Services for Overseas Students (ESOS) Act 2000, will require me to study full-time on-campus.
12. I am aware that AVETA applies a fee for this enrolment and that it is non-refundable – Offshore \$500.00 Onshore - \$250.00
13. I understand and acknowledge that SRAGILL PTY LTD, trading as AVETA - Australian Vocational Education and Training Academy is required to provide the Victorian Government, through the Victorian Department of Education and Training, with student and training activity data which may include information I provide in this enrolment form. This information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines – 2020 (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by AVETA that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review. The Education and Training Reform Act 2006 requires AVETA to collect and disclose my personal information for a number of purposes including the allocation to me of Victorian Student Number (VSN) and updating my personal information on the Victorian Student Register.

Applicant's Declaration, Privacy Statement and Consent

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information or student photo in accordance with the Privacy Notice Statement in this Enrolment Form.
- By signing this Applicant Declaration, Privacy Statement and consent, I am confirming that I have read and understand as well as acknowledging and agreeing to the terms described in this declaration, privacy statement and consent.

APPLICANT'S SIGNATURE **DATE**