

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Vocational Careers Institute are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

1. Application for Enrolment

Duration

Which course would you like to enroll into?	<input type="radio"/> BSB51918 Diploma of Leadership and Management (098857G)	53 weeks		
	<input type="radio"/> BSB61015 Advanced Diploma of Leadership and Management (092197J)	53 weeks		
	<input type="radio"/> BSB50215 Diploma of Business (092194A)	53 weeks		
	<input type="radio"/> BSB60215 Advanced Diploma of Business (092196K)	53 weeks		
	<input type="radio"/> SIT40516 Certificate IV in Commercial Cookery (094090D)	60 weeks		
	<input type="radio"/> SIT50416 Diploma of Hospitality Management (094091C)	53 weeks		
	<input type="radio"/> CPP20218 Certificate II in Security Operations (103060H)	8 weeks		
	<input type="radio"/> Security Refresher Course	2 weeks		
	<input type="radio"/> AUR30620 Certificate III in Light Vehicle Mechanical Technology(103880F)	60 weeks		
	<input type="radio"/> AUR40116 Certificate IV in Automotive Management(103881E)	26 weeks		
	<input type="radio"/> AUR50116 Diploma of Automotive Management(103882D)	52 weeks		
Course Package	<input type="radio"/> Cookery Package (SIT40516 + SIT50416)	94 weeks		
	<input type="radio"/> Business Package (BSB50215 + BSB60215)	104 weeks		
	<input type="radio"/> Management Package (BSB51918 + BSB61015)	104 weeks		
	<input type="radio"/> Automotive Package 1 (AUR30620 + AUR40116)	86 weeks		
	<input type="radio"/> Automotive Package 2 (AUR30620 + AUR40116 + AUR50116)	138 weeks		
Preferred start date:	<input type="radio"/> 2021	<input type="radio"/> 2022	<input type="radio"/> 2023	
	<input type="radio"/> JAN	<input type="radio"/> FEB	<input type="radio"/> MAR	<input type="radio"/> APR
	<input type="radio"/> MAY	<input type="radio"/> JUN	<input type="radio"/> JUL	<input type="radio"/> AUG
	<input type="radio"/> SEP	<input type="radio"/> OCT	<input type="radio"/> NOV	<input type="radio"/> DEC

2. Personal Details

Enter your full name*

Surname:.....

Given Name:.....

**Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Vocational Careers Institute 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 choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.*

Enter your birth date: DD/MM/YYYY: ____ / ____ / _____

Gender (Tick one box only): Male Female Other

Enter your contact details

Home phone:.....Work phone:.....

Mobile:.....

Email:.....

Alternative Email:.....

What is the address of your usual residence?

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

Building property name:.....

Flat/unit details:..... Street/Lot No(e.g 205):.....

Street Name:.....

Suburb, Locality/Town:.....

State/Territory:.....Post Code:.....

6. Previous qualifications achieved

Have you SUCCESSFULLY completed any of the qualifications listed below

- Yes – indicate below
 No – Go to Question 7

- | | | |
|---|---|--|
| <input type="checkbox"/> Bachelor's degree or Higher Degree | <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Diploma (or Associate Diploma) |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/ Technician) | <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificates other than the above |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate I | |

7. Please answer the following questions

Are you already enrolled with any other provider? Yes - Answer below No - Go to question 8

Note: If yes, do you have a release letter from current education provider? (if this is not a primary course, you do not require a release letter)

What is the highest qualification enrolled with the current provider?

.....

Why are you leaving your current course/provider?

.....

Do you owe fees to your previous provider? YES NO IF YES, PROVIDE DETAILS

.....

Did you abide by the conditions of your student visa with your previous provider (attend class and progress in your course?)

YES NO IF NO, PROVIDE DETAILS

.....

8. Release Letter Requirements

Are you applying for

**If this is your Primary CoE, you will have to abide by requirements for students under the ESOS Act 2000 and provide a release letter to Vocational Careers Institute (if applicable).*

**If this is your secondary CoE, you will always have to abide by requirements for students under the ESOS Act 2000 and maintain primary study requirements*

- Primary CoE
 Secondary CoE

Have you ever studied with Vocational Careers Institute before?

- Yes No

Do you wish to apply for Credit?

If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.

- Yes No Maybe - I'd like more information

Do you wish to apply for Recognition of Prior Learning?

If you indicate YES, you will be contacted to discuss this further.

- Yes No Maybe - I'd like more information

Are you aware of the Genuine Temporary Entrant (GTE) requirements provided by Department of Home Affairs (DHA)? <small>(https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant)</small>	<input type="radio"/> Yes <input type="radio"/> No
Are you currently enrolled in any course in Australia including Principal course for which you received your current student visa. If yes, please answer question below in this section.	<input type="radio"/> Yes <input type="radio"/> No
Are you doing this course as a concurrent course?	<input type="radio"/> Yes <input type="radio"/> No
The student in concurrent course will need to comply with the visa and institute requirements of all courses in which they are enrolled, such as maintaining satisfactory course progress and attendance. If agreed tick Yes	<input type="radio"/> Yes <input type="radio"/> No
Are you transferring from another education provider in Australia?	<input type="radio"/> Yes <input type="radio"/> No

9. Disability

5. Do you consider yourself to have a disability, impairment or long-term condition?

Yes No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: You may indicate more than one area) Please refer to the Disability supplement at the back of this form for an explanation of the following disabilities.

- | | | |
|--|---|---|
| <input type="checkbox"/> Hearing/deaf [11] | <input type="checkbox"/> Physical [12] | <input type="checkbox"/> Intellectual [13] |
| <input type="checkbox"/> Learning [14] | <input type="checkbox"/> Mental Illness [15] | <input type="checkbox"/> Acquired brain impairment [16] |
| <input type="checkbox"/> Vision [17] | <input type="checkbox"/> Medical Condition [18] | <input type="checkbox"/> Other [19] |

10. 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).

- | | | |
|--|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Self-employed – not employing others |
| <input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Not employed – seeking Full-time work |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Not employed – not seeking employment | |

11. Study reason

Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

12. Unique Student Identifier (USI)

From 1 January 2015, Vocational Careers Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).

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

9. Enter your unique student identifier

If you already have one

10. If you do not have a USI, would you like us to apply for a USI on your behalf?

Yes – please complete 'Applying on your behalf', questions and declaration.

No – go to question 13

APPLYING ON YOUR BEHALF

If you would like Vocational Careers Institute to apply for a USI on your behalf you must authorise us 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 must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. Please provide your town/city of birth and ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

In accordance with section 11 of the Student Identifiers Act 2014, Vocational Careers Institute will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

11. Town/City of Birth (*please write the name of the Australian or overseas town or city where you were born*)

12. We will also need to verify your identity to create your USI. *Please provide details for one of the forms of identity below (numbered 1 to 7)*

1. Australian Driver's Licence

State: _____

Licence Number: _____

2. Medicare Card

Medicare card number _____

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

Card colour (circle one): Green / Yellow / Blue

Expiry date __/__/__ (format DD/MM/YYYY)

3. Australian Passport

Passport number _____

4. Non-Australian Passport (with Australian Visa)

Passport number _____

Country of issue _____

5. Immicard

Immicard Number _____

6. Citizenship Certificate

Stock number _____

Acquisition date (day/month/year)

__/__/__

7. Certificate of Registration by Descent

Acquisition date (day/month/year)

__/__/__

USI APPLICATION DECLARATION

I authorise Vocational Careers Institute 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature: _____

Date: __/__/__

Student Name: _____

13. Next of kin/emergency contact (Australia)

These are people that Vocational Careers Institute may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Vocational Careers Institute.

Name:.....Relationship to you:.....
Address:.....
Homephone:.....Work.....
Mbile:.....Email:.....

These are people that Vocational Careers Institute may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Vocational Careers Institute.

Name:..... Relationship to you:.....
Address:.....
Home phone:..... Work.....
Mobile:..... Email:.....

14. Overseas Student Health Cover (OSHC)

Do you currently hold Overseas Student Health Cover (OSHC)?

Yes No

Do you want Vocational Careers Institute to organize the OSHC for you?

Yes No

If yes, please specify your cover status

Single Couple Family

15. Student Support

Do you require airport pick up?

** If yes, airport pick up fee of \$250 applies*

Yes No

Do you require accommodation assistance?

Yes No

16. Privacy Notice

Under the Data Provision Requirements 2012, Vocational Careers Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Vocational Careers Institute for statistical, regulatory and research purposes. Vocational Careers Institute may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

17. Student Declaration and Consent please tick all

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
3. I have read, understood and agree to be bound by the Terms and Conditions as outlined by Vocational Careers Institute (VCI) and contained in the Student Handbook (www.vocareersinstitute.edu.au– Policies and Procedures).
4. I hereby declare that the information supplied by me is complete and correct
5. I am aware of my obligation to pay outstanding fee and understand non-payment of fee can lead to cancellation of my course enrollment by Vocational Careers Institute.
6. I am aware I must abide by visa conditions throughout my enrolment period in Australia including maintaining attendance and course progress
7. I understand living costs in Australia may be higher than my home country.
8. I have read and understood the refund policy and agree to abide by these terms. 07 I authorise Vocational Careers Institute to contact me by SMS, Email or phone.
9. I authorise Vocational Careers Institute to verify any information I have provided on this form and to obtain official record/s confirm details from a previous educational institution attended by me listed on this form.
10. I have been provided with Pre-enrolment information including Course Description and Entry Requirements, a copy of the Student Handbook (hard copy or electronic) containing VCI Refund policy; Emergency Evacuation Procedure; Transfer Policy and Procedure; Complaints and Appeals Policy; Monitoring of Course Progress Policy and Procedure; Monitoring of Attendance Policy and Procedure; Course credit policy; Deferment, Cancellation and Suspension Policy and procedure; estimated duration of the course; location at which the delivery will be provided; WBT arrangements; expected modes of delivery; name and contact details of educational and support services to the learner on VCI's behalf. A description of the ESOS Framework; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have.
11. I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from VCI.
12. I have read and understood the Privacy Statement and I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
13. I understand that this is my secondary course (if applicable) and I will be responsible for managing my class schedules.
 - a) During my study with Vocational Careers Institute, I shall remain enrolled in the principal course and maintain satisfactory course progress and attendance requirements in both the courses.
14. I am aware that I shall have to attend Vocational Placement if it is a compulsory requirement for the qualification.
15. I give Vocational Careers Institute permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.
16. I authorise images of my participation in training to be used by Vocational Careers Institute for future marketing and business purposes.

Student Signature: _____

Date: ____/____/____

Student Name: _____

18. Agents Declaration

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student, confirmation that studying the program indicated in their application is their primary purpose for coming to Australia and that they fully understand their obligation as an Australian student visa holder. I believe the applicant is academically qualified for the program they have applied for and has, or will have, the English proficiency level required to commence the program. I have verified to the best of my ability the authenticity of documents supplied with this application. I am satisfied that the applicant has genuine access to the total funds required, while in Australia, to cover all tuition costs, return airfare, overseas health cover and living expenses for themselves and any dependents

Agent Stamp / Signature:

Date: ____ / ____ / ____

Agency Name:

19. More Information

1. Complete the International Student Enrolment Form
2. Send the completed Enrolment form with certified* copies of:
 - Passport
 - Copy of current Student Visa (if applicable)
 - OSHC
 - High School certificates and transcripts
 - English proficiency documents e.g. IELTS Test certificate or equivalent (if applicable)
 - Completion certificate of qualifications completed in Australia + transcripts (if applicable) /Work experience details (if applicable)
3. Vocational Careers Institute will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive a Letter of Offer.
4. To proceed with the enrolment, students will have to accept Letter of Offer, sign written agreement and pay the fees as specified in the Letter of Offer. Payment can be made directly to Vocational Careers Institute.
5. For international students an electronic Confirmation of Enrolment (eCoE) will then be issued and students can then proceed to apply for a student visa to come to Australia.
6. Vocational Careers Institute might request the time-table for your primary course.

*Please note that these documents must be certified by a Vocational Careers Institute representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia

20. Payment Details

Payment of course Pre-paid fee must be made by direct debit, telegraphic transfer, International bank draft to the following account: Students paying by direct debit or telegraphic transfer must provide VCI with proof of payment.

Bank: Commonwealth Bank | Account Name: New York College PTY LTD T/AS VOCATIONAL CAREERS INSTITUTE
BSB: 064-000 | Account No: 1452-5599 | SWIFT/BIC Code: CTBAU2S

21. Disability Supplement

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.