Application for Enrolment Form- International Students

Australian Federation College

Please complete in English using BLOCK letters.

About this Form

Thank you for your interest in seeking enrolment into an Australian Federation College (AFC) course. 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 back to us by post or email along with required documents as per the checklist at the end of this document.

Course Details

Select the course you wish to enrol with Australian Federation College (AFC).

Launceston Campus

- ☐ BSB60420 Advanced Diploma of Leadership and Management
- ☐ BSB50420 Diploma of Leadership and Management
- ☐ CHC62015 Advanced Diploma of Community Sector Management
- ☐ CHC52025 Diploma of Community Services
- ☐ CHC43015 Certificate IV in Ageing Support
- ☐ AHC51422 Diploma of Agribusiness Management
- ☐ SIT60322 Advanced Diploma of Hospitality Management
- ☐ SIT50422 Diploma of Hospitality Management
- ☐ SIT40521 Certificate IV in Kitchen Management
- ☐ ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering Specialisation)
- ☐ ICT60220 Advanced Diploma of Information Technology (Cyber security specialisation)
- ☐ ICT50220 Diploma of Information Technology

Commencement Date:

Melbourne Campus

- ☐ BSB60420 Advanced Diploma of Leadership and Management
- ☐ BSB50420 Diploma of Leadership and Management
- ☐ CHC62015 Advanced Diploma of Community Sector Management
- ☐ CHC52025 Diploma of Community Services
- ☐ CHC43015 Certificate IV in Ageing Support
- ☐ AHC51422 Diploma of Agribusiness Management
- ☐ General English - ELICOS Number of Weeks
- ☐ SIT60322 Advanced Diploma of Hospitality Management
- ☐ SIT50422 Diploma of Hospitality Management
- ☐ SIT40521 Certificate IV in Kitchen Management
- ☐ ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering Specialisation)
- ☐ ICT60220 Advanced Diploma of Information Technology (Cyber security specialisation)
- ☐ ICT50220 Diploma of Information Technology
- ☐ RII60520 Advanced Diploma of Civil Construction Design

Commencement Date:

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Personal Details

Preferred Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Others

Given Name/s: **Surname:**

Preferred Name, If any: **Date of Birth (dd/mm/yyyy):**

Country of Birth: **Nationality:** **Gender:** ☐ Male ☐ Female

Phone Number/s: **Email Address:**

Residential Address : *Please provide the physical address (street number and name –not post-office box). Current address must be where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.*

Overseas Address: Postcode:

Street Address: Suburb:

Country: **Is this your mailing address:** ☐ Yes ☐ No

Current Australian Address (if applicable): Postcode:

Street Address: Suburb:

State: **Is this your mailing address:** ☐ Yes ☐ No

Mailing Address (if different from the above, otherwise write, 'AS ABOVE'): Postcode:

Street Address:: Suburb:

Country:

Passport Details

Passport Number: | **Passport Expiry Date:**

Country of Passport:

Australian Visa Details

Do you hold an Australian visa? ☐ Yes ☐ No

If yes, type of visa and expiry date? **Visa Type:** **Expiry Date:**

Which visa office will you apply for your visa?

OSHC Details

As an international student you must have Overseas Student Health Cover (OSHC) that covers the entire duration of your student visa. You could choose to organise this on your own or through Australian Federation College (AFC).

Do you already have OSHC? ☐ Yes ☐ No **Expiry Date:**

If yes, provide current OSHC details. **OSHC Provider:**

If no, do you like AFC to organise OSHC for you: ☐ Yes ☐ No - I will organise it myself

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Language and Cultural Diversity

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:**
How well do you speak English?	☐ **Very well** ☐ **Well** ☐ **Not Well** ☐ **Not at all**
Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes	☐ **No** ☐ **Yes, Aboriginal** ☐ **Yes, Torres Strait Islander** ☐ **Prefer not to say**

English Proficiency

Have you completed a test of English Language Proficiency?	☐ **Yes** ☐ **No** If yes, provide details of your English test: Test Date: Test Type: ☐ **IELTS** ☐ **TOFEL** ☐ **PTE** ☐ **Other:** Test Score: **Writing** **Reading** **Listening** **Speaking** Overall Score:
Have you completed at least a Certificate IV level qualification in an Australian RTO within the last 2 years?	☐ **Yes** ☐ **No** *if yes, provide details under "Previous Qualifications Studied" section.*
Have you studied at least 5 years in an English-speaking country (including Australia) where medium of instructions were English?	☐ **Yes** ☐ **No** *if yes, provide details under "Previous Qualifications Studied" section.*

Disability

Do you consider yourself to have a disability?	☐ **Yes** ☐ **No –** go to the question about Schooling ☐ **Prefer not to say –** go to 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 (11) ☐ Learning (14) ☐ Vision (17) ☐ Physical (12) ☐ Mental illness (15) ☐ Medical condition (18) ☐ Intellectual (13) ☐ Acquired brain impairment (16) ☐ Other (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 equivalent
- ☐ Never attended school

Write the year you have completed school level:

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 –** go to question about Employment

If Yes, tick ANY applicable boxes below:

- ☐ Bachelor degree or higher degree
- ☐ Advanced diploma or associate degree
- ☐ Diploma (or associate diploma)
- ☐ Certificate IV (or advanced certificate/technician)
- ☐ Certificate III (or trade certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Other education (including certificates or overseas qualifications not listed here)

Previous Qualifications Details

Qualification Name:

Institution Name:

Year Completed: Country:

Qualification Name:

Institution Name:

Year Completed: Country:

Previous Qualifications Details

Qualification Name:

Institution Name:

Year Completed: Country:

Qualification Name:

Institution Name:

Year Completed Country:

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
- ☐ Part-time employee
- ☐ Self-employed - not employing others
- ☐ Self-employed - employing others
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course? (Tick ONE box only)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ To get skills for community/voluntary work
- ☐ Other reasons

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Course Credit

Do you like to apply for Recognition of Prior Learning (RPL) or Credit Transfer?

Please note, applying for this may impact your course duration. If this is approved, then your course duration will be less than the time outlined on the course brochure. Depending on the length that your course is reduce, your fees may also be reduced.

☐ Yes ☐ No

If you have selected "Yes" then our admission team will send you a Credit Transfer and RPL Application Form. Alternatively, you can download a copy of this form from our website at www.afcollege.edu.au.

Unique Student Identifier (USI)

Do you have your USI number available now?

Australian Federation College 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). In addition, we are required to include your USI in the data we submit to NCVER.

☐ Yes ☐ No

If you have selected "Yes" then write in the following boxes:

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

If you have selected "No" then you can apply for it directly at: https://www.usi.gov.au/your-usi/create-usi on computer or mobile device and write in boxes above.

Emergency Contact Details

Contact Name: _____ **Relationship :** _____

Phone Number: _____ **Email :** _____

Paying Additional Course Fees Prior Commencement

Do you want to pay more than 50% of the course fees before commencing your studies at Australian Federation College (AFC)?

Its is not a requirement to pay additional course fees before commencement of your course at AFC. However, you may choose to do so nevertheless.

☐ Yes - I confirm that I want to pay more than 50% of the course fees before commencing my studies at Australian Federation College.

☐ No - I would like to pay fees payable to secure the offer specified in my Offer Letter and Student Agreement.

Agent Details (if applicable)

Agent/ Counsellor Name: _____

Position: _____

Contact Number: _____

Agency Stamp:

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.

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 NCVER and other bodies handle your personal information
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.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

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

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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 your RTO using the contact details listed below.

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

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 Australian Federation College at info@afcollege.edu.au 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

Declaration

- ☐ I have read and understood AFC fees and refunds, course progress and attendance monitoring, complaints and appeals policy and procedures given on Student Handbook, AFC website at www.afcollege.edu.au and/or Course Brochure.
- ☐ I understand that I must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and failing to achieve satisfactory course progress will result in breach of a condition of my visa.
- ☐ I hereby declare that the information provided is complete, true and correct.
- ☐ I declare that I am a genuine temporary entrant and genuine student and that I have read and understood requirements relating to these at https://immi.homeaffairs.gov.au/.
- ☐ I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.
- ☐ I declare that my signature is true and correct and matches the signature in my passport

Student Name:	
Student Signature:	
Date(dd/mm/yyyy):	

Application Checklist

Please check that you have:

- ☐ Attached copy of certified passport biodata pages
- ☐ Attached certified evidence of English (IELTS/ PTE/ TOEFL/ Other)
- ☐ Attached certified academic Transcripts
- ☐ Attached certified academic Certificate
- ☐ Attached statement of purpose
- ☐ Attached completed GTE Assessment Form
- ☐ Attached evidence of Visa, if applicable
- ☐ Attached current COE, if applicable

Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. **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.