



SC6.4 – Application Form- Domestic Students

This confidential Enrolment Application 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 Australian Virtus Institute (AVI) are required by law to protect the information provided on this Application Form.

Personal Details			
Enter your full name*			
Surname:			
Given names:			
Birth date	Date/Month/Year:		
Please note that all applicants are required to be 18 years or above.			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Contact details			
Home phone:		Work phone:	
Mobile:			
Email address:			
Alternative email address			
Unique Student Identifier (USI), if known*			
AVI 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. If you have not yet obtained a USI, you can apply for it directly online at https://www.usi.gov.au/			
Home Address (Australia)			
Building/ property name			
Flat/unit details:		Street or Lot Number:	
Street name:			
Suburb, locality or town:			
State/territory:		Postcode:	
Country:			
What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number:	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	
Country:			
Next of kin / emergency contact			
Please provide a contact AICSE may notify in the event of an emergency during your studies. Please ensure your contact is aware that they have been nominated as an emergency contact and agree to their details being provided to AICSE.			
Name:		Relationship to you:	
Address:		Mobile:	
Country:		Email:	
Home phone:	()	Work:	()
Residency and other Visa Details			
Country of Birth:		Citizenship:	
Passport number:			
Do you already have an Australian Visa that allows you to study here? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what type of visa?			
Visa grant number:			
Visa entry date:		Visa expiry date:	
Language and cultural diversity			
Birth country			
What is your first language?			
What other languages do you speak?			
International English test type	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> OET	English test score:	
		Others: _____	
Disability			
Do you consider yourself to have a disability, impairment or long-term condition? Yes or No			



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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 for an explanation of the following disabilities:

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Other Medical Condition _____

Education

Have you **SUCCESSFULLY** completed any of the following qualifications?

If YES, tick ANY applicable boxes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Advanced diploma (or associate degree)	<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Year 12 or Secondary School
<input type="checkbox"/> Certificate IV (or advanced certificate technician)	<input type="checkbox"/> Certificate III (or trade certificate)	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Others _____

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"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	

Study reason

17. Of the following categories, which **BEST** describes your main reason for undertaking this course? (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 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

Learning Details

Have you ever studied with AVI before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for Credit ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.	<input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for Recognition of Prior Learning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you indicate YES, you will be contacted to discuss this further.	<input type="checkbox"/> Maybe - I'd like more information
Campus Location	Level 9 (West), 50 Grenfell St, Adelaide SA 5000
I elect to pay more than 50% of the course fees upfront	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require AVI to arrange home-stay accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require AVI to arrange Overseas Student Health Cover (OSHC)*?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*OSHC insurance is a requirement for a student visa application from the Department of Home Affairs. Single cover is for one student only, Couple cover is for the student and spouse/partner, Family cover is for the student and dependents (including spouse, partner and dependent children).

Select your course and intake

Qualifications	Duration	Qualifications	Duration
CHC33021 Certificate III in Individual Support CRICOS Code: 112340D	<u>26 weeks in total:</u> · 21 weeks classroom delivery · 4 weeks work placement · 1 week holiday	BSB50820 Diploma of Project Management CRICOS Code: 111646E	<u>76 weeks in total:</u> · 60 weeks classroom delivery · 16 holiday weeks
CHC43015 Certificate IV in Ageing Support CRICOS Code: 110296H	<u>26 weeks in total:</u> · 18 weeks classroom delivery · 4 weeks work placement · 4 weeks holiday	BSB60720 Advanced Diploma of Program Management CRICOS Code: 111647D	<u>88 weeks in total:</u> · 70 weeks classroom delivery · 18 holiday weeks
CHC52021 Diploma of Community Services CRICOS Code: 112341C	<u>52 weeks in total:</u> · 32 weeks classroom delivery · 8 weeks work placement · 12 weeks holiday	ICT50220 Diploma of Information Technology CRICOS Code: 112088M	<u>104 weeks in total:</u> · 80 weeks classroom delivery · 24 holiday weeks
SIT40521 Certificate IV Kitchen Management CRICOS Code: 110640H	<u>76 weeks in total:</u> · 48 weeks classroom delivery · 12 weeks work placement · 16 weeks holiday	ICT60220 Advanced Diploma of Information Technology CRICOS Code: 112090F	<u>104 weeks in total:</u> · 80 weeks classroom delivery · 24 holiday weeks
SIT50422 Diploma of Hospitality Management CRICOS Code: 110883M	<u>104 weeks in total:</u> · 70 weeks classroom delivery · 10 weeks work placement · 24 weeks holiday	BSB80120 Graduate Diploma of Management (Learning) CRICOS Code: 110300F	<u>104 weeks in total:</u> · 80 weeks classroom delivery · 24 holiday weeks
		ELICOS : General English Weeks _____ CRICOS Code: 113492B	<u>60 weeks in total:</u> · 50 weeks classroom delivery · 10 holiday weeks
Preferred Intake Dates:			
_____ January _____ April _____ July _____ October			



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Application Checklist

Provide a certified copy of the following documents with your application (you will need to bring in the originals to your orientation day for verification):

Completed Application Form and Proof of payment upon acceptance of Letter of Offer.

GTE Evaluation and Procedure Checklist	Name of Bank: Commonwealth Bank of Australia
Pre-Training Review (VET ONLY)	BSB: 062 334
Passport copy (JP signed or notarised)	Account Number: 1172 3980
Valid visa (if you are applying onshore)	SWIFT/BIC Code: CTBAAU2S
Proof of English language proficiency certificate (VET only)	Bank Address: Bankstown Central Shop P8, Centro Bankstown, North Terrace, NSW 2200
Proof of meeting academic requirements (VET only)	SWIFT/BIC Code: CTBAAU2S
(high school or other relevant certificate)	

Email this application to admissions@avi.edu.au

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 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 (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.

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 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 Virtus Institute 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 Contact AVI at admissions@avi.edu.au

Please note, all information provided to AVI will be used by AVI or other authorised organisations for the purpose of general administration, communication, state and national reporting and program monitoring evaluation as per AVI's Privacy Policy.

Student Declaration and Consent:

In signing this Enrolment Application Form, I agree the information I have provided is true, correct and complete. I acknowledge and agree that this is an application only to study at AVI and does not guarantee me a place. If an offer is made to me my acceptance is subject to the terms and conditions in the Letter of Offer.

Student Signature:		Date:	
Student Name:			
Office Use Only			
Processed date:			
Enrolment officer signature:			