About this form

Thank you for your interest in seeking enrolment into Australian Pacific International College. 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.

Tick the correct option:

☐ Overseas student (Offshore)   ☐ Overseas student in Australia (Onshore)   ☐ Resident student (Domestic)

Agent Details *(if applicable)*

Organisation Name:	
Representative Person:	
Tel/Mobile No:	**Email:**

Course you wish to Enrol in

☐	SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 109615H)	☐	SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 111008B)
☐	BSB40520 Certificate IV in Leadership and Management (CRICOS Course Code: 113730D)	☐	BSB50420 Diploma of Leadership and Management (CRICOS Course Code: 108375E)
☐	BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 108376D)		
☐	ICT50220 Diploma of Information Technology (CRICOS Course Code: 113732B)	☐	ICT60220 Advanced Diploma of Information Technology (CRICOS Course Code: 113733A)
☐	BSB50820 Diploma of Project Management (CRICOS Course Code: 113731C)		
☐	BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 113734M)		

Requested Start Date:	**Date:**	**Month:**	**Year:**

Student Details

Given name/s. (incl. Middle name if any)	
Surname:	
Preferred Name:	
Date of Birth:	**Gender:** ☐ Male ☐ Female ☐ Other
Place of Birth:	**Country of Birth:**
Current residential address:	

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.

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Phone Number/s:		Email Address:	
Nationality:		Passport Number:	
Your Overseas Address:			
Your Australian Address *(if applicable)*:			

Emergency Contact Details

Name:		Relationship:	
Address:			
Tel/Mobile No:		Email:	

English language proficiency

Have you completed an acceptable English language test in the last 2 years?	☐ IELTS ☐ PTE ☐ TOEFL-ibt ☐ CAE	Score in each component:	L: R: S: W:
	☐ OET	Overall Score:	

OR

Have you completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland?	☐ Yes	☐ No

OR

Are you a citizen and hold a passport from UK, USA, Canada, NZ, or Republic of Ireland?	☐ Yes	☐ No

OR

In the last two years, have you completed, in Australia an English language course, either in the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at Certificate IV or higher level, while you held a student visa?	☐ Yes	☐ No

VISA and OSHC Information

Do you hold a current Australian visa?		☐ Yes	☐ No
Type of visa		Visa Expiry date	
Which Visa office will you apply to for your Visa?			
Do you have Overseas Student Health Cover?		☐ Yes	☐ No
Provider Name (if yes)		OSHC Number:	

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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? *For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.*	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability	☐ Yes ☐ No, go to 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 ☐ Physical 12 ☐ Intellectual 13 ☐ Learning 14 ☐ Mental illness 15 ☐ Acquired brain impairment 16 ☐ Vision 17 ☐ Medical condition 18 ☐ Other 19

Support required:
To enable successful participation and completion of the course you are eligible to undertake, APIC will endeavour to provide you with support where possible. In the event APIC does not have the capacity to cater for your needs APIC will recommend you to either an external support service, or another provider. You will be responsible for the costs associated with the third party.

Please indicate the support services you may require:

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Schooling

What is your highest COMPLETED school level? Tick ONE box only	☐ Year 12 or equivalent	12
	☐ Year 11 or equivalent	11
	☐ Year 10 or equivalent	10
	☐ Year 9 or equivalent	09
	☐ Year 8 or below	08
	☐ Never attended school	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	990
	(including certificates or overseas qualifications not listed here)	

Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	☐ 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
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).	☐ 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

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	☐ 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:

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.

I want to apply for RPL for the following unit/s:

Unique Student Identifier (USI)

Australian Pacific International College 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:

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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 (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 us 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 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 APIC 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

You may also request our privacy policy if you wish.

Our contact details are E: info@apic.edu.au | P: +61 2 91362 446

You may also request our privacy policy if you wish.

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Student Self-Assessment

This self-assessment checklist will help APIC to determine if the course you wish to enrol is the most suitable one for you based on your educational history, existing skills and capabilities, aspirations, interests and career goals, The information you provide in this form will also assist APIC to identify any learning needs you have and provide the support services to meet those needs.

How did you learn about APIC?

☐	☐	☐	☐	☐	☐
Education Agent	**Internet**	**Word of Mouth**	**Family/Friend**	**Press / Media**	**Other**

Academic Suitability:

All prospective students must meet APIC course entry requirements to establish their suitability into the course. Tick the options that best applies to you and attach evidence of meeting the course entry requirements.

- ☐ I have successfully completed Australian Year 12 qualification or its overseas equivalent
- ☐ I have successfully completed Certificate IV or higher-level qualification in Australia (taught in English)
- ☐ I have minimum IELTS score of 6.0 or equivalent
- ☐ I have English proficiency of upper intermediate or above from an Australian Registered ELICOS Provider.
- ☐ I will complete English Placement Test and/or Language Literacy and Numeracy (LLN) test as required by APIC

Questionnaire:

Answer all the questions provided below:

1. **How do you think this course will assist you to achieve your career goals?**

2. **Have you ever worked or volunteered in an area relevant to the course you wish to enrol? (existing skills)**

3. **Do you hold any formal qualifications relevant to the course you wish to enrol? (knowledge)**

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4. What do you hope to achieve from undertaking this course/pathway?

5. Do you have any special needs that may make it difficult for you to successfully complete this course?

6. How do you learn best? (you can select more than one option)

☐ Attending face-to-face classes and interacting with the trainer and other students

☐ Researching, reading and discussing

☐ Completing self-paced learning activities in my own time

7. Are there any aspects of a learning environment that makes you uncomfortable?

Computer Skills Capability:

All courses at APIC require students to work on computers to research, prepare documents and present information.
Tick [X] *appropriate option*

Skills	Competent	Need Support	No Experience
Computer operation (switch on/off, using USB disks, file and folders management, saving documents etc.)	☐	☐	☐
Using programs such as Word, Excel, Power Point	☐	☐	☐
Using internet to search and access information	☐	☐	☐
Download and save/ print materials from the internet	☐	☐	☐
Upload documents onto a website on the internet	☐	☐	☐
Using emails for correspondence	☐	☐	☐
Attach files to emails, open attachments store/print attachments	☐	☐	☐

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IMPORTANT- Application Checklist

Please check that you have:

☐   Read and understood the student Handbook, Course Brochure including the Fee Refund Policy

☐   Attached a valid copy of your certified Passport

☐   Attached valid copy of your visa (Onshore students)

☐   Attached relevant certified copies of your academic qualifications and work experience (if applicable)

☐   Attached evidence of English Proficiency

☐   Attached Genuine Student Requirement Statement

☐   Attached a completed Financial Declaration

☐   Attached copy of Overseas Student Health Cover (if applicable)

☐   You have read and understood the privacy notice on page 6 of this document

☐   You have read, understood, and signed the student declaration page (page 10 of this document).

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Student Declaration

I agree and declare that:

- the information provided is true and correct.
- I have been provided with appropriate and sufficient information via student handbook and course pre-enrolment information available on APIC website to make an informed decision about my enrolment.
- I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, enrolment fees, materials fees, payment terms and the applicable refund policy.
- I will provide APIC with up-to-date and accurate contacts details and notify them if anything changes.
- I will be bound by APIC's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by APIC.
- I will release and hold harmless to APIC, its directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- APIC is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained in my enrolment form may be used by APIC or the third parties such as employers (if training paid by an employer), Government departments and authorised agencies, NCVER, organisations conducting student surveys and/or researchers.
- I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. (I understand that I may opt out of the survey at the time of being contacted)
- NCVER will use, disclose, and retain my data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)
- the collection, use and disclosure of my personal information as per the Privacy Notice.

Student Name:	
Student Signature:	
Date:	

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