

APPLICATION FORM

PERSONAL INFORMATION

Title:	First Name:	Last Name:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Phone / Mobile:	Email:	
Country of Birth:	Nationality:	
Passport Number:	Passport Expiry Date:	
Do you hold a current Australian visa? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, Visa type:	Visa Expiry Date:	

CONTACT DETAILS

Home Country Address -

Building/Property Name:		Flat/Unit details:	
Street Number:		Street Name:	
City/Suburb:	State/Country:	Post Code:	

Address in Australia -

Building/Property Name:		Flat/Unit details:	
Street Number:		Street Name:	
City/Suburb:	State/Country:	Post Code:	

Emergency Contact Details

Name:	Relationship:	Phone:
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DISABILITY AND SPECIAL NEEDS

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Other _____ _____

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ENGLISH LANGUAGE PROFICIENCY

How well do you speak English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all
Do you have IELTS / TOEFL / PTE / Other (specify) scores?	Test Name	Score	Date	
	<input type="checkbox"/> IELTS	_____	_____	
	<input type="checkbox"/> PTE	_____	_____	
	<input type="checkbox"/> TOEFL	_____	_____	
	<input type="checkbox"/> Placement Test	_____		

ACADEMIC RECORDS

Qualification	Institution Name	Year Completed

COURSES OFFERED

Course Code (CRICOS Code)	Duration (in weeks)
<input type="checkbox"/> 03608K General English	
<input type="checkbox"/> 03608K English for Academic Purpose	
<input type="checkbox"/> 03608K IELTS Preparation	
<input type="checkbox"/> BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT (104330F)	78
<input type="checkbox"/> BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (106377H)	75
<input type="checkbox"/> SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT (109539D)	78
<input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (113103J)	52
<input type="checkbox"/> CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (108495H)	52
<input type="checkbox"/> CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (108494J)	52
<input type="checkbox"/> CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT (113442A) - Ageing and Disability	52
<input type="checkbox"/> CHC43015 CERTIFICATE IV IN AGEING SUPPORT (103194F)	78
<input type="checkbox"/> CHC53315 DIPLOMA OF MENTAL HEALTH (103196D)	78
<input type="checkbox"/> ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY (105967E)	78
<input type="checkbox"/> ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (105968D)	78

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Do you want to pay more than 50% upfront fee?

Yes

No

COURSE START DATE

Year 20 _____

 Jan

 Feb

 April

 May

 July

 Aug

 Oct

 Nov

RECOGNITION OF PRIOR LEARNING (RPL)

Do you wish to apply for Recognition of Prior Learning?
If yes, you will be contacted to discuss this further.

 Yes

 No

Learners applying for RPL need to submit certified copies of transcripts in support of their application.
Application Charge applicable.

Credit Transfer

Do you wish to apply for Credit Transfer?

 Yes

 No

Learners applying for Credit Transfer need to submit certified copies of transcripts or list of completed units issued by another provider or an authenticated VET Transcript issued by the USI Registrar in support of their application

OVERSEAS STUDENT HEALTH COVER (OSHC)

If coming to Australia on a Student Visa you are required to buy OSHC to cover you for the full duration of your stay. Unless you show proof of having purchased OSHC prior, you will be invoiced for OSHC along with your enrolment and tuition fee. The college will arrange the health cover for you.

Do you require OSHC?

 Yes

 No

If No, please provide details - _____

If Yes, please select the appropriate cover

 Single

 Couple

 Family

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, all new and continuing students need to apply for a Unique Student Identifier (USI). A USI gives you access to a government online portal that will contain all of your nationally recognised training records and results from 1 January 2015 onwards. In order to receive a nationally recognised VET qualification or statement of attainment your training organisation must collect and verify your USI. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au>. Alternatively, by supplying the below information, *Australia College of the Professions* can apply for a USI on your behalf.

Do you have a Unique Student Identifier (USI)?

 Yes

 No

If Yes, please provide your USI number

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If you would *Australia College of the Professions* to apply for or search or locate 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/system/files/documents/privacy_notice_0_0.pdf

A hard copy of the privacy policy will be provided on request.

I [Name] _____ authorise *Australia College of the Professions* 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Student Signature: _____

Date: _____

Additional Information for USI Application – only required if you do NOT have a USI

Please provide details for one of the forms of identity below:

Town / City of Birth		
<input type="checkbox"/> Australian Driver Licence	State:	Licence number:
<input type="checkbox"/> Medicare Card	Card number:	Individual reference number:
	Expiry date:	Card color: <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Yellow
<input type="checkbox"/> Australian Passport	Passport number:	
<input type="checkbox"/> Non-Australian Passport (with Australian Visa)	Passport number:	Expiry date:
	Country of issue:	
<input type="checkbox"/> Immicard	Immicard number:	
USI number		

In accordance with section 11 of the Student Identifiers Act 2014, *Australia College of the Professions* 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.

ACCOMODATION AND AIRPORT PICKUP

Do you require accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many weeks: _____
Do you require an airport pick up?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide arrival details: _____

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How did you hear about Australian College of the Professions (ACP)?

- | | |
|--|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Friends / Relatives | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> Agent _____ | <input type="checkbox"/> Other |

APPLICATION CHECKLIST

Before submitting your application, please ensure all sections of the application form are completed and attach the following:

- | | |
|---|--|
| <input type="checkbox"/> Certified copy of your passport | <input type="checkbox"/> Copy of your valid visa (if applicable) |
| <input type="checkbox"/> Certified copies of your academic qualifications | <input type="checkbox"/> Copy of your valid OSHC (if applicable) |
| <input type="checkbox"/> Certified copies of your English Language Proficiency | <input type="checkbox"/> RPL Application (if applicable) |
| <input type="checkbox"/> Any other relevant document/s to support your application(as per entry requirements) | |

PRIVACY NOTICE

Why do 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 the vocational education and training (VET) course with us. Failure to provide complete may lead to the cancellation of enrolment 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

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- 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 the Australian College of the Professions 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 Details:

Australian College of the Professions

Address: Level - 5, 136 Chalmers Street Surry Hills, NSW, 2010

Phone Number: 0281179029, 0281179032

Email: info@professions.edu.au

For NCVER Privacy Policy (on how personal information collected will be used): <https://www.ncver.edu.au/privacy>



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STUDENT DECLARATION

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 in accordance with the Privacy Notice above. I also consent to any photos or video taken of me whilst in training to be used by ACP in any appropriate marketing of the RTO and its facilities.

I acknowledge, I have read, understood and accepted the terms and conditions of enrolment as mentioned in the **ACP Brochure and Student Handbook** available on the <https://www.professions.edu.au/>

Student Signature: _____

Date: _____

PAYMENT DETAILS – FOR OFFICE USE ONLY

Enrolment Fee		Material Fee	
Tuition Fee		OSHC <i>(if applicable)</i>	
Accommodation placement Fee <i>(if applicable)</i>		Airport Pickup Fee <i>(if applicable)</i>	
Other			