

Application Form - Domestic Student

This application is to be completed by domestic students. You are considered a 'domestic' student for our application purposes if:

- You are an Australian citizen;
- You are a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- You are an Australian permanent resident; or
- You are an Australian humanitarian visa holder.

This form is to collect information about a prospective domestic student who intends to apply for an enrolment at Melbourne City College Australia (MCCA). MCCA uses the information and a Pre-Enrolment Assessment Form-Domestic/Other Temporary Visa Student to assess the prospective student's suitability to the course and advise the student about the training product appropriate to meeting the student's needs, taking into account each student's existing skills and competencies including their language, literacy and numeracy proficiency and digital literacy. MCCA will apply this form to gain information from each applicant to determine suitability into the qualification/ course. A letter of offer and written agreement will be provided to the student if the form has been successfully completed and assessed.

A. Personal Details

Single name only (Select this box if you have one name only that cannot be written in the following format. Write your single name in the "Family name" section).

Title:	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____		
First Given Name:		Family Name (Surname):	
Gender (Select ONE box only):	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (dd/mm/yyyy):	/ /

* Please write the name that you used when you applied for your Unique Student Identifier (USI).

1. Contact details

Home phone:		Work phone:	
Mobile:		Email:	

2. 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 or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory		Postcode:	

3. Postal address (if different from above)

Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

4. Emergency Contact Details

Name:		Relationship:	
Address:			
Suburb:		State/Territory:	
		Post Code:	

Phone/Mobile:		Email:	
Language and cultural diversity			
5. In which country were you born?		<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify	
6. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)		<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	
7. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)		<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	
Disability/Wellbeing/Special Support Needs			
8. Do you consider yourself to have a disability, impairment or long-term condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to question 10	
9. 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)		<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition <input type="checkbox"/> Learning <input type="checkbox"/> Other <input type="checkbox"/> Mental illness	
10. Do you have any wellbeing support needs? This includes wellbeing support needs to help you to completed your course.		<input type="checkbox"/> Yes <input type="checkbox"/> No – If yes, please specify below.	
If you have special support needs and require special support, please contact: +61 3 9614 8422 Reasonable adjustments are made for VET students with disability where appropriate. Where reasonable adjustments are not appropriate or possible, the reasons why are communicated to the student within 10 working days of the assessment decision.			
Schooling			
11. What is your highest COMPLETED school level? (Select ONE box only)		<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school – Go to question 13	
12. Are you still enrolled in secondary or senior secondary education?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous qualifications achieved			
13. Have you SUCCESSFULLY completed any of the qualifications listed in question 14?			<input type="checkbox"/> Yes <input type="checkbox"/> No - Go to question 15
14. If YES, select ANY applicable boxes.		<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Certificate II <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	
Employment			
15. Of the following categories, which BEST describes your current employment status? (Select ONE box only)		<input type="checkbox"/> Full-time employee <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Part-time employee <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Not employed – not seeking employment	
Study reason			
16. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Select ONE box only)		<input type="checkbox"/> To get a job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To start my own business <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> Other reasons <input type="checkbox"/> It was a requirement of my job	
B. Education Agent Details			
Education Agent Name: Please stamp (if applicable)			

C. Enrolment Details

Have you been enrolled at MCCA previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No Student No. (If known): _____
USI (Unique Student Identifier):	<input type="checkbox"/> Yes <input type="checkbox"/> No USI No. (if Yes) _____

Note - If No, you can create your own USI at the USI website <https://www.usi.gov.au/> or authorise us to apply for your USI by completing the college's USI Application Form.

If you are a student undertaking nationally recognised training you must have a Unique Student Identifier (USI).

Course Details

Please indicate the course(s) you are applying for:

Select Course	Course	Course Duration (Weeks)	Tuition Fee AUD	Enrolment Fee (Non-refundable)	Materials & Services Fee	Location	Course Start Date (If you are not sure provide month/ year)
<input type="checkbox"/>	CHC33021 Certificate III in Individual Support	26 Weeks	\$3,500	\$300	\$300	<input type="checkbox"/> Melbourne, Victoria <input type="checkbox"/> South Australia <input type="checkbox"/> New South Wales	
<input type="checkbox"/>	CHC30121 Certificate III Early Childhood Education and Care	28 Weeks	\$4,000	\$300	\$300	Melbourne, Victoria	
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cookery	52 Weeks	\$12,000	\$300	\$1,500 plus \$300 Knife Kits Fee & \$300 Uniform Fee	Melbourne, Victoria	
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	26 Weeks	\$4,000	\$300	\$500 plus \$300 Knife Kits Fee & \$300 Uniform Fee	Melbourne, Victoria	
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	26 Weeks	\$4,000	\$300	\$300	Melbourne, Victoria	

D. Entry Requirements, Prior Learning and Career Goals

1. Why did you choose to enrol at MCCA?	
2. Why do you wish to undertake the course?	
3. Do you meet the course entry requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details below.

Previous qualifications achieved

Qualifications (Highest Qualification First)	Institution	Country	Date of Completion

Work History			
Do you have any experience that is relevant to your chosen course?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify your experience.	
Company:		Position Title:	Years of Service:
Are you willing to complete a Language, Literacy and Numeracy (LLN) assessment by the college? You will be required to complete an online LLN Test.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to request for a Credit Transfer or Recognition of Prior Learning (RPL)?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill in a Credit Transfer Application Form (available on the college's website) or Recognition of Prior Learning Application Form (available from the Student Services)	
Do you have digital literacy/capability to participate in online training? You will be required to complete an online digital literacy assessment.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have access to a laptop or desktop computer, relevant software and technology and understand the minimum IT requirements to enable you to participate in online training?			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What do you expect to achieve after completion of the course?			
5. What is your career plan?			
E. Payment and Feedback			
Payment			
A request for payment or tuition and other fees will be made if you receive a Letter of Offer and Written Agreement. Payment of fees will need to be made to Melbourne City College Australia. Please make your payment by bank cheque, credit card, telegraphic transfer or direct deposit into our account. Melbourne City College Australia has no obligation until funds are cleared and an official receipt is issued.			
Melbourne City College Australia accepts payment of no more than \$1,500 from each individual student prior to the commencement of the course. Following course commencement, it may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.			
Feedback			
How did you hear about Melbourne City College Australia?		<input type="checkbox"/> Relative/Friend <input type="checkbox"/> Internet <input type="checkbox"/> Social Media <input type="checkbox"/> Agent <input type="checkbox"/> Other Please specify _____	
F. Photographs and Testimonials Consent and Release			
Please read the following statements: The college has the right to take or use my photographs and testimonials and to use them in any and all media worldwide including online, now and hereafter known, for Marketing purposes. I hereby release to the college all rights to exhibit my photographs and testimonials in print and electronic forms publicly or privately. I waive any rights, claims or interest I may have to control the use of my identity in the photographs and testimonials and agree that any use described herein may be made without compensation or my additional consideration. Please select the relevant box in relation to the above statements. I, the undersigned,			
<input type="checkbox"/> consent to and agree with the above statements.			
<input type="checkbox"/> do not consent to and agree with the above statements.			
G. Privacy Notice and Applicant Declaration			
Privacy Notice			
<u>Why we collect your personal information</u> 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.			
<u>How we use your personal information</u> 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.			
<u>How we disclose your personal information</u> We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> (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.			
<u>How NCVER and other bodies handle your personal information</u>			

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 Employment and Workplace Relations (DEWR), 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 *Melbourne City College Australia* 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

Additional Statements

The information collected in this form is for the purpose of processing your application with Melbourne City College Australia. The information will be held by the College in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the College. The information may be made available to government departments and agencies including the Australian Skills Quality Authority (ASQA) in relation to the College's obligations under law including the 2025 Standards for RTOs reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures.

For more information in relation to how student information may be used or disclosed please access the Colleges Privacy Policy at:

<https://www.melbournecitycollege.edu.au/pdfs/privacy.pdf>

Applicant Declaration

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the college's TERMS AND CONDITIONS and Policies and Procedures available on the college's website, and agree to be bound by them including the Fees and Refund Policy, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

I acknowledge that I have read the Privacy Notice.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Applicant Signature		Date:	
Applicant Name:			

Application Checklist – You must provide all documents with your application

- All sections of the Application Form have been completed
- Include all supporting documentation upon application
- Drivers Licence / Passport / Birth Certificate / Proof of Age Card/ Keypass Card/ Other ID
- Certified education certificate and transcripts/relevant academic records if available
- Any additional documentation to support your application (e.g. resume, work references)

PROVIDER OFFER (COLLEGE USE ONLY)

Pre-Enrolment Assessment Form and Admission Checklist – Domestic/Other Temporary Visa Student

Pre-Enrolment Assessment Form and Admission Checklist-Domestic/Other Temporary Visa Student are to be completed.

Using a Pre-Enrolment Assessment Form-Domestic/Other Temporary Visa Student, please:

- review the Application Form especially the student's comments in questions A.8, A.9, A.10, D.1, D.2, D.3, D.4 and D.5 of the Form and the student's LLN Test result and digital literacy assessment result; and assess the student's suitability to the course. Please use the result of assessment to advise the student about the training product appropriate to meeting the student's needs, taking into account each student's existing skills and competencies including including their language, literacy and numeracy proficiency and digital literacy.

Using the completed Pre-Enrolment Assessment Form and an Admission Checklist-Domestic/Other Temporary Visa Student, please:

1. Assess whether the student's Language, Literacy and Numeracy skills, digital literacy and/ or work experience are sufficient to enable the student to enter the course
2. Make an assessment decision if enrolment is offered to the applicant.

Attach the completed Pre-Enrolment Assessment Form and Admission Checklist to this form.

A Letter of Offer and Written Agreement is to be provided to the student upon successful pre-enrolment assessment and admission assessment.