ENROLMENT FORM

Personal Details

1. Enter your full name

Family Name (Surname)	
Given Name	

2. Enter your birth date

Day/month/year	

3. Gender

Male ☐ Female ☐ Other ☐

4. Enter your contact details

Home phone		Work phone	
Mobile		Email	

5. Passport Number

6. Postal address

Suburb, locality or town	
State/territory Postcode	
Country	

Home address (as per passport)

Suburb, locality or town	
State/territory Postcode	
Country	

7. Citizenship (as per passport)

8. Residency or Visa details

☐ Australian resident/ citizen ☐ Tourist/ Visitor visa ☐ Working visa ☐ Student visa

☐ 485 or Bridging visa ☐ I don't have a visa yet ☐ Other (please specify

9. Have you ever undertaken any of the following English tests?

(IELTS, TOEFL, TOEIC, Cambridge, ISLPR) ☐ Yes ☐ No

Name of test		Year of test		Score (overall)	

10. Next of Kin/ Emergency Contact details

Full Name		Relationship	
Home phone		Work phone	
Mobile		Email address	

11. In which country were you born?

Australia ☐ Other ☐- Please Specify

12. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No ☐ Yes ☐- Please Specify

13. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

Aboriginal	☐	Both	☐
Torres Strait Islander	☐	No	☐

Disability

14. Do you consider yourself to have a disability, impairment or long-term condition?

Yes ☐ NO ☐- **Go to question 16**

15. 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)

Hearing/deaf	☐	Acquired brain impairment	☐
Physical	☐	Vision	☐
Intellectual	☐	Medical condition	☐
Learning	☐	Other	☐
Mental illness	☐		

16. Do you require any special learning support?

Yes ☐ NO ☐

Schooling and previous qualifications

17. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	☐	Year 9 or equivalent	☐
Year 11 or equivalent	☐	Year 8 or below	☐
Year 10 or equivalent	☐	Never attended school	☐ – **Go to question 18**

18. Are you still enrolled in secondary or senior secondary education?

Yes ☐ NO ☐

19. Have you SUCCESSFULLY completed any of the qualifications listed in question 20 below?

Yes ☐ NO ☐ - **Go to question 21**

20. If YES, tick ANY applicable boxes.

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

Employment

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

Study reason

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

Program Selection

23. Please select the course/s you wish to enroll in (you can select more than one course)

Automotive

AUR30620 Certificate III in Light Vehicle Mechanical Technology	☐	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	☐
AUR50116 Diploma of Automotive Management	☐		

Business

BSB30120 Certificate III in Business	☐	BSB40120 Certificate IV in Business	☐
BSB50120 Diploma of Business	☐	BSB60120 Advanced Diploma of Business	☐
BSB50420 Diploma of Leadership and Management	☐	BSB60420 Advanced Diploma of Leadership & Management	☐
BSB80120 Graduate Diploma of Management (Learning)	☐		

Civil Construction Design

RII50520 Diploma of Civil Construction Design	☐	RII60520 Advanced Diploma of Civil Construction Design	☐

Commercial Cookery and Hospitality

SIT30821 Certificate III in Commercial Cookery	☐	SIT40521 Certificate IV in Kitchen Management	☐
SIT50422 Diploma of Hospitality Management	☐	SIT60322Advanced Diploma of Hospitality Management	☐

Community Services

CHC52021 Diploma of Community Services	☐

Horticulture and Agriculture

AHC20422 Certificate II in Horticulture	☐	AHC30722 Certificate III in Horticulture	☐
AHC40422 Certificate IV in Horticulture	☐	AHC50422 Diploma of Horticulture Management	☐
AHC50122 Diploma of Agriculture	☐	AHC51422 Diploma of Agribusiness Management	☐

Financial Services

FNS41820 Certificate IV in Financial Services	☐

General English

General English course (Starter)	☐	General English course (Elementary)	☐
General English course (Pre-Intermediate)	☐	General English course (Intermediate)	☐
General English course (Upper Intermediate)	☐	General English course (Advanced)	☐

Information Technology

ICT40120 Certificate IV in Information Technology	☐	ICT50220 Diploma of Information Technology	☐
ICT60220 Advanced Diploma of Information Technology	☐		

24. What is your preferred intake date? ☐

25. Do you need us to organize any of the following service for you?

Homestay	☐	Overseas Student Health Cover (single)	☐
Airport Pick up	☐	Overseas Student Health Cover (family)	☐

26. Fee payment option: Applies to courses longer than 25 weeks' duration**.** Students can *choose* to pay more than 50 per cent of their tuition fees before they start their course. Providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course (if courses are longer than 25 weeks in duration

☐ I wish to pay the full fee in advance for courses longer than 25 weeks in duration.

27. How did you find out about our College?

☐ Friend ☐ Website ☐ Internet ☐ Brochure ☐ Advertisement

☐ Agent/ Lawyer (Please complete agent's details) Agent's name ☐

Unique Student Identifier (USI)

From 1 January 2015, we at Aventia Institute 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 at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device.

28. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faws/i-have-forgotten-my-usi/.

Unique Student Identifier (USI) ☐☐☐☐☐☐☐☐☐☐

Student Declaration

Please read this document carefully before signing.

Privacy Notice

Under the *Data Provision Requirements 2012*, Aventia Institute (RTO No. 41418) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Aventia Institute for statistical, regulatory and research purposes. Aventia Institute may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at https://www.ncver.edu.au/).

1. 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
2. I understand that Aventia Institute reserves the right to withdraw the Offer or terminate my enrolment where false or misleading information has been provided.
3. I confirm that I have received, read and accept the course details and assessment information related to the course for which I have enrolled at Aventia Institute. I agree to comply with the terms and conditions related to the course and the Aventia Institute policies (available online at aventia.edu.au)
4. I give permission to Aventia Institute to use, for official marketing and promotional purposes, any official photos, images, recordings and testimonials taken during my participation in Aventia Institute programs.
5. I understand that '*this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".*

Student to complete

NAME _____ **DATE**:_____

SIGNATURE: _____

For students under 18 years of age (if applicable):

PARENT/ LEGAL GUARDIAN NAME_____ **DATE**:_____

PARENT/ LEGAL GUARDIAN SIGNATURE: _____

Next Steps

1. Complete and sign the above form.
2. The documents listed below will be assessed by the Aventia Institute Enrolment team as part of the enrolment process and before formal offer is made to you:

A. International Students
   I. Copy of your last completed qualification and copies of your academic results from your home country
   II. Copy of your last completed qualification and copies of your academic results from Australia, if relevant
   III. Proof of date of birth (Copy of Date of Birth certificate or copy of passport)
   IV. Results from any internationally recognised English language test (e.g. IELTS/ TOEFL etc.) if you are an international student)

B. Domestic Students
   I. Proof of identity (with photograph), e.g. Driver's Licence, passport
   II. Certificate and transcript of the last completed academic qualification (e.g. High School Certificate, bachelor's degree etc.)

3. Submit your signed application with the above documents to our enrolment staff or to: admissions@aventia.edu.au.

4. Once we receive your application, we will assess it against the entry criteria. If your application is successful, you will receive an Offer Letter and Enrolment Agreement and invoice for payment within **2 working days**. You must sign the "Enrolment Agreement" and return to us with proof of payment as soon as possible.

5. After we receive your payment and acceptance, we will issue a 'Confirmation of Enrolment" (COE). (If other conditions have been noted on your offer letter, you will be required to meet the conditions before a COE can be issued)

6. Send us your arrival details if you need us to arrange airport meet and greet and/or homestay. Otherwise, come to the college on the first day of your course. We look forward to welcoming you.

For office use only

STAFF NAME _____ **DATE**:_____

SIGNATURE: _____