### Short Course Enrolment Application Form

**PLEASE COMPLETE THIS FORM IN BLOCK LETTERS AND ATTACH SUPPORTING DOCUMENTS; PLEASE DO NOT ATTACH ORIGINAL DOCUMENTS.**

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### Course Information

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE NAME</th>
<th>DURATION</th>
<th>TOTAL COURSE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXFS101</td>
<td>Use Hygienic practices for food safety Level 1 Food Safety For Food Handler</td>
<td>1 day</td>
<td>$160</td>
</tr>
<tr>
<td>SITXFS201</td>
<td>Participate in safe food handling practices Level 2 Food Safety For Supervisor</td>
<td>1 day</td>
<td>$160</td>
</tr>
</tbody>
</table>

### English Language Proficiency

- Do you speak a language other than English at home?
  - [ ] No, English Only
  - [ ] Yes, other - Please specify ________________________________

- How well do you speak English?
  - [ ] Very Well
  - [ ] Well
  - [ ] Not Well
  - [ ] Not at All
**EDUCATION:**

What is your highest COMPLETED school level (Please tick below)  YEAR Completed :-

<table>
<thead>
<tr>
<th>Option</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Year 12</td>
<td></td>
</tr>
<tr>
<td>Completed Year 11</td>
<td></td>
</tr>
<tr>
<td>Completed Year 10</td>
<td></td>
</tr>
<tr>
<td>Completed Year 9 or Equivalent</td>
<td></td>
</tr>
<tr>
<td>Completed Year 8 or Lower</td>
<td></td>
</tr>
<tr>
<td>Never attended School</td>
<td></td>
</tr>
</tbody>
</table>

Are you still attending secondary school?  Yes | No

Highest Qualification Achieved | Institution/College/School | Date Completed

Please tick one of these Prior Education Achievement Recognition Identifiers if any applicable for qualification level achieved.

<table>
<thead>
<tr>
<th>A – Australian</th>
<th>E – Australian equivalent</th>
<th>I – International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree or Higher Degree</td>
<td>Diploma (or Associate Diploma)</td>
<td>Certificate IV (or Advanced Certificate/Technician)</td>
</tr>
<tr>
<td>Advanced Diploma or Associate Degree</td>
<td>Certificate III (or Trade Certificate)</td>
<td>Certificate II</td>
</tr>
<tr>
<td>Diploma (or Associate Diploma)</td>
<td>Certificate I</td>
<td>Certificates other than the above</td>
</tr>
<tr>
<td>Certificate III (or Trade Certificate)</td>
<td>Certificate II</td>
<td>Certificate I</td>
</tr>
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</tr>
</tbody>
</table>

Do you consider yourself to have a disability, impairment or long-term condition?  Yes | No

If Yes, please indicate the areas of disability, impairment or long-term condition:

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

**EXPERIENCE:**  Have you ever been employed?  No | Yes (If yes please fill below)

Which of the following classifications BEST describes the Industry of your current or previous Employer?

- A - Agriculture, Forestry and Fishing
- B - Mining
- C - Manufacturing
- D - Electricity, Gas, Water and Waste Services
- E - Construction
- F - Wholesale Trade
- G - Retail Trade
- H - Accommodation and Feed Services
- I - Transport, Postal and Warehousing
- J - Information Media and telecommunications
- K - Financial and Insurance Services
- L - Rental, Hiring and real Estate Services
- M - Professional, Scientific and Technical Services
- N - Administrative and Support Services
- O - Public Administration and Safety
- P - Education and Training
- Q - Health Care and Social Assistance
- R - Arts and recreation Services
- S - Other Services
Which of the following classifications BEST describes your current or recent occupation?

- 1 – Managers
- 2 – Professionals
- 3 – Technicians and Trade Workers
- 4 – Community and Personal Service Workers
- 5 – Clerical and Administrative Workers
- 6 – Sales Workers
- 7 – Machinery Operators and Drivers
- 8 – Labourers
- 9 – Other

**DECLARATION : This must be signed and dated by the applicant**

- I declare that the information supplied by me on this form is the best of my understanding and belief, to be complete and correct.
- I have read, understood and agree to all terms and conditions in regards to Short Course Enrolment.
- I have provided Hays International College (HIC) with a Unique Student Identifier (USI) and agree to all the requirements of USI Registry System found on [https://www.usi.gov.au/students](https://www.usi.gov.au/students).
- I authorise Hays International College for collection, use, verification and disclosure of the USI to the department.
- I agree that Hays International College (HIC) will not issue me with a Statement of Attainment unless I have provided HIC with my USI and all fees have been paid.
- I have read, understood and agree to all requirements regarding Fees and Charges; Refund; policies located at [http://hic.vic.edu.au/documents/forms-policies-international/](http://hic.vic.edu.au/documents/forms-policies-international/)
- I acknowledge that Hays International College reserves the right to vary or reverse any decision regarding admission based on incorrect or incomplete information that I may have provided.

<table>
<thead>
<tr>
<th>Applicant’s Full Name</th>
<th>Signature</th>
<th>Dated (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

**ENROLMENT APPLICATION CHECKLIST**

Please ensure that you have attached/submitted the following documents in order to avoid delays in processing:

- Completed, signed and dated Application Form
- Copy of Passport
- Unique Student Identifier (USI) number provided
- Copy of Visa notification letter (where applicable)

**FOR OFFICE USE ONLY**

Form Received by :     Date :

Student notified about course start date by :     Date: