



Hays International College

CRICOS Number: 02790D Provider Number: 21838

DOMESTIC STUDENT ENROLMENT APPLICATION FORM

(Please complete this form in **BLOCK LETTERS** and attach supporting documents;

Please **DO NOT** attach original documents)

PLEASE WRITE THE NAME THAT YOU USED WHEN YOU APPLIED FOR YOUR
UNIQUE STUDENT IDENTIFIER (USI) INCLUDING ANY MIDDLE NAMES.

SURNAME (LEGAL FAMILY NAME)	GIVEN NAMES (LEGAL GIVEN NAME)	MIDDLE NAME

From 1 January 2015, Hays International College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

ENTER YOUR UNIQUE STUDENT IDENTIFIER (IF YOU ALREADY HAVE ONE): -

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Gender	Date of Birth (DD/MM/YYYY)	Nationality
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified/...../.....	
In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other	If Other, please specify	Town / City of Birth

Usual Residence (the address location and postcode of the suburb, locality or town you usually live):

Building/Property Name: _____ Flat/Unit Number: _____
Street Number: _____ Street Name: _____
Suburb, locality or town: _____ State/Territory: _____
Postcode: _____ Country: _____
Telephone _____ Mobile _____
Fax _____ Email _____

Postal address (if different from above):

Building/Property Name: _____ Flat/Unit Number: _____
Street Number: _____ Street Name: _____
Suburb, locality or town: _____ State/Territory: _____
Postcode: _____ Country: _____
Telephone _____ Mobile _____
Fax _____ Email _____

Preferred Contact Method (tick one)

Email Mobile Mail



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COURSE INFORMATION <i>Please tick course/s you are applying for</i>			
SELECT COURSES	COURSES	COURSE DURATION	TOTAL COURSE FEES
{ }	CHC33015 Certificate III in Individual Support	51 weeks	
{ }	CHC43015 Certificate IV in Ageing Support	75 weeks	
{ }	CHC43415 Certificate IV in Leisure & Health	80 weeks	
{ }	CHC53415 Diploma of Leisure & Health	105 weeks	
FEES: Include administration fee \$250 (non-refundable), Tuition Fee, Books & Materials \$150-\$1,000 depending on course, Additional Costs: RPL application fee \$300 per unit, Re-assessment fee \$50, Fee for changing enrolment after commencement \$100 *subject to change without prior notice			
Do you wish to pay only the initial deposit before the start of the course? [] Yes [] No			
Do you wish to pay an initial deposit and additional tuition fees before the start of the course? [] Yes [] No			
INDICATE WHICH INTAKE YOU ARE APPLYING TO START YOUR COURSE (insert X)			
[] JANUARY [] APRIL [] JULY [] OCTOBER YEAR: _____			
Entry requirements: Please refer to Hays International College STUD001 Assessing student's qualifications, Experience and English proficiency Pre - Enrolment Policy and Procedure for all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at http://hic.vic.edu.au/documents/forms-policies-international/			
LANGUAGE AND CULTURAL DIVERSITY			
ENGLISH LANGUAGE PROFICIENCY 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 [] Yes, other - Please specify _____			
How well do you speak English? [] Very Well [] Well [] Not Well [] Not at All			
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			
SCHOOLING			
What is your highest COMPLETED school level (Please tick below) :			
<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 9 or equivalent		
<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 8 or Lower		
<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Never attended school		
YEAR Completed _____	Where completed _____		
Are you still attending secondary school? [] No [] Yes			



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VICTORIAN STUDENT NUMBER To be completed by all students aged up to 24 years

Since 2009 in schools and since 2011, for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number

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No more questions if you provided your VSN.

Have you attended any Victorian school since 2009, or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

No more questions if you answer No above.

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended : _____

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

1. _____
2. _____
3. _____

PREVIOUS QUALIFICATION ACHIEVED

Have you successfully completed any of the following qualifications? Yes No

Please tick **one** of these Prior Education Achievement Recognition Identifiers if it applies to the qualification level achieved.

A – Australian **E**– Australian equivalent **I** – International

- | A | E | I | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 008 Bachelor Degree or Higher Degree |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 410 Advanced Diploma or Associate Degree |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 420 Diploma (or Associate Diploma) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 511 Certificate IV (or Advanced Certificate/Technician) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 514 Certificate III (or Trade Certificate) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 521 Certificate II |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 524 Certificate I |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 990 Certificates other than the above |

Highest Qualification Achieved

Institution/College/School

Date Completed



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DISABILITY

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:

- | | |
|--|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical Intellectual | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Mental illness | <input type="checkbox"/> Other |

EXPERIENCE/EMPLOYMENT

Have you ever been employed? [] Yes (If yes please fill below) [] No

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

- 01 Full-time employee
- 02 Part-time employee
- 03 Self-employed- not employing others
- 04 Self-employed-employing others
- 05 Employed- unpaid worker in a family business
- 06 Unemployed-seeking full-time work
- 07 Unemployed-seeking part-time work
- 08 Not employed-not seeking employment

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



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- 7. Machinery Operators and drivers
- 8. Labourers
- 9. Other

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick ONE box only)

- 01 To get a job
- 02 To develop my existing business
- 03 To start my own business
- 04 To try for a different career
- 05 To get a better job or promotion
- 06 It was a requirement of my job
- 07 I wanted extra skills for my job
- 08 To get into another program of study
- 12 For personal interest or self-development
- 13 To get skills for community/voluntary work
- 11 Other reasons

RECOGNITION OF PRIOR LEARNING

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Hays International College must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

Please tick the appropriate boxes:

Formal learning [] Yes [] Not applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning [] Yes [] Not applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

Informal learning [] Yes [] Not applicable

Acquired through the experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

VET Data Use Statement

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- o populate authenticated VET transcripts;
- o facilitate statistics and research relating to education, including surveys and data linkage;
- o pre-populate RTO student enrolment forms;
- o understand how the VET market operates, for policy, workforce planning and consumer information; and
- o administer VET, including program administration, regulation, monitoring and evaluation.



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You may receive a student survey which may be administered by a government department or NCVET employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data

Hays International College is required to provide the Department with student and training activity data. This includes personal information collected in the Hays International College enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Hays International College provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Hays International College; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the student Identifiers Act 2014 (Cth) and the student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Hays International College's Privacy Officer in the first instance by phone 98987222 or email joseph.wong@hic.vic.edu.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.



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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 Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
 - If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.
 - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- I have read, understood and agree to all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <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.
- I hereby authorise Hays International College or its Educational Agents to confirm any information contained in this form; obtain details of my enrolment, academic records, examination results from other educational institutions & other relevant authorities.
- I acknowledge I have read and understood the VET Data Use Statement.

Applicant's Full Name	Signature	Dated (DD/MM/YYYY)

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 Australian Passport or Australian Driver Licence- for Photo ID
	Copy of Australian Citizenship certificate or Birth Certificate or Medicare Care Card – For Residency status
	Copies of Academic certificates and transcripts
	Release Letter from previous education provider (where applicable)
	Evidence of Employment (where applicable)

FOR OFFICE USE ONLY

Form Received by :	Date:
Offer Letter issued by:	Date: