



# 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.

TITLE	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/](http://www.usi.gov.au/create-your-usi/) ON COMPUTER OR MOBILE DEVICE.

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

--	--	--	--	--	--	--	--	--	--

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 where you born?	Date of Birth (DD/MM/YYYY)	Nationality	Town / City of Birth
<input type="checkbox"/> Australia <input type="checkbox"/> Other	If Other – Please specify		

**Usual Residence:** - (What is the address location and postcode of the suburb, locality or town in which you usually live?)

Building/Property Name: \_\_\_\_\_ Flat/Unit Number: \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb, locality or town: \_\_\_\_\_

Postcode: \_\_\_\_\_ State/Territory: \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**Postal Address:** - What is your postal address (if different from above)?

Building/Property Name: \_\_\_\_\_ Flat/Unit Number: \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb, locality or town: \_\_\_\_\_

Postcode: \_\_\_\_\_ State/Territory: \_\_\_\_\_

**COURSE INFORMATION: - PLEASE tick course/s you are applying for**

SELECT COURSES	COURSES	COURSE DURATION	TOTAL COURSE FEE
[ ]	CHC33015 Certificate III in Individual Support	51 weeks	\$3,500
[ ]	CHC43015 Certificate IV in Ageing Support	75 weeks	\$5,000
[ ]	CHC43415 Certificate IV in Leisure & Health	80 weeks	\$5,500
[ ]	CHC53415 Diploma of Leisure & Health	105 weeks	\$7,200
[ ]	22250VIC Certificate I in EAL (Access)	20 weeks	\$2,000
[ ]	22251VIC Certificate II in EAL (Access)	20 weeks	\$2,000
[ ]	22255VIC Certificate III in EAL (Further Study)	20 weeks	\$2,000
[ ]	22258VIC Certificate IV in EAL (Further Study)	20 weeks	\$2,000

**FEES:** Include administration fee \$150 (nonrefundable), 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**

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



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and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies>

### LANGUAGE AND CULTURAL DIVERSITY

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        Not Well at      

- Are you of Aboriginal or Torres Strait Islander origin?  No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

### EDUCATION: -

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          |

In which YEAR did you complete that school level as ticked above?

Are you still attending secondary school? Yes  No

**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. 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 (VSN)

No more questions if you provided your VSN.

- 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.

.....

and / or

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

List the most recent three training organisations with which you have participated in training in Victoria since 2011

.....

.....

.....



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Have you **SUCCESSFULLY** completed any of the following qualifications below?

No  Yes (please tick below)

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

A – Australian

E– Australian equivalent

I – International

- | A                        | E                        | I                        |                                                     |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bachelor’s degree or Higher Degree                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advanced Diploma or associate degree                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Diploma (or Associate Diploma)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate IV (or Advanced Certificate/Technician) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate III (or Trade Certificate)              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate II                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate I                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificates other than the above                   |

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       | <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 |                                                     |

**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?

- |                                                                         |                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing          | <input type="checkbox"/> K - Financial and Insurance Services               |
| <input type="checkbox"/> B - Mining                                     | <input type="checkbox"/> L -Rental, Hiring and real Estate Services         |
| <input type="checkbox"/> C - Manufacturing                              | <input type="checkbox"/> M -Professional, Scientific and Technical Services |
| <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N - Administrative and Support Services            |
| <input type="checkbox"/> E - Construction                               | <input type="checkbox"/> O - Public Administration and Safety               |
| <input type="checkbox"/> F- Wholesale Trade                             | <input type="checkbox"/> P -Education and Training                          |
| <input type="checkbox"/> G - Retail Trade                               | <input type="checkbox"/> Q - Health Care and Social Assistance              |
| <input type="checkbox"/> H - Accommodation and Feed Services            | <input type="checkbox"/> R - Arts and recreation Services                   |
| <input type="checkbox"/> I - Transport, Postal and Warehousing          | <input type="checkbox"/> S - Other Services                                 |
| <input type="checkbox"/> J - Information Media and telecommunications   |                                                                             |

Which of the following classifications **BEST** describes your current or recent occupation?

- |                                                                     |                                                                  |
|---------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> 1 – Managers                               | <input type="checkbox"/> 5 – Clerical and Administrative Workers |
| <input type="checkbox"/> 2 – Professionals                          | <input type="checkbox"/> 6 – Sales Workers                       |
| <input type="checkbox"/> 3 – Technicians and Trade Workers          | <input type="checkbox"/> 7 – Machinery Operators and Drivers     |
| <input type="checkbox"/> 4 – Community and Personal Service Workers | <input type="checkbox"/> 8 – Labourers                           |
|                                                                     | <input type="checkbox"/> 9 – Other                               |



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Of the following categories, which BEST describes your main reason for undertaking this program?

- |                                                           |                                                                    |
|-----------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job.           |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job.         |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another program of study      |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                             |

### RECOGNITION OF PRIOR LEARNING: -

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Hays International College must consider 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 box/s: -

**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 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)

### 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 regarding Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether 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; Deferral, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies>
- 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.

Applicant's Full Name

Signature

Dated (DD/MM/YYYY)



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### 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. 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.

#### 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 0398987222 or email [admin@hic.vic.edu.au](mailto:admin@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>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student signature: ..... Date: .....



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### 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: