



## Australian Careers College (ACC) ENROLMENT FORM

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at **Australian Careers College(ACC)** is required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

Application for Enrolment			
Which course would you like to enroll into?	<input type="checkbox"/> BSB42618 Certificate IV in New Small Business <input type="checkbox"/> BSB51918 Diploma of Leadership and Management <input type="checkbox"/> BSB61015 Advance Diploma of Leadership and Management <input type="checkbox"/> CHC33015 Certificate III in Individual Support (Age Care) <input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care <input type="checkbox"/> ICT50118 Diploma of Information Technology <input type="checkbox"/> SIT50416 Diploma of Hospitality Management <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery		
Have you ever studied with Australian Careers College before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Enter Your Full name			
Family Name:			PHOTOGRAPH (If Applicable)
Given Name			
Nationality			
Date of Birth:	_____ / _____ / _____ (dd) (mm) (yyyy)	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Passport Number		Passport Expire Date	_____ / _____ / _____ (dd) (mm) (yyyy)
Passport Country of Issue			
Contact Details of Student (put country code and area code before overseas numbers)			
Email			
Home Phone		Work Phone	
Australian Mobile Number, if any		Overseas Mobile Number, if any	
<b>What is Address of Your Usual Residence?</b> [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 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.]			
Student's Residential Address (Australia)			
Student's Residential			

Address (Overseas)			
Parent/Guardian' name			
Parent/Guardian's Residential Address		Parent/Guardian's Contact Number	
Overseas Contact person's name:		Overseas Contact Number:	
<b>Emergency Contact Person in Australia</b>			
These are people that Australian Careers College (ACC) may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Australian Careers College (ACC).			
Name:		Relationship to you:	
Address:			
Mobile:		Email:	
<b>Language and Cultural Diversity</b>			
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other Country, Name: _____		
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"/> Other Language, Name: _____		
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		
<b>Visa details</b>			
Do you already have an Australian Visa that allows you to study here?		<input type="checkbox"/> Yes <input type="checkbox"/> No (then go to next section)	
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging <input type="checkbox"/> Other; <b>Specify:</b>	Visa Expiry Date	
Did you ever hold CoE from any Australian Education Provider?		<input type="checkbox"/> Yes <input type="checkbox"/> No (go to next question)	
Write the name of the Provider, whose CoE you held lately			
Has your visa application been rejected ever?		<input type="checkbox"/> Yes (attach Visa Rejection Letter/s) <input type="checkbox"/> No (go to next question)	
Do you have Overseas Student Health Cover?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Expiry Date: _____ If No, Do You want us to arrange your OSHC <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Qualification Details</b>			
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 have 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.		<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 09 or Equivalent <input type="checkbox"/> Year 08 or Equivalent <input type="checkbox"/> Never Attended School	
Are you still enrolled in secondary/senior secondary school?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have achieved any of the following qualifications, put tick beside it. You can put more than one tick marks. You must submit proof of this qualification/s.		<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III/Trade Certificate <input type="checkbox"/> Certificate IV/Advance Certificate/Technician	

(for equivalency table, go to <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> )		<input type="checkbox"/> Diploma/Associate Diploma <input type="checkbox"/> Advanced Diploma/Associate Degree <input type="checkbox"/> Bachelors/Masters/PhD <input type="checkbox"/> Certificate Other than Above
Are you CURRENTLY Studying with any educational institution inside Australia?	Write Institution's Name OR Write "No" & Go to next section. Name:	
What qualification you are studying?		
Month & Year you started this course		
Do you wish to apply for <b>Credit</b> or <b>Recognition of Prior Learning</b> ? If YES, certified copies of transcripts/relevant documents from previous institutions/workplace must be provided with this form with Credit/RPL Application.		<input type="checkbox"/> Credit <input type="checkbox"/> RPL <input type="checkbox"/> None <input type="checkbox"/> Maybe; I'd like more information
<b>English Proficiency</b>		
Have you completed 5 years of primary/secondary schooling in an English-speaking country e.g. USA, UK?	<input type="checkbox"/> Yes (provide proof) <input type="checkbox"/> No	
Have you completed a Certificate IV (or above) level course in <u>last TWO years</u> inside Australia?	<input type="checkbox"/> Yes (provide proof) <input type="checkbox"/> No	
Which of these exams have you appeared in?	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Cambridge Eng <input type="checkbox"/> Other, Specify:  Score _____	
Date of Result Published of English Test		
Is your OVERALL score in the test EQUIVALENT to <b>IELTS Score of 5.5</b> ? To check, go to <a href="https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language">https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you want to provide any other proof of proficiency in English? Describe.		
<b>Employment</b>		
Of the following categories, which BEST describes your current employment status? (Tick one box only). For <b>Casual</b> , <b>Seasonal</b> , <b>Contract</b> and <b>Shift</b> 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)		
<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee <input type="checkbox"/> Self Employed (Not employing Others) <input type="checkbox"/> Self Employed (employing Others)	<input type="checkbox"/> Employed as Unpaid worker in family business <input type="checkbox"/> Unemployed, seeking full time work <input type="checkbox"/> Unemployed, seeking part time work <input type="checkbox"/> Unemployed, Not seeking work	
<b>Disability</b>		
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to Next Section</u>	
If yes, please indicate the area of disability, impairment or long term condition ( <i>tick as many as apply</i> )		
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Vision	<input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Other (Please specify): _____
Write Details, if you want:		
<b>Study Reason</b>		
Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)		
<input type="checkbox"/> To get a new job <input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It is a requirement of my job <input type="checkbox"/> I want an extra skill for my mob	

<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course/study
<input type="checkbox"/> To try a different career	<input type="checkbox"/> For personal interest/Self-Development
<input type="checkbox"/> To get a better job/promotion	<input type="checkbox"/> Other Reason

Unique Student Identifier Number											
ACC can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course 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 <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.											
Enter your unique student identifier <i>If you already have one</i>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>										
If you do not have a USI, would you like us to apply for a USI on your behalf?	<input type="checkbox"/> Yes – please provide identification and indicate below <input type="checkbox"/> No, Go to Next Section										
If you answered Yes to previous question, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.											
<input type="checkbox"/> Current Driver's License <input type="checkbox"/> Australian Passport <input type="checkbox"/> Certificate of Registration By Descent <input type="checkbox"/> Non-Australian Passport (with Australian Visa)	<input type="checkbox"/> Current Medicare Card <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> ImmiCard <input type="checkbox"/> Australian Birth Certificate										
In accordance with section 11 of the <i>Student Identifiers Act 2014</i> , ACC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.											
I authorize ACC to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <a href="http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx">http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx</a>											
Student Signature:	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Date:</td> <td style="width: 20%; text-align: center;">/ /</td> </tr> </table>		Date:	/ /							
	Date:	/ /									

Please Tick	COURSE	DURATION	Fee*	Mode of Delivery			
	Certificate III in Early Childhood Education and Care CHC30113	30 teaching weeks + 6 weeks holiday total 36 weeks	AUD\$12000	Full-Time			
	Diploma of Early Childhood Education and Care CHC50113	80 teaching weeks + 16 weeks holiday total 96 weeks	AUD\$26000	Full-Time			
	Certificate III in individual Support (Aged Care) CHC33015	24 Weeks including Placements	AUD\$6000	Full-Time			
	Certificate IV in New Small Business BSB42618	20 teaching weeks + 10 weeks holiday total 30 weeks	AUD\$5900	Full-Time			
	Diploma of Leadership and Management BSB51918	40 teaching weeks + 12 weeks holiday total 52 weeks	AUD\$12000	Full-Time			
	Advanced Diploma of Leadership and Management BSB 61015	40 teaching weeks + 12 weeks holiday total 52 weeks	AUD\$12000	Full-Time			
	Certificate IV in Commercial Cookery SIT40516	60 teaching weeks + 18 weeks holiday total 78 weeks	AUD \$ 24000	Full-Time			
	Diploma of Hospitality management SIT50416	40 teaching weeks + 12 weeks holiday total 52 weeks	AUD \$12000	Full-Time			
	Diploma of Information Technology ICT 50118	40 teaching weeks + 12 weeks holiday total 52 weeks	AUD\$15000	Full-Time			
<p><b>*NB: AUD \$300 enrolment fee applies to all courses</b>  <b>*NB: AUD \$100 Material fee applies to all course except Childhood Education and Care and Certificate IV in commercial Cookery.</b>  <b>*NB: AUD \$1000 Material fee applies to Childhood Education and Care and Certificate IV in Commercial Cookery.</b>  <b>*NB: Fees and charges are subject to change.</b></p>							
<b>Intake Dates (Please circle)</b>		<b>2020</b>		<b>2021</b>	<b>2022</b>		
		<b>JAN</b>	<b>FEB</b>	<b>APR</b>	<b>JUN</b>	<b>JUL</b>	<b>OCT</b>
<b>Course Location of Study (Please circle)</b>		<b>DARWIN:</b> <input type="checkbox"/> Woods street campus <input type="checkbox"/> Parap Campus			<b>SYDNEY</b>		
<b>Fee Payment Options:</b>		Prior to the start of their course, students may choose to pay:		50% of fees		a per Term payment plan	
Do you choose to pay more than 50% of fees prior to starting the course?		Yes		No			
If yes, please indicate the amount you wish to pay for your initial payment?		AUD\$					
Do you choose to pay 50%of fees prior to starting, and then pay the balance per term?		Yes		No			
Do you choose to pay a per term payment plan?		Yes		No			
If yes, refer to the Payment Plan on your Letter of Offer/Student Agreement to be forwarded to you once your enrolment is accepted.							

**Application Checklist**

Provide a Certified Copy of the following documents with your application. Please tick those that you are providing.

- Valid Passport Copy
- Valid Visa page/document (if you have one)
- High School (Australian Year 12 equivalent) certificate or other relevant educational certificates
- Proof of English Language Proficiency
- Proof of Work experience, if any
- Course Entry Interview Form/SoP (if already completed)
- Proof of Overseas Student Health Cover, if any
- Release letter from previous institution or Cancelled CoE, if any
- Any other relevant documents to support your application e.g. resume

Under the Data Provision Requirements 2012, ACC 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 ACC for statistical, regulatory and research purposes. ACC may disclose your personal information for these purposes to third parties, including:

- 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 a VET Statement of Attainment or VET 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 program 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.

**Student Declaration and Consent**

NCVER will collect, hold, use and disclose my 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 [www.ncver.edu.au](http://www.ncver.edu.au)). I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update ACC if this information changes during my enrolment.

I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ACC.

I understand that ACC is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by the following third parties for administrative, regulatory and/or research purposes:

- Government departments and authorized agencies
- Researchers.

I declare that I have read the terms and conditions given in next section and understood their consequences. 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.

Amount I am willing to pay as first Installment of Tuition Fee:	\$
Number of Family Members accompanying Me	
Student Signature:	Date: / /

Printed Name:			

### Terms and Conditions

This course is a Nationally Recognised Training and AQF-Compliant. ACC is authorised to offer courses to overseas student, but does not guarantee success in this application, or course, and in any employment or migration outcome. ACC will inform whether student needs to take work-based training in its offer letter and agreement. We have our own admission criteria including age limit, minimum English proficiency level, formal qualification level, and admission test. Claiming credit or RPL may affect duration of student visa. ACC has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at [www.acc.edu.au](http://www.acc.edu.au) and in our Student Handbook. This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs. All staffs at ACC are required by law to protect the information provided on this Enrolment Form. These are people that ACC may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to ACC. ACC is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or, facilitating the monitoring and control of immigration.

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers. In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this. If you have any concerns about the confidentiality of this information please contact Student Support Manager at our office. You may be contacted by either the National Centre for Vocational Education Research (NCVER) or ACC's registering body, Australian Skills Quality Authority (ASQA), to participate in a survey about your experience as a student of ACC, course quality and/or vocational outcomes related to your course. If you participate, you may choose to keep your responses confidential. Please read ACC's Refund; Deferral, Cancellation and Suspension; Complaints & Appeals Policies, Course Progress and Attendance policies, Student Code of Conduct from our website before submission of application. ACC reserves the right to decline this application if you don't pass our admission criteria or on any other reasonable ground. This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

### DISABILITY SUPPLEMENT

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximizes residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behavior, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**'16 — Acquired brain impairment'**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

**'17 — Vision'**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**'18 — Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalization; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**'19 — Other'**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

**For Official Use Only:**

**Considerations:**

Application Approved/Declined by: \_\_\_\_\_ Date: \_\_\_\_\_