

Application Form Domestic Student

This form is for domestic students. For the college’s application purpose, you are considered as a domestic student if you are:

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident; or
- an Australian humanitarian visa holder.

This form is to collect information about a prospective domestic student who intends to apply for an enrolment at Einstein College of Australia (ECA). ECA uses the information and a Pre-Training Review Form-Domestic/Other Temporary Visa Student to assess the prospective student’s suitability to the course and advise the student about the training product appropriate to meeting the student’s needs, taking into account each student’s existing skills and competency. ECA will use this form to gain information from each applicant to determine suitability into the qualification/ course. A letter of offer and written agreement will be provided to the student if the form has been successfully completed and assessed.

Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.

Personal details

1. Enter your full name *

Title: Miss Mrs. Ms. Mr. Other _____

Family name (Legal Family Name) _____

First Name (Legal Given Name) _____

Middle Name (Legal Middle Name) _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Einstein College of Australia to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

2. Enter your birth date

Day/month/year | | | |

3. Gender (Tick ONE box only)

Male
 Female
 (Indeterminate/Intersex/Unspecified)

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. What is the address and postcode of the suburb, locality or town in which you usually live?

Building/property name
Flat/unit number
Street number (e.g. 5 or Lot 12)
Street name
Suburb, locality or town
State/territory
Postcode

6. What is your postal address (if different from above)?

Building/property name
Flat/unit number
Street number (e.g. 5 or Lot 12)
Street name
Suburb, locality or town
State/territory
Postcode
Email address

7. Emergency Contact Details

Name:		Relationship:	
Address:			
Suburb:		State/Territory:	
Phone/Mobile:		Postcode:	
		Email Address:	

Language and cultural diversity

8. In which country were you born?

Australia

Other – please specify _____

9. 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 _____

10. 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

Disability

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

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	No – Go to question 13

12. If Yes, please indicate the areas of disability, impairment or long-term condition:
(You may indicate more than one area.)

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

If you require special support, please contact 03 9629 3693

Schooling

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

Completed Year 12	<input type="checkbox"/>	
Completed Year 11	<input type="checkbox"/>	
Completed Year 10	<input type="checkbox"/>	
Completed Year 9 or equivalent	<input type="checkbox"/>	
Year 8 or Lower	<input type="checkbox"/>	
Never attended school	<input type="checkbox"/>	Never attended school – Go to Question 15

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

Yes	<input type="checkbox"/>	Yes – go to question 16
No	<input type="checkbox"/>	No – go to question 17

16. If Yes, please enter one of these Prior Education Achievement Recognition Identifiers for any applicable qualification level.

- A - Australian
- E - Australian equivalent
- I - International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

- A - Australian
- E - Australian equivalent
- I - International

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

Employment

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

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

18. Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Question 20.

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

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

A - Agriculture, Forestry and Fishing	<input type="checkbox"/>
B - Mining	<input type="checkbox"/>
C - Manufacturing	<input type="checkbox"/>
D - Electricity, Gas, Water and Waste Services	<input type="checkbox"/>
E - Construction	<input type="checkbox"/>
F - Wholesale Trade	<input type="checkbox"/>
G - Retail Trade	<input type="checkbox"/>
H - Accommodation and Food Services	<input type="checkbox"/>
I - Transport, Postal and Warehousing	<input type="checkbox"/>
J - Information Media and telecommunications	<input type="checkbox"/>
K - Financial and Insurance Services	<input type="checkbox"/>
L - Rental, Hiring and real Estate Services	<input type="checkbox"/>
M - Professional, Scientific and Technical Services	<input type="checkbox"/>
N - Administrative and Support Services	<input type="checkbox"/>

O - Public Administration and Safety	<input type="checkbox"/>
P - Education and Training	<input type="checkbox"/>
Q - Health Care and Social Assistance	<input type="checkbox"/>
R - Arts and recreation Services	<input type="checkbox"/>
S - Other Services	<input type="checkbox"/>

Study reason

20. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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

Enrolment Details

21. Have you been enrolled at Einstein College of Australia previously? Yes No Student No. (If known): _____

22. COURSE DETAILS

Please indicate the course(s) you are applying for:

Select Course	Course	Course Duration (Week/ Day)	Fee for Service			Course Start Date (If you are not sure provide month/year)
			Tuition Fee AUD	Enrolment Fee (Non-refundable)	Materials & Services Fee	
Short Courses						
<input type="checkbox"/>	General English	Min 1 Week	\$179/ Week	\$100	\$100/ 10 weeks	
<input type="checkbox"/>	HLTAID011 Provide First Aid	1 Day	\$99	N/A	N/A	
<input type="checkbox"/>	HLTAID009 Provide cardiopulmonary resuscitation	4 Hours	\$75	N/A	N/A	
Courses Leading to Qualifications						
<input type="checkbox"/>	CHC33015 Certificate III in Individual Support	22 Weeks	\$2,500	\$100	\$100	
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	26 Weeks	\$3,500	\$100	\$100	
<input type="checkbox"/>	CHC43115 Certificate IV in Disability	26 Weeks	\$3,500	\$100	\$100	
<input type="checkbox"/>	BSB50120 Diploma of Business	52 Weeks	\$2,500	\$100	\$100	
<input type="checkbox"/>	BSB60120 Advanced Diploma of Business	52 Weeks	\$2,500	\$100	\$100	
<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping	46 Weeks	\$2,500	\$100	\$100	
<input type="checkbox"/>	FNS50217 Diploma of Accounting	46 Weeks	\$2,500	\$100	\$100	
<input type="checkbox"/>	FNS60217 Advanced Diploma of Accounting	46 Weeks	\$2,500	\$100	\$100	

23. ENTRY REQUIREMENTS, PRIOR LEARNING & CAREER GOALS

- a. Why did you choose to enrol at ECA?

- b. Why do you wish to undertake the course?

- c. Do you meet the course entry requirements? Yes No. Please provide details below.

Previous qualifications achieved:

Qualifications (Highest Qualification First)	Institution	Country	Date of Completion

Work History

Do you have any experience that is relevant to your chosen course? Yes No. If yes, please specify your experience.

Company _____ Years of Service _____

Position Title _____

Language, Literacy and Numeracy (LLN)

Are you willing to complete a Language, Literacy and Numeracy (LLN) assessment by the College? Yes No

Do you intend to request for a Credit Transfer of Recognition of Prior Learning (RPL)? Yes No. If yes, please fill in a Credit Transfer or Recognition of Prior Learning Application Form. This is available from Student Services.

Do you have digital capability to participate in online training? Yes No

Do you have access to relevant technology and understand the minimum IT requirements? Yes No

d. What do you expect to achieve after completion of the course? _____

e. What is your career plan? _____

24. Job Services Provider Details (JSP) (If Applicable)

Job Services Provider (JSP)/AGENT DETAILS. Please stamp (if applicable)	Where should we send the notification of your application result? <input type="checkbox"/> My Contact Details <input type="checkbox"/> Agent/JSP
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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 must 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.

25. Enter your Victorian Student Number (VSN)

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No more questions if you provided your VSN.

26. 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?

<input type="checkbox"/> 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
<input type="checkbox"/> Yes - I have attended a Victorian school since 2009: Most recent Victorian school attended and / or
<input type="checkbox"/> 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)

Unique Student Identifier

From 1 January 2015, we [Einstein College of Australia] 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.

27. Enter your Unique Student identifier (if you already have one)

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USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us [Einstein College of Australia] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at Australian Government USI. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]

.....authorise Einstein College of Australia 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 (which may include sensitive information) pursuant to the information detailed at Australian Government USI, and NCVET policies, procedures and protocols published on NCVET's website.

Town/City of Birth _____

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green Expiry date ____/____ (format MM/YYYY)
(month/year)

Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

3. Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
(day/month/year)

8. Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Einstein College of Australia 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.

The Australian Skills Quality Authority (ASQA) requires students/clients information to be reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS). For ASQA audit purposes, we will retain this information until the information is no longer needed. The privacy of your information will be maintained by the college as per the College's Privacy Policy and Procedures.

Payment

A request for payment or tuition and other fees will be made if you receive a letter of offer. Payment of fees will need to be made to Einstein College of Australia. Please make your payment by bank cheque, credit card, telegraphic transfer or direct deposit into our account. Einstein College of Australia has no obligation until funds are cleared and an official receipt is issued.

Einstein College of Australia accepts payment of no more than \$1,500 from each individual student prior to the commencement of the course. Following course commencement, it may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

Feedback

How did you hear about Einstein College of Australia:

Relative/Friend Internet Social Media Agent/JSA Centrelink Other Please specify _____

Photographs and Testimonials Consent and Release

Please read the following statements:

Einstein College of Australia has the right to take or use my photographs and testimonials and to use them in any and all media worldwide including online, now and hereafter known, for Marketing purposes.

I hereby release to Einstein College of Australia all rights to exhibit my photographs and testimonials in print and electronic forms publicly or privately. I waive any rights, claims or interest I may have to control the use of my identity in the photographs and testimonials and agree that any use described herein may be made without compensation or my additional consideration.

Please tick (✓) the relevant box in relation to the above statements.

I, the undersigned,

consent to and agree with the above statements.

do not consent to and agree with the above statements.

Privacy Statement & Applicant Declaration

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

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

Einstein College of Australia provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DET website.

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, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

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 Einstein College of Australia's Privacy Officer in the first instance by phone [03-9629 3693] or email [contact@einsteincollege.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 Victorian State Government Education and Training website. For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website.

Additional Privacy Notice

Under the *Data Provision Requirements 2012*, **Einstein College of Australia** 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 **Einstein College of Australia** for statistical, regulatory and research purposes. **Einstein College of Australia** 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 www.ncver.edu.au).

Additional Statements

The information collected in this form is for the purpose of processing your application with the Einstein College of Australia. The information will be held by the College in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the College.

The information may be made available to government departments and agencies in relation to the College's obligations under law including the Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures. For more information in relation to how student information may be used or disclosed please access the College's Privacy Policy at: <https://www.einsteincollege.vic.edu.au/pdfs/Privacy.pdf>

Applicant Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the College's TERMS AND CONDITIONS and Policies and Procedures available on the College's website, and agree to be bound by them including the Fee and Refund Policy, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

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

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notices above.

APPLICANT SIGNATURE: [or electronic acknowledgement] _____

APPLICANT NAME: _____

DATE: _____

Provider Offer (College Use Only)

1. Applicant's ID is sighted and the copy is attached:
 - Drivers Licence Passport Proof of Age Card Keypass Card
2. Applicant's Australian Residency/ Citizenship Evidence is sighted and the copy is attached:
 - Permanent Resident Visa Australian Passport Green Medicare Card Birth Certificate
 - Other, please specify _____
3. Applicants Education Certificate is attached (if applicable): Yes
4. Applicants current Concession Card has been sighted and copy attached if applicable: Health Care Concession Pension

PRE-TRAINING REVIEW FORM

Please:

1. review the Application Form especially the student's comments in questions 11, 12 and 23 of the Application Form and the student's LLN Test result; and assess the student's suitability to the course and advise the student about the training product appropriate to meeting the student's needs, taking into account each student's existing skills and competency using a Pre-Training Review Form-Domestic Student.
2. attach the completed Pre-Training Review Form with this form.

Assessment Decision:

Enrolment Offered	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Indicate course(s) to be offered below

Short Courses

- General English Course
- HLTAID011 Provide first aid
- HLTAID009 Provide cardiopulmonary resuscitation

Courses Leading to Qualifications

- | | |
|---|--|
| <input type="checkbox"/> CHC33015 Certificate III in Individual Support | <input type="checkbox"/> BSB60120 Advanced Diploma of Business |
| <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support | <input type="checkbox"/> FNS40217 Certificate IV in Accounting and Bookkeeping |
| <input type="checkbox"/> CHC43115 Certificate IV in Disability | <input type="checkbox"/> FNS50217 Diploma of Accounting |
| <input type="checkbox"/> BSB50120 Diploma of Business | <input type="checkbox"/> FNS60217 Advanced Diploma of Accounting |

Comments:

Authorised Staff Name:

Signature:

Date: / /