

# Application Form

## Other Temporary Visa Holder

This form is for other temporary visa holders (non-domestic students who do not hold a student visa). Domestic students are Australian citizens and permanent residents and New Zealand citizens.

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 (surname) \_\_\_\_\_

Given names \_\_\_\_\_

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

#### 2. Enter your birth date

Day/month/year | | |

#### 3. Gender (Tick ONE box only)

Male

Female

Other

#### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

#### 5. What is the address of your usual residence?

Building/property name \_\_\_\_\_

Flat/unit details \_\_\_\_\_

Street or lot number (e.g. 205 or Lot 118) \_\_\_\_\_

Street name \_\_\_\_\_

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

State/territory \_\_\_\_\_

Postcode \_\_\_\_\_

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

Building/property name \_\_\_\_\_

Flat/unit details \_\_\_\_\_

Street or lot number (e.g. 205 or Lot 118) \_\_\_\_\_

Street name \_\_\_\_\_

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

### 7. Passport & Visa Details

Passport Number

Visa Type

Visa Number

### 8. Emergency Contact Details

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

## Language and cultural diversity

### 9. In which country were you born?

Australia

Other – please specify

### 10. 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

### 11. 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

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

Yes

No

**No – Go to question 14**

### 13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

If you require special support, please contact 03 9629 3693

## Schooling

14. 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 16

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

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

## Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the qualifications listed in question 17?

Yes	<input type="checkbox"/>	Yes – go to question 17
No	<input type="checkbox"/>	No – go to question 18

17. 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	
			Bachelor degree or higher degree
			Advanced diploma or associate degree
			Diploma (or associate diploma)
			Certificate IV (or advanced certificate/technician)
			Certificate III (or trade certificate)
			Certificate II
			Certificate I
			Other education (including certificates or overseas qualifications not listed above)

## Employment

18. 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"/>

19. 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"/>

20. 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

21. 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

22. Have you been enrolled at Einstein College of Australia previously?  Yes  No Student No. (if known): \_\_\_\_\_

23. Do you have a Unique Student Identifier Number (USI)?  Yes  No USI No. (if Yes) \_\_\_\_\_

Note - If No, you can create your own USI at the USI website [www.usi.gov.au](http://www.usi.gov.au) or fill out the [College USI Application Form](#).  
 If you are a student undertaking nationally recognised training you **must** have a Unique Student Identifier (USI)

## 24. COURSE DETAILS

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

Select Course	Course	Course Duration (Weeks/ 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	
<b>Short Courses</b>						
<input type="checkbox"/>	General English	Min 1 Week	\$199/ Week	\$200	\$100/ 10 weeks	
<input type="checkbox"/>	English for Academic Purposes (EAP)	Min 5 Weeks	\$245/ Week	\$200	\$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	
<b>Courses Leading to Qualifications</b>						
<input type="checkbox"/>	CHC33021 Certificate III in Individual Support	26 Weeks	\$3,400	\$200	\$200	
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	26 Weeks	\$3,600	\$200	\$200	
<input type="checkbox"/>	CHC43121 Certificate IV in Disability Support	26 Weeks	\$3,600	\$200	\$200	
<input type="checkbox"/>	BSB50120 Diploma of Business	52 Weeks	\$4,000	\$200	\$200	
<input type="checkbox"/>	BSB60120 Advanced Diploma of Business	52 Weeks	\$4,000	\$200	\$200	
<input type="checkbox"/>	FNS40222 Certificate IV in Accounting and Bookkeeping	46 Weeks	\$4,000	\$200	\$200	

## 25. 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 a laptop or desktop computer, relevant software and technology and understand the minimum IT requirements to enable you to participate in online training?  Yes  No

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

e. What is your career plan? \_\_\_\_\_

**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.

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## 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](mailto: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;
- NCVET;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVET 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 NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.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: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other, please specify _____ 2. Applicants Education Certificate is attached (if applicable): <input type="checkbox"/> Yes							
Pre-Enrolment Review							
Please: 1. review the Application Form especially the student's comments in questions 12, 13 and 25 of the Application Form and the student's LLN Test result if applicable; 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.							
Assessment Decision:							
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;"><b>Enrolment Offered</b></td> <td><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> </table>		<b>Enrolment Offered</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Enrolment Offered</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Indicate course(s) to be offered below							
<b>Short Courses</b> <input type="checkbox"/> General English <input type="checkbox"/> English for Academic Purposes (EAP) <input type="checkbox"/> HLTAID011 Provide First Aid <input type="checkbox"/> HLTAID009 Provide cardiopulmonary resuscitation							
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Authorised Staff Name:	Signature:						
	Date:   /   /						