

Domestic Student Application Form

Instructions to complete the application form:

This application form is for domestic students, only. For ACFE'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.

1. All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.
2. Please complete all sections of this form, sign it and send it to us with the following:
 - A Certified Identity to prove that you are a citizen or Permanent resident of Australian or New Zealand.
 - Any additional documentation to support your application (e.g. resume, work certificates, references).
3. A request for payment or tuition and other fees will be made if you receive a letter of Offer.
4. Payment of fees will need to be made to Australian Centre of Further Education. To make payment directly into our bank account, please use the following details:

Bank: National Australia Bank
Account Name: Australian Centre of Further Education
BSB: 083-091
Account Number: 943 856 373 (include your full name in the transaction statement)

Which course do you wish to enrol in?

Community Services and Health Courses

- CHC33015 Certificate III in Individual Support**
 - CHC43015 Certificate IV in Ageing Support**
 - HLT54115 Diploma of Nursing**
 - HLT55118 Diploma of Dental Technology**
- Student may be required to submit the Working With Children Check Clearance (WWCC) and/or Police Clearance Certificate (PCC) and/or immunisation for the placement where applicable

Business Courses

- BSB51918 Diploma of Leadership and Management**
- BSB55415 Diploma of Marketing and Communication**
- BSB61315 Advanced Diploma of Marketing and Communication**

ELICOS Courses

- EAP (English for Academic Purposes) 1**
 - EAP (English for Academic Purposes) 2**
 - EAP (English for Academic Purposes) 3**
 - General English (Elementary to Advanced)**
- Students applying for EAP or General English courses are required to take an English placement test before course commencement

Preferred intake date: _____

Student Details:

Title: Mr Miss Ms Mrs Dr Other

Family Name: _____

Given Name(s): _____

Date of Birth: _____

Gender: Male Female (Indeterminate/Intersex/Unspecified)

Country of Birth: _____

Main Language Spoken: _____

Are you Aboriginal and/or Torres Strait Islander? Yes No

Home Address:

Unit No: _____ **Street No:** _____

Street Name: _____

Suburb: _____

State: _____ **Postcode:** _____

Country: _____

Home Phone No: _____

Mobile Phone No: _____

Email Address: _____

Do you have a postal address different from your home address? Yes No (if yes, please fill out)

Unit No: _____ **Street No:** _____

Street Name: _____

Suburb: _____

State: _____ **Postcode:** _____

Country: _____

Parent (Guardian) Details:

(mandatory for applicants under 18 years old)

Family Name: _____

Given Name(s): _____

Relationship to Student: Mother Father Relatives

Unit No: _____ **Street No:** _____

Street Name: _____

Suburb: _____

State: _____ **Postcode:** _____

Home Phone No: _____

Mobile Phone No: _____

Email Address: _____

Education History:

What is your highest completed school level? (tick one box only)

- | | |
|--|--|
| <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 9 or equivalent |
| <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> Never attended school |

In which year did you complete that school level? _____
Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

If Yes, please tick any applicable boxes:

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate I
- Certificate II
- Certificate III (or Trade Certificate)
- Certificate IV (or Advanced Cert/Technician)
- Certificates other than these

Please list any qualifications you have completed and the year of completion

Qualification	Year

Unique Student Identifier (USI)

Do you have a USI number? Yes No

If yes, please write your USI number here: _____

*The Australian Government has initiated the USI and requires all students in VET courses to apply for their individual USI number and provide this to their Training Provider. A Training Provider cannot issue a Certificate unless the USI is supplied. Creating your USI is free, quick, and only needs one form of ID. To obtain your USI, simply go to:

<https://www.usi.gov.au/students/create-your-usi>

Relevant Skills

How do you rate your computer skills?

- Excellent
- Good
- Basic
- Poor

How do you rate your English proficiency?

- Excellent
- Good
- Basic
- Poor

How do you rate your ability to work with numbers?

- Excellent
- Good
- Basic
- Poor

*ACFE will arrange an LLN test for you to complete after receiving this application form.

Do you wish to apply for Credit Transfer or RPL?

- Yes- Credit Transfer or National Recognition
Certified copies or transcripts from previous qualifications must be provided with this form.
- Yes- Recognition of Prior Learning (an RPL Application form must also be submitted with this form).

No

Employment Status:

Tick one of the following categories, which best describes your current employment status? (tick one box only)

- Full-time employee
- Part-time employee
- Self-employed (not employing others)
- Employer
- Employed (unpaid worker in a family business)
- Unemployed - seeking part-time or full-time work
- Not employed - not seeking employment
- Not stated

Information on special needs and personal history:

The information provided below will assist ACFE in arranging, monitoring and improving services to assist students.

- Do you have a disability, impairment or long term medical condition which may affect your studies? Yes No
- Would you like to receive information on support services, equipment and facilities available which may assist you? Yes No
- Please indicate the type of disability that applies:
 Mobility Hearing Vision Learning Medical

If other, please specify: _____

Do you have any medical conditions or allergies? Yes No

If yes, please specify: _____

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff? Yes No

If yes, please specify: _____

Study Reason

Tick one of the following categories, which best describes your main reason for undertaking this course?

- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- To get a job
- To start my own business
- To get a better job or promotion
- I wanted extra skills
- For personal interest of self-development
- Other reasons

Your needs and expectations:

Please outline in a paragraph why you are enrolling in this course and what you hope to achieve by completing the course.

Do you have any individual needs that you will require support from ACFE during your participation in the program? This might include support with learning difficulties, disabilities, English, reading, writing or other. If yes, please outline below.

Is there any other information that you would like to share with ACFE that may be important for us to know to help you to achieve a successful outcome in this course? If yes, please outline below.

Feedback

How did you hear about Australian Centre of Further Education?

- Relative/Friend
 Internet
 Social Media
 Agent
 Other, please specify _____

DECLARATION

I would like to apply for enrolment in the selected vocational training course and/or EAP Course with Australian Centre of Further Education (ACFE). I declare that:

1. I have answered all questions truthfully to the best of my knowledge.
2. I have read and understand information about my course including course delivery and duration, entry requirements, required resources, and other relevant information on ACFE's website www.acfe.edu.au and ACFE Prospectus.
3. I have also reviewed the policies and procedures associated with my enrolment on ACFE website including the Fees and Refund Policy and Procedures, Complaints and Appeals Policy and Procedures, Privacy Policy & Procedures etc., and understand the terms of my enrolment with ACFE.
4. I declare that I have been provided appropriate and sufficient information to make an informed decision about my enrolment in this course.
5. I declare that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.
6. I understand that all my personal details, including my USI, are confidential and are protected by relevant privacy laws. I give my consent to ACFE to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies, for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
7. I understand that I will be required to supply a USI to ACFE, in accordance with national legislation. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>. I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
8. I understand that my enrolment in this course will not be finalised until my application has been assessed to ensure I meet the entry requirements of the course and once I have signed a Written Agreement and Letter of Offer.
9. I understand that, I am responsible to provide up-to-date and accurate contact details to ACFE and notify us if anything changes.
10. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I (guardian) consent to the student named on this application form:

- Attending and participating in ACFE activities, including excursions and trips arranged by ACFE, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary. I am responsible for costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Australian Centre of Further Education to retain my tuition fees in accordance with the Fees and Refund Policy and Procedures, if I elect to cancel my enrolment at any time.

This agreement, and the availability of ACFE complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Student Signature _____
Date _____
Full Name _____

(must be signed by the student)

For students under 18 years old, parent/guardian signature is required

Parent/Guardian Signature _____
Date _____
Full Name _____

Pre-Training Review

Please check the course(s) you are applying for: (If you are applying for English courses, you do not need to complete the pre-training review)

- | | |
|---|---|
| <input type="checkbox"/> CHC33015 Certificate III in Individual Support
<input type="checkbox"/> CHC43015 Certificate IV in Ageing Support
<input type="checkbox"/> HLT54115 Diploma of Nursing
<input type="checkbox"/> HLT55118 Diploma of Dental Technology | <input type="checkbox"/> BSB51918 Diploma of Leadership and Management
<input type="checkbox"/> BSB55415 Diploma of Marketing and Communication
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication |
|---|---|

Introduction:

You've decided to enrol in the above course(s). Before you complete the enrolment process and begin studying we need to perform a pre-training review. The pre-training review helps us to:

- a) identify any competencies you previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer);
- b) ascertain that you enrol to the most suitable qualification, based on your existing educational attainment, capabilities, aspirations and interests and with due consideration of the likely job outcomes from the development of new competencies and skills; and
- c) ascertain that the proposed learning strategies and materials are appropriate for you.

Section 1: Your expectations:

1. What sort of job would you like to hold once you've completed your qualification?

Section 2: Your experiences and training:

1. Please list any Qualifications or Statements of Attainment you hold.

Qualification	Year Completed	Australian recognized qualification?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Please provide details of current and past employment			
Dates (To-From)	Position	Company	Duties/Responsibilities

Section 3: Recognition of Prior Learning (RPL) and Credit Transfer:

You may be a candidate for **Recognition of Prior Learning (RPL)**, and Credit Transfer (CT).

If you have recently completed a unit of competency similar/equivalent to one in the course you are about to study you might be eligible for **Credit Transfer**. You will be required to present your evidence (usually a statement of results) at the time of enrolment.

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Would you like to apply for Credit Transfer? If you choose YES, you need to complete the Credit Transfer Application Form and pay relevant fees and you must provide ACFE the supporting documents.

Yes No

RPL is the formal recognition of skills and knowledge obtained through:

- a) work experience, including paid and volunteer work;
- b) life experience, including skills attained through leisure pursuits such as musical, mechanical or linguistic abilities; and
- c) Any other source of learning.

RPL refers to when you hold the required skills and knowledge already however you haven't been assessed on them yet.

Would you like to apply for Recognition of Prior Learning? If you choose yes, you need to complete RPL Application Form and pay relevant fees, then your assessor will begin your program by assessing you to see how much advance standing you might be given in your course.

Yes No

Section 4: Learning preferences and additional needs

This section of the survey helps us to understand how you learn. By answering these questions honestly, you also help us to ensure that you're going to be taught using the best delivery methodology for you.

Do you have any additional learning requirements that we should be aware of before you commence this course? This is where you can tell us about anything you think might make completing the course difficult for you.