

1 COURSE INFORMATION

- Course you are applying for ▶
- SIT30821 - Certificate III in Commercial Cookery
 - SIT40521 - Certificate IV in Kitchen Management
 - BSB80320 - Graduate Diploma of Strategic Leadership
 - BSB80120 - Graduate Diploma of Management (Learning)

2 INTAKE

Choose the preferred date for the course ▶

Please consider your circumstances while applying at Austin Institute of Trades (AIT).

Preferred date to start

3 PERSONAL DETAILS

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 AIT 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. See section on the USI at the end of this form for a detailed explanation.

Title ▶ Mr. Mrs. Miss Dr. Other

Family Name ▶

Given Name(s) ▶

Gender ▶ Male Female Other Don't want to disclose

Date of Birth ▶

4 CONTACT DETAILS

Residential Add. ▶

State ▶

Post Code ▶

Postal Address
 (if different from above) ▶

State ▶

Post Code ▶

Telephone ▶

Mobile ▶

Email ▶

Alternative Email
 (Optional) ▶

5 EMERGENCY CONTACT DETAILS

Name ▶

Address ▶

Telephone ▶

Relationship ▶

6
 RESIDENCY & VISA
 INFORMATION

Nationality ▶	<input type="text"/>	Passport No. ▶	<input type="text"/>
Issue Date ▶	<input type="text"/>	Expiry Date ▶	<input type="text"/>
Visa type ▶	<input type="text"/>	Sub Class ▶	<input type="text"/>
Expiry Date ▶	<input type="text"/>	Study Rights ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applied for Australian Permanent Residency ▶			<input type="checkbox"/> Yes <input type="checkbox"/> No

7
 SCHOOLING

Still in School ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	Highest School Level completed ▶	<input type="text"/>
Year Completed ▶	<input type="text"/>	Institute ▶	<input type="text"/>

8
 PREVIOUS
 QUALIFICATIONS ACHIEVED

Post-Secondary ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	Highest Qualification completed ▶	<input type="text"/>
Year Completed ▶	<input type="text"/>	Institute ▶	<input type="text"/>

Equivalent ▶ A – Australian, E – Australian Equivalent or I – International
 (Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use:
 1: A – Australia, 2: E- Australian Equivalent, 3: I – International

A E I	A E I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma of Associate Diploma
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma of Associate Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above

Please provide certified documents for the courses that you took.

9
 LANGUAGE AND
 CULTURAL DIVERSITY

Birth Country ▶	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify ▶	<input type="text"/>
Spoken Language (at home) ▶	Other than English ▶	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify
English Language ▶	How well do you speak English? ▶	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
Origin ▶	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both	

10
 DISABILITY

Condition ▶ Do you consider yourself to have a disability, impairment or long-term condition? ▶ No Yes, please indicate the areas of condition:

If you answered 'Yes', you can contact AIT for further support services available

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Learning | <input type="checkbox"/> Other ▶ |

11 EMPLOYMENT

Employment Status ▶

In following categories, which BEST describes your current employment status? ▶

- | | |
|---|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed - Employing others | <input type="checkbox"/> Self-employed - Not employing others |
| <input type="checkbox"/> Employed - Unpaid worker | <input type="checkbox"/> Unemployed - Seeking Full-time work |
| <input type="checkbox"/> Not employed - Not seeking work | <input type="checkbox"/> Unemployed - Seeking Part-time work |

12 STUDY REASON

Main Reason ▶

In following categories, which BEST describes your main reason for undertaking the course(s) with AIT? ▶

- | | |
|--|---|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To get better job or promotion | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest & self-development |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get skills for community/voluntary work |
| Other reason (please state) ▶ | <input style="width: 100%;" type="text"/> |

13 RPL / CREDIT TRANSFER

Requirement ▶

Are you seeking Recognition of Prior Learning or Credit Transfer? ▶

- No Yes

If 'Yes', then please contact Admissions Department for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

14 TRANSFERRING LEARNING

Are you transferring from another education provider in Australia? ▶

- No Yes.

Are you currently enrolled in an institute? ▶ No Yes

If 'Yes', then please provide the name of institute:

15 USI

Unique Student Identifier ▶

Have you applied for Unique Student Identifier (USI) before?

- Yes No

If 'Yes', please provide your USI

If 'No', you can visit <https://www.usi.gov.au/> to create USI. Once created, please provide the same to Admissions Officer. If you want AIT to create USI on your behalf, please contact Admissions Officer at info@austin.edu.au and fill out the USI Application Form, you can obtain from the AIT's website.

16 FEE PAYMENT

Payment Method ▶

- Cash Direct Deposit in AIT's Bank Account Credit Card

Bank Details ▶

Bank	Commonwealth Bank Australia
BSB	063000
Account Number	14127111
Swift Code	CTBAAU2S
Account Name	Austin Institute of Trades

(Please put your full name in description of direct deposit payment)

16
FEE PAYMENT
(Cont.)

Credit Card ▶ I give permission for fee to be charged to my Credit Card for the selected course.

Visa Card Master Card Card Expiry date

Card Number

Card Identification Number (last 3 digits located on back

Amount to be charged

Card Holder's Name

Card Holder's Signature

17
DOCUMENTATION

Required Documents ▶ Please provide the following documentation along with this Enrolment Application Form, so that your enrolment be processed in accordance with the application requirements.

- Picture ID** (Biodata information, may include Driver's license, Australian / New Zealand Passport, Age proof card etc.)
- Driver's License**
- National Police Clearance**, within six weeks prior to application
- Traffic History**, within six weeks prior to application
- Visa notification for study purposes**, if applicable
- Residential Address** (by utility bill or notice)
- Qualification Documents** (if applying for RPL / Credit Transfer)

18
POLICIES &
PROCEDURES

Policies & Procedures access ▶ Refer to AIT's **Student Handbook (Domestic)**, also available on website for following policies in addition to other information:

- Fee, Charges and Refunds
- Code of Conduct
- Access and Equity
- Recognition of Prior Learning
- Qualification Issuing
- Complaints and Appeals
- Privacy
- Student Support
- Credit Transfer

WHAT'S NEXT!

If you are a successful applicant, Austin Institute of Trades (AIT) will contact you with the acknowledgment of enrolment, which expresses all the information about the course, fees, refund, your enrolment, Language, Literacy, Numeracy, and Digital Literacy (LLND) test, timetable / training plan, resources and so on.

After LLND test, you will be contacted for a Pre-Enrolment Review which can be face-to-face, via teleconferencing or as a scheduled telephonic interview. Selection for enrolment in our courses will be approved for applicants who meets the course admission requirements as per the course brochures on our website. The applicants are placed in a suitable course by the staff member after reviewing applicants existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. AIT staff member will then review this information and respond to the candidate with the outcome of the review whether to proceed to approve the enrolment or otherwise.

For any query, please contact AIT in the first instance using information given below.

Austin Institute of Trades
A: 242 Lygon St, Carlton VIC 3053, Australia
E: info@austin.edu.au
W: <http://www.austin.edu.au>

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Austin Institute of Trades (AIT) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please refer to AIT's Privacy Policy available at website <http://www.byranaji.com/AIT/#>. You may contact AIT to get the copy of Privacy Policy as well.

A: 242 Lygon St, Carlton VIC 3053, Australia

E: info@austin.edu.au

W: www.austin.edu.au

Declaration

Citizenship Status

I am an:

- An Australian Citizen;
- Holder of a permanent Visa; or
- A New Zealand Citizen.

Note you will be required to provide an original of one of the following documents:

- An Australian Birth Certificate (not Birth Extract);
- A current Australian Passport;
- A current New Zealand Passport;
- A naturalisation certificate;
- A current green Medicare Card; or
- Formal documentation issued by the Australian Department of Human Affairs confirming permanent residence.

If and the document produced from the list above does not include your date of birth, you will also need to provide:

- A current drivers licence; or
- A current learner permit; or
- A Proof of Age card; or
- A 'Keypass' card.

Enrolment Declaration

- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- AIT may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand that by completing this application, I am giving written consent to AIT to independently verify the information supplied by me in this form and request further documents as required.
- I agree to undertake a testing requirement (including LLND Test and Pre-Enrolment Review) prior to course entry and training, if deemed necessary by AIT, and adhere to any other pre requisite identified.
- I have read and understood AIT's Enrolment Policy (Domestic) and procedure, fee payment, fee refunds and Defer, Suspend or Cancel policy and all the Pre-enrolment information referred from the website or AIT's Student Handbook (Domestic) or calling AIT to obtain copies of these policies and procedures.
- I have been informed of my rights and obligations as a student with AIT, and agree to abide by all rules and regulations of AIT. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that AIT can withhold my academic results until my debt is fully paid and any property belonging to AIT has been returned.
- (Optional) I hereby give my permission to AIT to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for AIT. I understand that:
 - These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - The above permission will apply for three years from the date of signing this form.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, AIT has no control over its subsequent use and disclosure.
- A student's USI may be used for specific VET purposes including the verification of student data provided by AIT, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.
- I agree to the Fee, Charges and Refund Policy and Procedure.
- I have read and understood the complaints and appeals processes, my rights as a student, and my right to access Australian Consumer Protection law.
- I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

Applicant's Name

Applicant's Signature

Date

FOR OFFICE USE ONLY

PART A:

Document Checklist

- Documents for Domestic Students

Date Received:

Checked by:

PART B:

This part will be completed once student has completed Pre-Enrolment Review and LLND Test sessions.

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, Numeracy, and / or Digital Literacy assistance required to achieve workplace competency?

- Yes No

Review deems proposed assessment instruments, learning material and strategies as appropriate.

- Yes No

Review deems proposed assessment instruments, learning material and strategies require adjustment.

- Yes No

What is applicant's capacity to benefit?

- Poor Fair Good Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)

- Yes No

Based on the information provided in the Pre-Enrolment review, I believe the course selected is suitable for the student.

- Yes No

- I have assessed this applicant;
 I find that the applicant is competent in language, literacy, numeracy and digital literacy.
 I find that the applicant is not competent in language, literacy, numeracy and digital literacy.

Comments if any:

Date Received:

Date Approved:

Approved by:

Signature: