



# Application For Enrolment Form

Photo

## For DOMESTIC Student Use Only

Please print in boxes using only BLOCK letters; TICK boxes or CIRCLE where applicable.

Title of Qualification Course Code/Program: \_\_\_\_\_

Mode of Study:  RPL  Online  Distance  Classroom  Workshop

### Personal Details

Title: Mr.  Mrs.  Ms.  Gender: Male  Female  Unspecified

Date of birth: \_\_\_\_\_ Family name: \_\_\_\_\_ Given names: \_\_\_\_\_

Address \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

USI Number (if available): \_\_\_\_\_ VSN (if available) \_\_\_\_\_

### Emergency Contact Details

Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_

## Education Background

Have you attended secondary school?  Yes  No

What is your highest COMPLETED School Level / Year or equivalent if you attended school in your country of origin? (Tick ONE box only)

- Completed Year12  Completed Year 9 or equivalent  Completed Year11  
 Completed Year 8 or lower  Completed Year10  Did not go to school

In which YEAR did you complete that school level? (Eg.1995) \_\_\_\_\_

Have you successfully completed any of the following Qualifications?  Yes  No

If YES, then tick ANY applicable boxes:

- Bachelor Degree or higher degree  Certificate II  
 Advanced Diploma or Associate Degree  Certificate I  
 Diploma or Associate Diploma  Other education (including certificates  
 Certificate IV (or advanced certificate/technician or overseas qualifications not listed above)  Certificate III (or trade certificate)

Name of Qualification: \_\_\_\_\_

## Any additional information:

## Study Reason

Which of the following best describes your main reason for undertaking this course /traineeship? (Tick ONE box only)

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

## Unique Student Identifier

Do you have a Unique Student Identifier (USI)?  Yes, please provide your USI: \_\_\_\_\_

- Yes, I have a USI but the number is unknown to me       No, I have applied for a USI

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

- Full-time employee       Employed – unpaid work       Part-time employee
- Unemployed and seeking full-time work       Self Employed – not employing others
- Unemployed and seeking part-time work       Employer
- Not employed and not seeking employment

## How did you hear about us?

- Web       Newspaper       Mail out       Facebook       ANIBT
- Other promotion \_\_\_\_\_

## Statistical Information

Were you born in Australia?       Yes       No

If no, which country? \_\_\_\_\_

Are you an Australian Citizen / Permanent Resident?       Yes       No

**Do you speak a language other than English at home?**     Yes             No

If yes, which language(s)? \_\_\_\_\_

**How well do you speak English?**     Very well     Well     Not well     Not at all

**Are you of Aboriginal or Torres Strait Islander origin?**     No             Yes Aboriginal

Yes, Torres Strait Islander

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

Yes  No

If yes, please describe:

## Privacy Statement & Student Declaration

### Privacy Notice

Under the Data Provision Requirements 2012, ANIBT 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), may be used or disclosed by AIEL or ANIBT for statistical, administrative, regulatory and research purposes. AIEL or ANIBT may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;

- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National 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)).

AIEL and ANIBT respects your right to information privacy. Information collected is kept in accordance with the Privacy Legislation.

Please contact us if you would like a copy of our Privacy Policy and/or information on privacy.

## Declaration

AIEL and ANIBT are fee for service providers and as such fees and refunds are important factors to all AIEL and ANIBT stakeholders. As an RTO, ANIBT is proactive in managing receipts of student fees and payments such as refunds, risk management, and meeting business cash flow requirements for day-to-day operations to ensure viability as a training organisation.

I give AIEL and ANIBT permission to obtain official records from any educational institution attended by me.

I declare that the information provided on this application is accurate and true and I give AIEL and ANIBT permission to investigate that all information is valid and reliable.

I have read and understood the published course information in the brochure or website and I have sufficient information about AIEL and ANIBT to enrol and I confirm that I have read and fully understand the detailed information about course requirements, Refund Policy and Procedures.

I understand that I may have to attend a pre-training review interview and complete an LLN test.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE EMAIL COMPLETED FORM TO <mailto:ENQUIRY@AIEL.COM.AU>**