

RTO Number 52007 | CRICOS Provider Number: 03255G | ABN 65-131-433-433

Government Subsidised Course Application Form

- Priority Industry Training
 Apprenticeship/Traineeship
 Fee For Service (if not eligible for funding)
 School Based Traineeship
 Participation/Equity

STUDENT DETAILS *(to be entered EXACTLY, as per valid photographic identification)*

Surname:	Date of Birth:
Given names:	/ /

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Are you an Australian Citizen or Permanent Resident? Citizen PR No

If permanent resident, how many years spent in Australia:

If you are not an Australian Citizen or Permanent Resident, please supply your visa details:

Visa Subclass:

Valid till:

Country of Birth:	Aboriginal / Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No
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CURRENT HOME ADDRESS

Street Address 1:	Street Address 2:
Suburb:	Postal Code:

POSTAL ADDRESS: *(If different from above):*

Street Address 1:	Street Address 2:
Suburb:	Postal Code:

Email Address:

Mobile Phone Number:

Home Phone Number:

Student Unique Identifier Number (USI):

Go to <https://www.usi.gov.au/> to register as student

EMERGENCY CONTACT DETAILS

Contact Name:
 Relationship:
 Phone number:
 Email address:
 Address:

COURSE SELECTION DETAILS

Course Name:

Course Start date:

/ /

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APPLICANT'S EDUCATION BACKGROUND

Have you **SUCCESSFULLY COMPLETED** any previous **AUSTRALIAN** Qualifications higher than a Certificate III level (including any Statement of Attainment) – **EVIDENCE REQUIRED**

No Yes - *Please tick appropriate level of Qualification below.*

Highest level of completion (secondary):

Degree or above Diploma/Advanced Diploma

Year of Completion:

Certificate 4 Certificate 3

SBT/SBA ONLY

VET Co-ordinators Name:

Please provide the Title and Level of the qualification, as per above:

Email:

Contact Number:

LANGUAGE AND ENGLISH PROFICIENCY

Primary Language

LEVEL OF ENGLISH

No, English ONLY

Very well / Fluent

Other (please specify)

Well

Average

Not Well

Not at All

REASON FOR STUDY

Required for employment

Career change

Improve job prospects

Fill in spare time / between jobs

Learn new skills

Other:

EMPLOYMENT STATUS

Full-time employee

Job Seeker / Unemployed

Part-time employee

Unemployed but not a Registered Job Seeker

Self-employed – not employing others

Returning to Workforce

Employer

Retraining in a new industry area

Employed – unpaid worker in a family business

Under employed' (eg. Casual,Temp)

Other:

How long have you been unemployed or looking for work?

Current Employer (if applicable):

Average hours worked per week (if applicable):

Do you have any outstanding or current claims for Workers Compensation?

Yes (please attach details) No

Have you had any criminal convictions?

Yes No

If YES, please specify below and attach any necessary documents

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OTHER RELEVANT DETAILS	
Are you a 'Young Australian' (15 – 17 yrs old)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you referred by a Job Active consultant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Seeker ID number:	Name of Job Active Services Provider:
Health Care Card number: Valid till:	Centrelink/ JSA Branch:
Name of your Job Active Consultant	Telephone number or email address of your consultant
LANGUAGE, LITERACY, NUMERACY (LLN) & DISABILITY	
Do you meet LLN requirement of this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a disability, impairment or long term medical conditions which the Institute should be aware of? If the answer is yes, please complete the Disability Supplement Information Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to receive information on student support services? If Yes, please specify details	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about the course? (eg. Internet, newspaper)	
Do you wish to apply for Recognition of Prior Learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please download our RPL information pack and Application form via our website www.apsi.edu.au and submit via email info@apsi.edu.au There is an application fee of \$200 for application for RPL. To assist us to prepare your timetable, all RPL applications must be submitted at least 2 weeks before course commencement date.	
Have you studied a similar course with another RTO and wish to apply for a Credit Transfer? Please cross-reference with your current Training Plan or list of units for any equivalent units	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please provide a Statement of Attainment to support your credit transfer application. NB: ONLY Australian AQF qualification issued by an RTO with equivalent unit code will be GRANTED a Credit Transfer. NO fee charges apply for Credit Transfer/s.	
Please note DTWD will NOT fund the unit if you have already studied the same unit with another RTO. You MUST disclose all previous studies for accurate reporting.	

GOVERNMENT SUBSIDED COURSES STUDENT AGREEMENT V5.0 NOV 2018

Please read the following “Terms and Conditions of Enrolment” and our “Refund Policy” before signing on this student application form.

1. APSI reserves the right to decline a student’s enrolment if the Institute finds the students is unfit for study or the course applied is not a suitable course for the applicant.
2. APSI reserves the right to withhold certificates and statement of attainment until payment of all outstanding fees have been made.
3. APSI reserves the right to suspend any training and assessments services if there are outstanding fees owed to the Institute.
4. I understand that I am liable to pay for any outstanding fees owed to APSI before the census date even if I do not attend the classes. APSI reserves the right to collect any outstanding fees via debt collection agency to recover the cost and any legal costs from the applicant.
5. The Institute reserves the right to make the following variations:
 - to vary course delivery schedule and location of training
 - to vary course content and unit, delivery format and assessment tools
 - to vary trainers and assessor for the course
 - to cancel a course with alternative arrangements in place for the student to enrol in another course or with another provider
6. I understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.
7. I authorise Australian Professional Skills Institute 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>
8. I will attend all classes, supervised studies, workplace training and course excursions outlined in my training schedule /timetable.
9. I will observe all rules and regulations including attendance policy outlined in the student handbook. The Institute reserves the right to withdraw or suspend any students whose conduct and/or behaviour is not acceptable to the Institute.
10. If I wish to enrol in a unit in which I have already obtained a pass or I have completed with another RTO, I understand that it will not be publicly funded.
11. I will be responsible to pay the course and resource fees listed on the itemised student invoice and arrange payment plan with APSI before my enrolment is finalised. APSI will provide an itemised enrolment invoice/statement to you after your unit selection are finalised.
12. I will advise the Institute with a written advice if I wish to withdraw from the course before the census date specified on the student invoice to ensure I do not incur any course fee as per fee schedule.

REFUND POLICY FOR GOVERNMENT FUNDED PROGRAMS

1. The refund policy is in accordance to the VET fees and charges policy published by the Department of Training and Workforce Department.
2. Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:
 - a unit is cancelled or re-scheduled to a time unsuitable to the student;
 - or a student is not given a place due to maximum number of places being reached.
 - who lodge a withdrawal form before the census/withdrawal date for a unit; and a full refund of the

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resource fee if the course is a Diploma or Advanced Diploma; or 50% of the resource fee if the course is below Diploma level.

3. Unit fees are non-refundable after the census/withdrawal date of the each unit listed on your itemised student invoice, except under exceptional circumstances such as serious illness, injury or disability that prevents the student from completing their program of study.
4. APSI may approve pro-rata refund of fees and charges at any time during the course delivery if the students withdraw for reasons of personal circumstances beyond their control.
5. Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.
6. A full refund of fees will be given at any time during delivery if a class is cancelled because of declining student numbers, no available trainers, or due to other circumstances caused by the Institute.
7. All application for refund must be submitted in writing on APSI refund application form. Refund can only be done via EFT to the applicant's bank account.

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, **Australian Professional Skills Institute (APSI)** 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 **APSI** for statistical, regulatory and research purposes.

APSI 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 a VET Statement of Attainment or VET 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 program 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).

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STUDENT DECLARATION AND SIGNATURE

- I declare that all information I have provided to the best of my knowledge is true and correct and any attempt to mislead or provide incorrect information may lead to my enrolment to be cancelled or rejected
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I confirm that I have read and understood the above Terms and Conditions of enrolment including refund policy above.
- I confirm that I am an Australian permanent resident or citizen and is eligible for enrol in government subsidised courses.
- I agree that APSI may take photograph/s and/or film footage during my studies at APSI, and may use the photograph/s and/or film footage for APSI's promotional and/or commercial purposes, including for the usage on APSI's website. The photograph/s and/or film footage will be used by APSI ONLY and will NOT be released to any external parties. I accept the risk that photograph/s and/or film footage of myself may be duplicated from APSI's website, or taken from APSI brochure and any other publication, and reproduced on Social media applications like Facebook, Twitter and/or Instagram; or otherwise communicated or made available to the public and/or sections of the public
- I authorise APSI to make inquiries about the details associated with this application. By signing this form, I agree that I may be contacted by the Department of Training and Workplace Development and asked to participate in one or more surveys about this training program

Full Name of student:

Signature: _____ Date: / /

(If completing electronically, select ADOBE FILL & SIGN from PDF menu)

Parental / Guardian consent is required for all students under the age of 18

Parent / Guardian's Name:

Guardian's Signature: _____ Date: / /

(If completing electronically, select ADOBE FILL & SIGN from PDF menu)

Once you have completed this form, please save and email to info@apsi.edu.au

NOTE TO APPLICANTS: *This form is only an application for a course and DOES NOT guarantee a place in any course. You will be assessed on your eligibility for the program based on an interview with APSI course adviser. Australian Professional Skills Institute retains the right to withdraw or reject an application for enrolment.*

Office use Only –Application checklist:

- Completed Application form with all signatures
- copy of passport or photo ID / USI
- Visa / Residency status check
- Fee type : NON- Concession Concession Fee Waive School Age
- Job Active purchase order requested / payment terms
- Academic qualifications and meet LLN
- English proficiency
- Disability Supplement if required
- Suitability to study in this course (grooming, punctuality, attitude, transport)
- Notice of Arrangement Form for school aged students
- Police Clearance / Criminal History
- Credit Transfers
- Letter of Offer issued