

## GOVERNMENT FUNDED COURSE APPLICATION FORM

All applicants **MUST** provide valid document/s (such as Photographic IDs: eg; International passport, Australian Driver's Licence) as proof of identity. To be eligible for any Government funding or concessional rebates, a valid Medicare or Health Care Card **MUST** be shown.

Please indicate type of enrolment;

- 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:	<input type="checkbox"/> Male <input type="checkbox"/> Female
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Student Unique Identifier Number (USI):  <i>From 1 January 2015, Australian Professional Skills Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a>.</i>  <i>If you would like us Australian Professional Skills Institute to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <a href="http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf">http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf</a>. A copy of the privacy information is also available on APSI's website</i>	Go to <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a> to register as student
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Are you an Australian Citizen or Permanent Resident? <small>NOTE: You must be an Australian Citizen or Permanent Resident (PR); or Secondary holder of nominated VISA types to be eligible for government funded courses.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Citizen <input type="checkbox"/> PR If you are not born in Australia, please state Number of        year/s residing in Australia.
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Country of Birth:	Aboriginal or Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No
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### CURRENT 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: _____
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### ENROL COURSE DETAILS

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

Course Start date: \_\_\_\_\_ Course End date: \_\_\_\_\_

## EDUCATION LEVEL

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

Highest level of completion (secondary):

Year of Completion:

### SBT/SBA ONLY

VET Co-ordinators Name:

Email:

Contact Number:

- No       Yes - *Please tick appropriate level of Qualification below:*
- Degree or above       Diploma/Advanced Diploma  
 Certificate 4       Certificate 3

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

## LANGUAGE

Primary Language

- No, English ONLY  
 Other (please specify)

### LEVEL OF ENGLISH

- Very well / Fluent  
 Well  
 Average  
 Not Well  
 Not at All

## REASONS FOR STUDYING THIS COURSE

- 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

OTHER RELEVANT DETAILS			
Are you a 'Young Australian' (15 – 24 yrs old) or a 'Retrenched Worker'?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you referred by your Job Services Australia Provider / 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	
EMERGENCY CONTACT			
Contact Full Name:		Relationship:	
Contact Phone number:			
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?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:			
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)			
<b>Do you wish to apply for Recognition of Prior Learning?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If YES, please download our RPL information pack and Application form via our website <a href="http://www.apsi.edu.au">www.apsi.edu.au</a> and submit via email <a href="mailto:info@apsi.edu.au">info@apsi.edu.au</a> There is an application fee of \$200 for application for RPL.</p> <p>To assist us to prepare your timetable, all RPL applications must be submitted at least 2 weeks before course commencement date.</p>			
<b>Have you studied a similar course with another RTO and wish to apply for a Credit Transfer?</b> Please cross-reference with your current Training Plan or list of units for any similarities			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If YES, please provide a Statement of Attainment to support your credit transfer application.</p> <p>NB: ONLY Australian AQF qualification issued by a RTO with equivalent unit code will be GRANTED a Credit Transfer. NO fee charges apply for Credit Transfer/s.</p> <p>For GOVERNMENT FUNDED applicants, 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.</p>			

## **TERMS AND CONDITIONS OF ENROLMENT AND REFUND POLICY**

*Please read the following "Terms and Conditions of Enrolment" and our "Refund Policy" before signing our student declaration below*

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. 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
5. 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.
6. 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. The student must attend all classes, supervised studies, workplace training and course excursions outlined in their training schedule /timetable.
9. Student must observe all rules and regulations including attendance policy outlined in the student handbook. The Institute reserves the right to withdraw or suspense any students whose conduct and/or behaviour is not acceptable to the Institute.
10. The student is expected to find their own transport to and from classroom training, workplace training or excursions organised by the Institute unless special arrangements have been entered into.
11. Students wishing to enrol in a unit in which the student has already obtained a pass may do so at the APSI's discretion. These enrolments will not be publicly funded.
12. If student is required to re-sit a unit after two attempts of re-assessment, students are required to pay the unit re-sit fee .
13. Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.
14. Payment Plans - Flexible payment plans should be arranged at time of enrolment.
15. APSI will provide an itemised enrolment invoice/statement to you after your unit selection are finalised.
16. I will advise the Institute with a written advice if I wish to withdraw from the course to ensue I am eligible for any refunds.

### **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 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. Course Fees are non-refundable after the census/withdrawal date of the each unit listed on your

timetable, 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.

### STUDENT DECLARATION

- I declare that all information provided is true and correct and any attempt to mislead or provide incorrect information may lead to my enrolment to be cancelled or rejected.
- I confirm that I have read and understood the above Terms and Conditions of enrolment including refund policy of APSI
- I confirm that I am an Australian permanent resident or citizen and hold a valid Medicare card.
- I understand that any information collected from me by APSI will be handled in accordance with the Institute's policy on privacy of information which is available upon request, and that it will be made available to Commonwealth and State agencies as requested.
- 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:

Guardian's Name if under 18 years of age:

Guardian 's Signature: \_\_\_\_\_

Date:

**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.*

## **STUDENT SUITABILITY INTERVIEW CHECKLIST** ( to be completed by APSI interviewing officer)

Name of Applicant: ..... Interviewer: .....

Name of Course: ..... Date of Interview: .....

- Fee type:  NON- Concession  Concession  Fee Waive  School Age
- If student is in participation program, (please attach a copy of Job seeker ID and JSA referral form)
- JSA / Broker  referral form completed  self-nominated
- Funding – JSA Broker / self-funded (same charge as domestic student)
- Tuition fee invoice and fee waive application. Explain Fees payment/instalments
- Refund policy read and understood
- Previous studies Government Funded – academic transcript attached ( no funding for those units)
- Personal grooming and personal presentation
- Communication skills
- Suitability to work in the selected industry.
- Previous exposure/ work experience in the industry
- Transportation to APSI training venues (explained Map and Public Transport available)
- Commitment to attend all scheduled classes (\*explained)
- Commitment to undertake workplace training (\*explained)
- Notice of arrangement form (for under 17 year old)
- Confirmation for course start date and orientation date and time

**COMMENTS:**

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**CHECKLIST**

- ID – Citizenship Status**
- Residency**
- Concession Card – Health Care / Pensioner / Austudy / Jobseeker ID**
- Fee Waiver Documents**
- JSA/Agency Referral**
- Police Clearance – Any criminal convictions – provide details**
- Academic Entry Requirement**
- English Requirement**
- NOA**
- LLN Test**