Vocational Training Institute
RTO 41111 CRICOS 03487C

Vocational Training Institute
Head Office: Melbourne Campus
53 Dryburgh Street, West Melbourne, VIC 3003
Ph: +61434184407
E:admin@vocationalinstitute.com.au
W:https://www.vocationalinstitute.com.au/
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International Student Application Form

Using This Form:

Read this application carefully, complete all sections and ensure that supporting documents are attached. Instructions to be followed:

1. Form should be filled by the student in ENGLISH using BLOCK LETTERS (only in black or blue Ink).

2. Please tick mark wherever applicable.

3. Your name, signature and details must all appear consistent with your passport and other official documents.

4. All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YY) format.

1. Your Personal Details

Have you previously applied to OR been a student at Vocational Training Institute (VTI)?: ☐ No ☐ Yes If Yes, VTI Student ID .....

Full Name (as in Passport): Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other

Given Name: ..... Family Name (Surname): .....

Gender: ☐ Male ☐ Female ☐ Other **Date of Birth:** ..... / ..... / ..... **Place of Birth:** .....

Are you of Aboriginal or Torres Strait Islander Origin? ☐ Yes (Aboriginal) ☐ Yes (Torres Strait Islander) ☐ No

Please specify your employment status:

☐ **Full-time employee** ☐ **Part-time employee** ☐ **Casual employee** ☐ **Not employed**

2. Your Contact Details

Contact Details in Australia

Street: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

Postal Address (if different from above)

Street: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Emergency Contact Details

Name: ..... Relationship: .....

Street: ..... Suburb/Town: ..... State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

3. Your Passport Details

Passport Number: ..... Passport Expiry Date: ..... Nationality: .....

Are you currently in Australia? ☐ Yes ☐ No

If Yes, Visa type/ Subclass ..... Expiry Date: .....

4. Overseas Student Health Cover (OSHC)

It is an Australian Government's requirement that all international students on a student visa must be covered by OSHC. Payment of OSHC needs to occur when you accept your offer. If family and children accompany you, you require the compulsory family policy for OSHC. VTI can arrange visa-length cover with our preferred OSHC provider, upon request.

Do you currently have OSHC? ☐ Yes (Please provide details below) ☐ No

OSHC Provider Name: ..... Membership Number: ..... Expiry Date: .....

Do you want VTI to organise OSHC? ☐ Yes ☐ No (I will organise myself)

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5. Your English Language Proficiency

☐ English is my first Language

If Not, Please specify the language spoken at home……

How Well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Have you undertaken any recognised English test (e.g. IELTS/PTE) or English Course in the last 2 years?

☐ No ☐ Yes (If Yes, please provide details)

Name of the Test: …… Score: …… Date of the Test: ……

Name of the English Course: …… Result: …… Date of the Completion: ……

☐ I am planning to enrol into English language course, Provide Course Name: ……

6. Your Educational Background

Please provide details of your past education including the highest qualification completed. Please provide evidences.

Year Completed	Name of the Qualification	Name of the Institution	Language of Instruction	Country	Duration

7. Select Your Course

Please select courses you would like to apply to study at Vocational Training Institute (VTI).

(Tick)	Course Code	Course Title (CRICOS Course Code)	Duration (Weeks)			Preferred Intake
			Total	Study	Break	
☐	**BSB50420**	**Diploma of Leadership and Management (CRICOS Course Code: 104288C)**	**52**	**44**	**8**	
☐	**BSB60420**	**Advanced Diploma of Leadership and Management (CRICOS Course Code: 108719H)**	**52**	**45**	**7**	

8. Fee Payment Options

Do you wish to pay 50% or more of your course fees before your course start date? No☐ If Yes, Please tick one of the desired options:

☐ 50% or ☐ More than 50%, If more than 50% Please Specify the amount $……(AUD)

9. Recognition of Prior Learning (RPL) or Credit Transfer (CT)

Are you applying for CT for the units successfully completed at another provider? Yes☐ No☐

If yes, please submit the supporting documents such as official transcripts, USI record or statement of attainment or other evidences.

Are you applying for RPL? Yes☐ No ☐

Please contact Administration Staff for further information.

10. Study Reason

Of the following categories, which best describes your main reason for undertaking this course (*Please tick the relevant box/s*):

☐ To get a job

☐ To develop my existing business

☐ To start my own business

☐ To try for a different career

☐ To get a better job or promotion

☐ It was a requirement of my job

☐ I wanted extra skills for my job

☐ To get into another course of study

☐ For personal interest or self-development

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11. Transfer from Another Provider (if Applicable)

Are you transferring from another education provider in Australia? ☐ Yes ☐ No

If Yes, Have you completed the first 6 months of your principal course? ☐ Yes ☐ No

Name of Institute: .....

If No, you must provide the release letter from your Provider.
Please refer to VTI's Transfer between Registered Providers Policy and Procedure or contact Administration Staff for further information.

12. Medical History

Do you have any medical conditions, disability or impairment that may affect your studies? ☐ Yes ☐ No

If Yes, Please Specify:.....

.....

13. Additional Support Required

Do you require any additional support or anything that might prevent you from progressing through the training and assessment program?

☐ Yes ☐ No

If Yes, Please Specify:

.....

14. Unique Student Identifier (USI)

From 1st January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a USI. The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognized training and qualifications gained in Australia, even from different training organization
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create

Please enter your USI (*if known*) or create a new USI number. Go to www.usi.gov.au

☐ No, I do not have a USI number. I consent VTI to apply on my behalf.

15. Education Agent Details (if Applicable)

Name of the Agent/ Business: .....

Address: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

16. Document Checklist

Copies of the following supporting documents must be included when you submit your application. Applications that are submitted without necessary supporting documents will be delayed in processing. Please select all relevant.

☐ Copy of passport
☐ Academic transcripts
☐ Copies of qualification certificates
☐ Evidence of English language proficiency
☐ Copy of Australian Visa and CoE (if applicable)
☐ Evidence of OSHC (if applicable)
☐ Certified English translation of documents (if not in English)
☐ Other Documents.....

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17. 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 the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

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

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

For more information about how the 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 VTI using the contact details listed below.

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.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 VTI 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

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18. Student Declaration

I understand and acknowledge the following:

- ☐ I have read and understood the information in VTI's Student handbook, Course brochure (also available on website https://www.vocationalinstitute.com.au) which details the information about VTI's course requirements, fees payments, refund policy, ESOS framework, and VTI policy and procedures before making the decision to submit this enrolment application.
- ☐ I have been provided the opportunity to clarify any item relating to my enrolment at VTI prior to submitting this enrolment application form.
- ☐ I am required to pay course fees on accepting an enrolment offer and prior to the commencement of the term that the fees relate to.
- ☐ My right to access complaints and appeals processes. (This does not remove the right of the students to take action under Australian Consumer Law).
- ☐ I am not required to pay more than 50% of the tuition fee before the start of the course. However, I have a choice to pay more than 50% of the tuition or the full course fees if I wish.
- ☐ I authorize VTI to disclose information relevant to my application and enrolment to VTI's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, processing my application and enrolment, and administering my course.
- ☐ I give VTI permission to check my visa status using the Department of Home Affairs (DHA) Visa Electronic Verification Online (VEVO) system.
- ☐ I understand that under the Data Provision Requirements 2012, VTI is required to collect personal information about me and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- ☐ My personal information (including the personal information contained on this enrolment form), may be used or disclosed by VTI for statistical, administrative, regulatory and research purposes. VTI may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies and NCVER.
- ☐ I may receive a student survey, which may be administered by a government department or NCVER employee, agent or third party contractor or other authorized agencies. I am aware that I may opt out of the survey at the time of being contacted.
- ☐ I understand that VTI also reserves the right to vary course date, fee, timetable, subjects, staff and the mode of delivery, assessment and admission requirements at any time at its discretion.
- ☐ I acknowledge that my Education agent has provided me with full information on VTI, the courses applied for and information on living and studying in Melbourne. (If enrolled through an Education agent).
- ☐ I understand that by signing this application form, I may be sent a Formal Letter of Offer/ Enrolment Acceptance Agreement from VTI if all of the admission requirements are met.
- ☐ I agree to abide by the terms and conditions of VTI's Code of conduct and policies and procedures Fees and Charges Policy, Refund Policy, Monitoring Course Progress Policy, Complaints and Appeals Policy, Deferring, Suspending, Cancelling Student Enrolment Policy, Transfer Between Registered Providers Policy, Recognition of Prior Learning and Credit Transfer Policy and other policies that are published on VTI's website (https://www.vocationalinstitute.com.au/).
- ☐ I am aware of and agree to abide by the visa conditions throughout my enrolment period in Australia.
- ☐ I understand my enrolment fee (AUD $250) payable with lodgement of this Enrolment application is non-refundable in all circumstances (except provider default).
- ☐ I grant VTI permission to source a Unique Student Identifier, on my behalf (students who do not currently possess a USI only).
- ☐ I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.
- ☐ I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in the cancellation of my enrolment.
- ☐ I am aware of and agree to privacy notice in Section 17.

Student Name:……Signature:……Date: ……..

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Submit your Application to VTI Administration Staff at
Melbourne: 182 Capel Street, North Melbourne VIC 3051 Australia **Or via Email**: marketing@vocationalinstitute.com.au

Office Use Only	
Date Form Received:	**Offer Letter Authorised** ☐ Yes ☐ No
Supporting documents received ☐ Yes ☐ No	**If No, Please specify the Reason of Decline:……**
Student satisfies the entry requirements ☐ Yes ☐ No	**Staff Name: ……** **Staff Signature: …… Date: ……**