



Australian Vocational Learning Centre

(RTO Provider Code: 91683)

Level 2, 16-18 Wentworth St Parramatta NSW 2150

Phone: (02) 9687 0620

Email: admissions@avlc.edu.au

www.avlc.edu.au

Domestic Student Enrolment Application Form

Office Use Only

Date Received	Date Checked	Date Approved	Application Checked By	Approved By



PERSONAL DETAILS (CLEARLY PRINT)

Title: Mr, Mrs, Miss, Ms (Please circle) First Name: _____ Middle Name(s): _____
 Surname: _____

Gender: Male Female Other
 Relationship Status: Single Married De Facto Divorced Separated
 Date of Birth: ____/____/____

Contact Details

Street Number: _____ Street Name: _____
 Town/Suburb: _____ State: _____ Postcode: _____
 Home Phone: _____ Mobile Phone: _____
 Email address: _____

Postal address if different to home address

P.O. Box: _____
 Town/Suburb: _____ State: _____ Postcode: _____

Emergency Contact Details (Next of Kin)

Name: _____ Relationship: _____
 Street Number: _____ Street Name: _____
 Town/Suburb: _____ State: _____ Postcode: _____
 Home/Work Phone: _____ Mobile Phone: _____
 Email address: _____

LANGUAGE AND CULTURAL DIVERISTY

In which country where you born?

Australia Other (Please specify) _____

Are you of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander

Do you speak a language other than English at home?

No, English only Yes, other please specify _____

EMPLOYMENT STATUS REASONS FOR UNDERTAKING COURSE

- Which best describes your current employment (Tick)
- Full time Employee
 - Part time Employee
 - Self-employed – not employing others
 - Self-employed – employing others
 - Employed – Unpaid worker in a family business
 - Unemployed – seeking full-time work
 - Unemployed – seeking part-time work
 - Not employed – not seeking employment

- Of the following categories, which best describes your main reason for undertaking this course?
- 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
 - Other reasons

Please outline your current and recent employment history (if applicable)

Employer	Period of Employment (DD/MM/YYYY)		Position Held	Employment Type: Full Time/Part-time/ Casual	Description of Duties
	From	To			

EQUITY AND DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?

Yes No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list (You may indicate more than one area):

- Hearing/deaf Physical Intellectual Learning
 Mental illness Vision Acquired brain impairment Medical condition
 Other (please specify below)

ACADEMIC QUALIFICATIONS

What is your highest level of secondary school completed?

- Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent
 Year 9 or equivalent Year 8 or below Never attended school

What year did you complete that school level? _____

Are you still attending secondary school? Yes No

Have you successfully completed a Degree, Diploma or Certificate? Yes No

If yes, please tick below

- Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree Diploma or Associate Diploma
 Certificate IV or Advanced Certificate Certificate III or Trade Certificate Certificate II Certificate I
 Other education (including certificates or overseas qualifications not listed above)

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete in the table below:

Qualification level	Name of qualification	Institution	State/Country	Year completed

Credit Transfer (CT) is a process where the student's previous qualifications and statement of attainments is assessed to determine whether credit/exemptions can be granted.

Please Initial to indicate that you have read and understand the contents of this page Initial _____ Date _____

Recognition of Prior Learning (RPL) is a process where the student's non-formal and informal learning experiences are used to determine the extent of competency for a qualification.

Do you intend to apply for Credit Transfer (CT)? Yes No

Do you intend to apply for Recognition of Prior Learning (RPL)? Yes No

If Yes, please you must notify us prior to the commencement of your course

COURSE/S APPLYING FOR

<input type="checkbox"/> BSB51915 Diploma of Leadership & Management	<input type="checkbox"/> FNS40615 Certificate IV in Accounting
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management	<input type="checkbox"/> FNS50215 Diploma of Accounting
<input type="checkbox"/> BSB40215 Certificate IV in Business	<input type="checkbox"/> FNS60215 Advanced Diploma of Accounting
<input type="checkbox"/> BSB50215 Diploma of Business	<input type="checkbox"/> 10118NAT Diploma of Social Media Marketing
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	

Available enrolment dates are:

09/10/2017	29/01/2018	23/04/2018	16/07/2018	08/10/2018	28/01/2019	29/04/2019	22/07/2019
13/11/2017	05/03/2018	28/05/2018	20/08/2018	12/11/2018	04/03/2019	03/06/2019	26/08/2019

Requested intake date: ___/___/_____

UNIQUE STUDENT IDENTIFIER (USI)			
Do you have a Unique Student Identifier Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, my USI Number is:	<input type="checkbox"/> I give AVLC permission to verify my USI
AVLC to create a USI on your behalf	<input type="checkbox"/> I would like AVLC to create a USI on my behalf <input type="checkbox"/> I give permission for AVLC to create a USI on my behalf and have signed the USI Privacy Notice included on this application form <input type="checkbox"/> I have provided AVLC with a copy of one of the following forms of personal identification (ID) to create (or verify) my USI		
	<input type="checkbox"/> Driver's License (Australian) <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Citizenship certificate	<input type="checkbox"/> Australian Passport <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Other	Document Identification Number:
Creating your own USI	<input type="checkbox"/> I will create my own USI account and provide my USI to AVLC prior to my course completion To create your own USI visit: http://www.usi.gov.au/Pages/default.aspx		
<i>In accordance with section 11 of the Student Identifiers Act 2014, AVLC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.</i>			

HOW DID YOU HEAR ABOUT AVLC

AVLC would like to find out how you heard about us. Please tick to how you heard about us. Thank you.

- Press or Media Agent (please print) _____
- Internet Family or Friends
- Other (please specify): _____

For more information on AVLC such as our student handbook, fee structure, course information and meeting our team please visit our website www.avlc.edu.au

PRIVACY STATEMENT & STUDENT DECLARATION

Please Initial to indicate that you have read and understand the contents of this page Initial _____ Date _____
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- ✓ I declare that the information provided by me on this form is true and correct.
- ✓ I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged or required by law to do so.
- ✓ I understand giving false or misleading information is a serious offence under state and/or federal law
- ✓ I declare that the signature on this form is my signature and has not been signed on my behalf by another person.
- ✓ I agree to advise the AVLC immediately if there is any change to the information I have provided in this application.
- ✓ I understand that AVLC has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.
- ✓ I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.
- ✓ I understand that when enrolling at AVLC we agree that the staff of AVLC can access the personal information contained in my student file without written consent being obtained.
- ✓ I understand that my RTO AVLC is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement.
- ✓ I declare that AVLC has supplied me with information about my selected course, domestic student handbook, and a copy of the AVLC domestic student pre-enrolment information.
- ✓ I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.
- ✓ I understand if I don't have a USI AVLC can apply on my behalf if appropriate identification as indicated in this application has been supplied.
- ✓ I declare that I have been given accurate information with regards to the total course fees for the course I am enrolling in.

The information requested in this enrolment form will be used by the relevant Australian government departments such as Commonwealth Department of Education for research, statistical and internal regulatory management purposes only. In supplying the requested information, I understand that I have consented the use of this information and the information contained within my student file for those purposes.

During your training there may be circumstances that will require AVLC to discuss your progress with an authorised third party. Also, there will be the need to examine documentation samples for the purpose of assessment and audit. All discussions will be strictly confidential.

Applicant's Signature: _____ Date: _____

Applicant's Name: _____

Unique Student Identifier Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Australian Vocational Learning Centre to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Australian Vocational Learning Centre will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Australian Vocational Learning Centre to make an application for a student identifier on your behalf, Australian Vocational Learning Centre will have to declare that the Australian Vocational Learning Centre has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Australian Vocational Learning Centre has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law



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Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar at 13 38 73 or email them usi@industry.gov.au. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of usis; and
- A failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf

For information about how the Australian Vocational Learning Centre collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Australian Vocational Learning Centre’s privacy policy which can be found at www.avlc.edu.au or by visiting Student Services and requesting copy.

(Signature of acceptance by student)

Name of student