

Overseas Student(**Offshore**)
 Overseas Student in Australia(**Onshore**)
 Resident Student(**Domestic**)

Personal Information

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> other
Given Names:	<input type="text"/>	Family Name:	<input type="text"/>
Preferred Name (Nick Name):	<input type="text"/>	Email (compulsory):	<input type="text"/>
Date of Birth:	<input type="text"/>	Nationality:	<input type="text"/>
Place of Birth (City):	<input type="text"/>	Country of Birth:	<input type="text"/>
Passport No:	<input type="text"/>	Expiry date:	<input type="text"/>
Visa Status:	<input type="text"/>	Visa Number:	<input type="text"/>
		Expiry date:	<input type="text"/>

USI : Unique Student Identifier

It is mandatory requirement for all VET students to provide USI number. USI number is 10 digit number combination of Alfa-numeric.

If you do not have USI number, please go online to register <http://usi.gov.au/create-your-usi>.

You will be required valid passport and visa details.

Unique Student Identifier (USI) :

Student Contact Details

Address in Australia		Address in Home Country	
Building Name:	<input type="text"/>	Flat/unit details:	<input type="text"/>
Flat/unit details:	<input type="text"/>	Street number:	<input type="text"/>
Street number:	<input type="text"/>	Street name:	<input type="text"/>
Street name:	<input type="text"/>	City/Town/Suburb:	<input type="text"/>
City/Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
State:	<input type="text"/>	Postcode:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	<input type="text"/>
Home Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>

STUDENT APPLICATION FORM

Language and Cultural Diversity

Australian Aboriginal or Torres Strait Islander origin Aboriginal Torres Strait Islander None of these

Is English your main language?

Yes No

If No, what is your main language? :

Was English the language of instruction in previous secondary or tertiary studies?

Yes No

Yes No

Have you completed a test of English Language Proficiency

If Yes, What test did you sit? :

Score (L: /R: /W: /S: /Overall:)

Highest Level of Secondary Education Achieved

12 or equivalent 11 or equivalent 10 or equivalent 9 or equivalent 8 or Below Did not go to school

Previous Qualifications Achieved

Bachelor degree or higher Advanced diploma or associate degree Diploma level

Qualification level:

Certificate IV Certificate III Certificate II Certificate I

Other education (including certificates or overseas qualifications not listed above)

Qualification name:

School/Institution name:

State/Country:

Year completed:

Employment Status

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

Unemployed – not seeking employment

Employer:

Occupation:

Accommodation and Airport Pick-up

Do you require accommodation to be organized? No Yes

(If yes, Homestay Single room Share room)

Do you require airport transfer on arrival? No Yes *AUD \$200 One-way

STUDENT APPLICATION FORM

ENROLMENT DETAILS

Intake Dates

- 2021** ~~04 JAN~~ ~~08 FEB~~ 05 APR 10 MAY 05 JUL 09 AUG 04 OCT 08 NOV
2022 03 JAN 07 FEB 04 APR 09 MAY 04 JUL 08 AUG 03 OCT 07 NOV
2023 02 JAN 06 FEB 03 APR 08 MAY 03 JUL 07 AUG 02 OCT 06 NOV

Courses

- BSB20120 Certificate II in Workplace Skills : 39weeks
 BSB30120 Certificate III in Business : 52weeks
 BSB40120 Certificate IV in Business : 52weeks
 BSB50820 Diploma of Project Management : 52weeks
 BSB50420 Diploma of Leadership and Management : 78weeks
 BSB60420 Advanced Diploma of Leadership and Management : 78weeks
 BSB80120 Graduate Diploma of Management (Learning) : 78weeks

Study Reason

- 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
 To get skills for community/voluntary work Other reasons:

Recognition of Prior Learning (RPL) or Credit Transfer

Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer for your previous studies?

- No
 Yes – RPL (Complete RPL application form) or Credit Transfer (Complete credit transfer application form)

Agent Details

Agency Name:

Agency Email:

Emergency Contact Detail

Contact Name:

Relationship:

Address:

Phone:

Email:

Overseas Student Health Cover

Would you like us to arrange Overseas Student Health Cover? Yes No

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Disability

Do you consider yourself to have a disability, impairment or long-term condition? No Yes – see below

- Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment
 Vision Medical Condition Other (please specify: _____)

Would you like to receive advice on support services, equipment and facilities which may assist you?

- No Yes (If yes, please specify: _____)

Student Self-Assessment

This self-assessment checklist will help ACPC to determine if the course you wish to enrol is the most suitable one for you based on your educational history, existing skills and capabilities, aspirations, interests and career goals. The information you provide in this form will also assist ACPC to identify any learning needs you have and provide the support services to meet those needs.

Academic Suitability

All prospective students must meet ACPC course entry requirements to establish their suitability into the course. Tick the options that best applies to you and attach evidence of meeting the course entry requirements.

- I have successfully completed Australian Year 12 qualification or its overseas equivalent.
 I have successfully completed Certificate IV or higher-level qualification in Australia (taught in English)
 I have minimum IELTS score of 5.5 or equivalent
 I have English proficiency of upper intermediate or above from an Australian Registered Provider
 I will complete a Language Literacy and Numeracy (LLN) test and any follow up assessment required by ACPC.

Questionnaire

Answer all the questions provided below:

1. How do you think this course will assist you to achieve your career goals?

2. Have you ever worked or volunteered in an area relevant to the course you wish to enrol? (existing skills)

3. Do you hold any formal qualifications relevant to the course you wish to enrol? (knowledge)

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4. What do you hope to achieve from undertaking this course/pathway?

5. Do you have any special needs that may make it difficult for you to successfully complete this course?

6. How do you learn best? (you can select more than one option)

- Attending face-to-face classes and interacting with the trainer and other students
- Researching, reading and discussing
- Completing self-paced learning activities in my own time

7. Are there any aspects of a learning environment that makes you uncomfortable?

Computer Skills Capability

All courses at ACPC require students to work on computers to research, prepare documents and present information. Tick appropriate option:

Skills	Competent	Need support	No experience
Computer operation (switch on/off, using USB disks, file and folders management, saving documents etc.)			
Using programs such as Word, Excel, Power Point			
Using internet to search and access information			
Download and save/print materials from the internet			
Upload documents onto a website on the internet			
Using emails for correspondence			
Attach files to emails, open attachments store/print attachments			

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Privacy Statement and Student Declaration

I _____, agree and declare:

- That the information I have provided on this form is true, correct and complete to the best of my knowledge.
- That I have been provided with appropriate and sufficient information via student handbook and course pre-enrolment information available on ACPC website to make an informed decision about my enrolment.
- That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, enrolment fees, materials fees, payment terms and the applicable refund policy.
- To provide ACPC with up-to-date and accurate contacts details and notify them if anything changes.
- To be bound by ACPC's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by ACPC.
- I release and hold harmless ACPC, its directors, staffs and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- That ACPC 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. The information contained on my enrolment form may be used by ACPC or the third parties such as employers (if training paid by an employer), Government departments and authorized agencies, NCVER, organizations conducting student surveys and/or researchers.
- That I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. (I understand that I may opt out of the survey at the time of being contacted)
- NCVER will use, disclose, and retain my data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

DO not sign this form if you have not understood the above requirements and those outlined in the Student Handbook. If required, please ask the RTO to explain or provide further written information on any of the above before enrolling and signing below.

Student Name:

Student's Signature:

Date:

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