

Application for enrolment form - International Students

About this form

Thank you for your interest in seeking enrolment into Excel College Australia. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form back to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Course details

Course you wish to enrol in		Requested start date	
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Student details

Given name/s		Surname	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Preferred first name if different to the above		Preferred title	
Current residential address			
<p><i>Please provide the physical address (street number and name –not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i></p>			
Phone number/s			
Email address			

Student details (continued)

Email		Preferred title	
Nationality		Emergency contact (name, relationships and mobile phone number)	
Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of visa and expiry date	
Do you already have OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of insurer and expiry date	

Language and cultural diversity

In which country were you born?	<input type="checkbox"/> Australia [1101] <input type="checkbox"/> Other, please specify: _____
Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only [1201] <input type="checkbox"/> Yes, other, please specify: _____
Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to the question about Schooling</u>
If you indicated the presence of a disability, impairment or long term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	Hearing/deaf <input type="checkbox"/> 11 Physical <input type="checkbox"/> 12 Intellectual <input type="checkbox"/> 13 Learning <input type="checkbox"/> 14 Mental illness <input type="checkbox"/> 15 Acquired brain impairment <input type="checkbox"/> 16 Vision <input type="checkbox"/> 17 Medical condition <input type="checkbox"/> 18 Other <input type="checkbox"/> 19

Schooling

What is your highest COMPLETED school level (Tick ONE box only)	Year 12 or equivalent <input type="checkbox"/> 12 Year 11 or equivalent <input type="checkbox"/> 11 Year 10 or equivalent <input type="checkbox"/> 10 Year 9 or equivalent <input type="checkbox"/> 09 Year 8 or below <input type="checkbox"/> 08 Never attended school <input type="checkbox"/> 02
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, tick ANY applicable boxes	Bachelor degree or higher degree <input type="checkbox"/> 008 Advanced diploma or associate degree <input type="checkbox"/> 410 Diploma (or associate diploma) <input type="checkbox"/> 420 Certificate IV (or advanced certificate/technician) <input type="checkbox"/> 511 Certificate III (or trade certificate) <input type="checkbox"/> 514 Certificate II <input type="checkbox"/> 521 Certificate I <input type="checkbox"/> 524 Other education (including certificates or overseas qualifications not listed here) <input type="checkbox"/> 990

Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).	Full-time employee <input type="checkbox"/> 01 Part-time employee <input type="checkbox"/> 02 Self-employed - not employing others <input type="checkbox"/> 03 Self-employed - employing others <input type="checkbox"/> 04 Employed - unpaid worker in a family business <input type="checkbox"/> 05 Unemployed - seeking full-time work <input type="checkbox"/> 06 Unemployed - seeking part-time work <input type="checkbox"/> 07 Not employed - not seeking employment <input type="checkbox"/> 08
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Study reason

<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)</p>	<p>To get a job <input type="checkbox"/> 01 To develop my existing business <input type="checkbox"/> 02 To start my own business <input type="checkbox"/> 03 To try for a different career <input type="checkbox"/> 04 To get a better job or promotion <input type="checkbox"/> 05 It was a requirement of my job <input type="checkbox"/> 06 I wanted extra skills for my job <input type="checkbox"/> 07 To get into another course of study <input type="checkbox"/> 08 For personal interest or self-development <input type="checkbox"/> 12 To get skills for community/voluntary work <input type="checkbox"/> 13 Other reasons <input type="checkbox"/> 11</p>
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RPL and credit transfer application

<p>Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.</p> <p><i>Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.</i></p>	<p>I want to apply for a credit transfer for the following unit/s: _____ _____</p> <p>I want to apply for RPL for the following unit/s: _____ _____</p> <p>If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.</p>
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Unique Student Identifier (USI)

Excel College Australia 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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Privacy Notice

Under the *Data Provision Requirements 2012*, Excel College Australia 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), may be used or disclosed by Excel College Australia for statistical, administrative, regulatory and research purposes. Excel College Australia may disclose your personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating Excel College Australia student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Student Declaration

I declare that the information provided is true and correct.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of applicant	
Signature	
Date	

Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.