



## ENROLMENT FORM FOR INTERNATIONAL STUDENTS

Application for Enrolment			
Which <b>course/s</b> would you like to enrol into?	<input type="checkbox"/> (CRICOS Code: 110200K) ICT60220 Advanced Diploma of Information Technology (Cyber Security) <input type="checkbox"/> (CRICOS Code: 110200K) ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering) <input type="checkbox"/> (CRICOS Code: 111624M) RII60520 Advanced Diploma of Civil Construction Design <input type="checkbox"/> (CRICOS Code: 111809B) CPC30620 Certificate III in Painting and Decorating <input type="checkbox"/> (CRICOS Code: 115477G) BSB40920 Certificate IV in Project Management Practice <input type="checkbox"/> (CRICOS Code: 115478F) BSB50820 Diploma of Project Management <input type="checkbox"/> (CRICOS Code: 115479E) BSB60720 Advanced Diploma of Program Management <input type="checkbox"/> (CRICOS Code: 107206H) BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> (CRICOS Code: 107314D) BSB40820 Certificate IV in Marketing and Communication <input type="checkbox"/> (CRICOS Code: 107315C) BSB50620 Diploma of Marketing and Communication <input type="checkbox"/> (CRICOS Code: 107510M) BSB60520 Advanced Diploma of Marketing and Communication <input type="checkbox"/> (CRICOS Code: 107507F) BSB40420 Certificate IV in Human Resource Management <input type="checkbox"/> (CRICOS Code: 107508E) BSB50320 Diploma of Human Resource Management <input type="checkbox"/> (CRICOS Code: 107509D) BSB60320 Advanced Diploma of Human Resource Management <input type="checkbox"/> (CRICOS Code: 104010M) BSB40520 Certificate IV in Leadership and Management <input type="checkbox"/> (CRICOS Code: 104398H) BSB50420 Diploma of Leadership and Management <input type="checkbox"/> (CRICOS Code: 107783H) BSB60420 Advanced Diploma of Leadership and Management		
Term/date to start?		Where s the student applying for their visa?	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore
Agency Name		Contact Person	
Have you ever studied with <b>NVR Education</b> before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to apply for <b>Credit Transfer or Recognition of Prior Learning?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Maybe - I'd like more information</i>	

Personal Details			
<b>Enter your full name</b>			
Family name			
Given names			
USI	_____ (10 digits)		
Birth date		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality			
<b>Enter your contact details</b>			
Home phone		Mobile Phone	
Email address			
Do you consider yourself to have any disability, impairment long-term condition/s or learning needs?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition			
Other:			
<b>What is your Australian Address</b>			
Street address			
Suburb			
State/territory		Postcode	



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Emergency Contact Details			
<b>Who do we contact in an Emergency?</b>			
Name		Relationship	
Mobile Number			
<b>What is your Overseas Address?</b>			
Address			
State/City			
Country		Postcode	

AVETMISS Details			
<b>Are you of Aboriginal or Torres Strait Islander origin?</b>	<input type="checkbox"/> Neither	<input type="checkbox"/> Torres Strait Islander	
	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal and Torres Strait Islander	
<b>Last school level completed</b>	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 9 or equivalent	
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 8 or below	
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Never attended school – See below:	
<b>Are you still enrolled in secondary or senior secondary education?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Year you completed High School</b>	__ _ _ _
<b>In which country were you born?</b>			
<b>Do you speak a language other than English at home?</b> <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____		

Course AVETMISS Details			
<b>Current labour status</b>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	<b>Proficiency in English</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>Prior educational achievements</b>	<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	<b>Study Reason</b>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons



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Course Entry Information / Genuine Temporary Entrant			
What year did you first arrive in Australia?	_ _ _ _ _	Have you ever been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a visa refused?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach the visa refusal notice with this application form</i>		
Are you aware of the Student Visa Living Costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any legal cases pending or a criminal record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have current ties to your home country? (Eg. relatives, employment, commitment to further studies, business or property ownership)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there anything preventing you from returning home after the completion of your studies in Australia? (Eg. Political/Civil unrest, military commitments, economic circumstances, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
What courses have you already completed in Australia and/or overseas? (Course Name, year, country)			
Why do you want to study this course? (Eg. Career goals/skill to be gained, compliment to previous studies, etc)			
Have you had any experience in any area related to the course/s? (Eg. Work experience related to your course in Australia or overseas)			
What is your Learning style?	<input type="checkbox"/> <b>Visual</b> – Learn best through pictures, diagrams, watching etc. <input type="checkbox"/> <b>Hands on</b> – Learn best through practicing, role plays, simulations etc. <input type="checkbox"/> <b>Reading</b> – Learn best through research, reviewing textbooks, reading notes etc <input type="checkbox"/> Other: _____	What support do you think you will need?	<input type="checkbox"/> English language support <input type="checkbox"/> Reading support <input type="checkbox"/> Writing support <input type="checkbox"/> Study support <input type="checkbox"/> One-on-one guidance with a trainer/assessor <input type="checkbox"/> Additional resources <input type="checkbox"/> N/A <input type="checkbox"/> Other: _____
Do you have regular access to a computer and internet	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'No' what are your plans for accessing and completing your online work? _____	How well can you use a computer?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all



## ENROLMENT FORM FOR INTERNATIONAL STUDENTS

### Document Checklist

<b>Documents to be attached</b>	<input type="checkbox"/> Passport with signature <input type="checkbox"/> Current visa <input type="checkbox"/> OSHC Policy with dates <input type="checkbox"/> Most recent Australian Qualification and Transcript (and highest achieved) <input type="checkbox"/> CoEs - Current/Future/Cancelled/Finished	<b>Other Documents</b>	<input type="checkbox"/> Relevant Overseas Educational Records <input type="checkbox"/> Translation of Educational Records (if not in English) <input type="checkbox"/> Confirmation of Release <input type="checkbox"/> English Certificate (to meet entrance requirements of course) <input type="checkbox"/> Current resume
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### Other Details

**Intake Dates** - See NVR website <http://www.nvr.edu.au/fees-and-dates/> for all course intake dates.

**Course Information** - See NVR website [www.nvr.edu.au](http://www.nvr.edu.au) for complete information about courses including course content and course delivery modes in which you require enrolment(s).

**Entry requirements** - Please make sure you refer to the specific entry requirements that apply to the course you are applying for by using the details provided on NVR Website [www.nvr.edu.au](http://www.nvr.edu.au). All courses require applicants 18 years and above and evidence of proficiency in English to the required level.

**Pre-enrolment information and additional fees** - For detailed information about all courses pre-enrolment information such as cost of living in Australia, accommodation options and various additional fees charged, see student handbook on NVR Website [www.nvr.edu.au](http://www.nvr.edu.au)

**Cancellation and Fee Refund Policy** - For detailed information about NVR refund policy and form, see Fee Refund Policy and Application Form on NVR Website [www.nvr.edu.au](http://www.nvr.edu.au)

**USI** - From 1 January 2015, NVR 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 NCVET. 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.

### Privacy Statement

#### **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) (NVETRA 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 NVETRA 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 NVETRA 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 Employment and Workplace Relations (DEWR), 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](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETRA Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 NVR Education Australia 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

Please contact NVR Education Australia on 8970 4043 or email [info@nvr.edu.au](mailto:info@nvr.edu.au)



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### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct, and that all documentation and evidence provided is true and authentic.

I have read and understood and agree to all information provided in Student Handbook and relevant policies on NVR website.

I understand that acceptance into any course(s) at NVR is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course. I also understand that my nominated Agent will be my agent for the entire duration of my enrolment.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Student Signature:** \_\_\_\_\_

*(Same signature as passport)*

**Date:** \_\_\_\_\_