

## QUALIFICATION & COURSE SELECTION

### Onshore Application

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CRICOS CODE	COURSE CODE	COURSE NAME	DURATION	SELECT COURSE
096928B	CHC30113	Certificate III in Early Childhood Education & Care	39 weeks / 9 months	
096932F	CHC50113	Diploma of Early Childhood Education & Care	66 weeks / 15 months	
096929A	CHC33015	Certificate III in Individual Support (Ageing)	30 weeks / 7 months	
096930G	CHC43015	Certificate IV in Ageing	32 weeks / 7.5 months	
096929A	CHC33015	Certificate III in Individual Support (Disability)	30 weeks / 7 months	
096931G	CHC43115	Certificate IV in Disability	32 weeks / 7.5 months	
096933E	CHC52015	Diploma of Community Services	52 weeks / 12 months	
0100362	BSB51918	Diploma of Leadership and Management	52 weeks / 12 months	
0100363	BSB61015	Advanced Diploma of Leadership & Management	52 weeks / 12 months	

SELECT INTAKE DATES	INTAKE DATES 2021 - 2022	SELECT INTAKE DATES	INTAKE DATES 2021 - 2022
	11 <sup>th</sup> January 2021		16 <sup>th</sup> August 2021
	25 <sup>th</sup> January 2021		6 <sup>th</sup> September 2021
	8 <sup>th</sup> February 2021		20 <sup>th</sup> September 2021
	22 <sup>nd</sup> February 2021		4 <sup>th</sup> October 2021
	8 <sup>th</sup> March 2021		18 <sup>th</sup> October 2021
	22 <sup>nd</sup> March 2021		1 <sup>st</sup> November 2021
	5 <sup>th</sup> April 2021		15 <sup>th</sup> November 2021
	19 <sup>th</sup> April 2021		6 <sup>th</sup> December 2021
	3 <sup>rd</sup> May 2021		20 <sup>th</sup> December 2021
	17 <sup>th</sup> May 2021		10 <sup>th</sup> January 2022
	7 <sup>th</sup> June 2021		24 <sup>th</sup> January 2022
	21 <sup>st</sup> June 2021		7 <sup>th</sup> February 2022
	5 <sup>th</sup> July 2021		21 <sup>st</sup> February 2022
	19 <sup>th</sup> July 2021		7 <sup>th</sup> March 2022
	2 <sup>nd</sup> August 2021		21 <sup>st</sup> March 2022

<b>DELIVERY MODE</b>	<b>Online</b>	<b>Classroom</b>
<b>DELIVERY LOCATION</b>		
<b>PERSON COMPLETING FORM</b>	<b>Student</b>	<b>Agent</b>

**Instructions:** Please answer **ALL** questions on this form prior to submission. Incomplete applications will be returned for completion

## 1. STUDENT'S PERSONAL DETAILS

<b>TITLE</b> [Dr   Mr   Mrs   Ms   Miss   Other]			
<b>Enter your full name *</b> Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').	<b>Family name (Surname):</b>		
	<b>First given name:</b>		
	<b>Second given name (Middle):</b>		
<i>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Educare College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the <b>identity document</b> you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</i>			
<b>Enter your birth date</b> (date/month/year)	<b>Date of Birth:</b>		
<b>Gender</b> (Tick <b>ONE</b> box only)	Male	Female	Other
<b>Enter your contact details</b>	<b>Home Phone:</b>		
	<b>Work Phone:</b>		
	<b>Mobile:</b>		
	<b>Email address:</b>		
	<b>Alternate Email address:</b>		
<b>List the address of your usual residence</b>	<b>Building/property name</b>		
	Flat/unit details		
	Street or lot number (e.g., 205 or Lot 118)		
	Street name		
	Suburb, locality or town		
	State/territory & Postcode		
<b>List your postal address if different to above</b>	<b>Building/property name</b>		
	Flat/unit details		
	Street or lot number (e.g., 205 or Lot 118)		
	Street name		
	Suburb, locality, or town		
	State/territory & Postcode		

<b>EMERGENCY CONTACT NAME:</b>	<b>RELATIONSHIP:</b>	
<b>EMERGENCY CONTACT DETAILS:</b>	<b>Mobile:</b>	<b>Work:</b>
<b>Mandatory documents Provided:</b> <i>(Please provide a colour copy)</i>		Up to date CV/Resume outlining all educational and accurate work experience information
		Recent IELTS/PTE/ENGLISH certificate
		Colour scanned clear copy of passport
		All previous educational qualifications and transcripts completed
		Up to date bank statements showing funds available for studying and living in Australia for more than 3 months
		Parents/family providing financial support -Current bank statements showing funds available for studying and living in Australia
		Full birth certificate

## 2. RESIDENT STATUS & AUSTRALIA VISA INFORMATION

<b>Will you be in Australia at the time of Visa Application?</b>	<b>YES</b> <i>(If Yes, complete below section)</i>
	<b>NO</b> <i>(If No, go to Question 10)</i>
<b>Current Australia Visa you hold (subclass number)</b>	
<b>Visa Grant Number</b>	
<b>Visa Conditions [list all condition numbers]</b>	
<b>What type of Visa will you enter Australia with?</b>	<b>Student Visa</b>
	<b>Tourist Visa</b>
	<b>Working Holiday Visa</b>
<b>Have you ever had a student visa refused?</b>	<b>YES</b>
	<b>NO</b>

## 3. LANGUAGE & CULTURAL DIVERSITY: (please tick)

<b>1. In which country were you born?</b>	<b>Australia</b>
	<b>Other - please specify</b>
<b>2. 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>	<b>NO</b> , English only
	<b>YES, other - please specify</b>
<b>3. Are you of Aboriginal or Torres Strait Islander origin?</b> <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	<b>NO</b>
	<b>YES, Aboriginal</b>
	<b>YES, Torres Strait Islander</b>

## 4. DISABILITY

Do you consider yourself to have a disability, impairment, or long-term condition?

NO (If No, go to Question 12)

YES (If Yes, complete below section)

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) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	11
Physical	12
Intellectual	13
Learning	14
Mental illness	15
Acquired brain impairment	16
Vision	17
Medical condition	18
Other	19

## 5. EDUCATION & TRAINING INFORMATION

What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

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

Are you still enrolled in secondary or senior secondary education?

YES  NO

Are you currently studying in any of the qualifications listed below?

YES  NO

Bachelor's degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate /technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Other (including certificates or overseas qualifications not listed above)

Have you SUCCESSFULLY completed any of the qualifications listed above?

YES  NO

## 6. EMPLOYMENT INFORMATION

**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
- 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, select the one which BEST describes the main reason you are undertaking this course /traineeship/apprenticeship**  
(Tick ONE box only)

- 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

## 7. OTHER INFORMATION

**Are you applying for any Credit Transfer/s or Recognition of Prior Learning (RPL)?**

**Credit Transfer/s:** for previously completed study

*If yes, please provide a copy of your certified transcript / certificate*

YES

NO

**Recognition of Prior Learning**

*If yes, an RPL application form with instructions will be sent to you upon completion of enrolment*

YES

NO

**How did you hear about this course?**

- Online Search
- Facebook
- Twitter
- My Skills Website
- My Employer
- Friend Referral
- Referred by Employer Service Provider
- Other – *please specify:*

## 8. UNIQUE STUDENT IDENTIFIER (USI)

<b>Do you currently have a Unique Student Identifier (USI) No.?</b>	<b>YES</b>	<b>NO</b>
<b>If Yes, your USI No. is</b>	<i>You can apply for a USI by visiting - <a href="https://www.usi.gov.au/students/create-usi">https://www.usi.gov.au/students/create-usi</a> or fill out the USI creation authorisation form below for Educare College to apply on your behalf</i>	
<i>And you hereby authorize Educare College to verify my USI - YES</i>		

## 9. USI APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)

If you would like Educare College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I \_\_\_\_\_ authorise Educare College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

Town/City of Birth \_\_\_\_\_

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

## 10. STUDENT AGREEMENT

**ENROLMENT - By accepting these Terms and Conditions:**

I confirm that I am over 18 years of age or have provided parental/guardian consent to undertake training with Educare College.

I understand that my Enrolment with Educare College for the qualification nominated will only be completed when this Enrolment Form and Student Agreement have been received and accepted, and the Enrolment Fee payment has been received, by Educare College.

I declare that I am committed to the commencement and completion of the course stipulated in my Enrolment Form

I also understand that it is an unlawful offence to provide misleading or false information and confirm that, to the best of my knowledge, the information and supporting evidence supplied to Educare College by me is true and correct.

I acknowledge that if I do not provide the information and/or evidence required by Educare College, they may not be able to process my enrolment into my nominated unit(s)/course.

## STUDENT HANDBOOK AND PRIVACY POLICY

I have received and understand the Educare College privacy notice

I confirm that I am over 18 years of age or have provided parental/guardian consent to undertake training with Educare

I understand that my Enrolment with Educare for the qualification nominated will only be completed when:

My enrolment form and student agreement have been received and accepted

# INTERNATIONAL STUDENT ENROLMENT FORM

The Enrolment Fees and tuition deposit fees have been receipted and acknowledged by Educare College	
My offer letter has been signed and received	
I hereby consent for Educare College to provide reports relating to my attendance and progress throughout my nominated course to all relevant authorities, as well as other relevant Third Parties, who may be required to review my assessments and results.	
I understand that Educare College needs to collect personal and sometimes sensitive information about me for the purposes of processing my enrolment application into my nominated unit(s)/course(s) and managing my participation throughout the duration of my course. I also understand that Educare College must provide this information, and other data collected, to relevant Third Parties as required, in addition to the Department of Employment, Small Business & Training and ASQA, by providing detailed reports relating to my studies and course fee payments, to relevant authorities and applicable third parties as required.	
I agree that Educare College may communicate with me via a range of methods, including by phone, mail, and email for the purpose of providing the training and assessment services, for which I am enrolling.	
I understand that I have the right to access any personal information which Educare College holds about me, subject to exceptions in relevant privacy legislation.	
I declare that I am committed to the commencement and completion of the course stipulated in my Enrolment Form	
I authorise Educare to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status	
I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements	
I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course	
I will make timely payments of any fees or associated costs according to my approved payment plan	
I understand that if I do not complete my course by the course completion date stated, this could affect my learning progression and/or access to course material and the delivery platform. Request for re-instatement may be required which will incur an additional administration cost of \$250.00 AUD\$	
I will carefully read and abide by all admission procedures and policies and fully cooperate with admissions team to facilitate my enrolment at Educare College	
I understand that should I wish to complete my qualification after the completion date, I will require written permission from my provider. (for compelling and compassionate circumstances, no additional fees will be charged to re-instate your studies if you do not exceed 6 months of 'study pause' after your request has been granted	
I declare that my signature is true and correct and matches the signature in my passport	
<b>MARKETING CONSENT</b>	
I grant permission for the RTO to utilise photo's or videos of myself in marketing material including social media accounts, the RTO's website and printed publications including assessment items and training material.	

**ALL DETAILS PROVIDED BY ME IN THIS FORM ARE TRUE AND CORRECT**

I agree to notify Educare College **immediately in writing** if there are any changes to the details, I have provided within the Student Enrolment Form. I confirm that I have **read, understood, and agree** with the above statements and conditions of enrolment.

Student's Name:		Dated:
Student's Signature:		
Parent/Guardian's Name: (If under 18 years old)		Dated:
Parent/Guardian's Signature: (If under 18 years old)		

**OFFICE USE ONLY**

Details entered Student Management System by:	
Admissions officer Name:	
Date Entered:	
Transitioning student:	
Qualification Package Transitioning to:	
CRICOS intake start Date:	
Campus location [Gold Coast/ Brisbane]:	
Agent Org <i>[if applicable]</i> :	
Student Code   Application number:	
Current Location of Student:	
Current Visa if onshore and date of Expiry:	

**11. EDUCATION / MIGRATION AGENT INFORMATION**

Agency Full Company Name	
Agency Branch Office	
Agency Staff Member	
Staff Member email	
Staff Member telephone number	

**AGENTS DECLARATION [ IF APPLICABLE ]**

I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Department of Home Affairs	
To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application	
The documents which form part of this application appear to be authentic and valid	
To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable)	
I recommend the Institute proceed with the assessment for admission of this applicant	
I confirm the student has signed this application form	
I have provided the student's personal email address and residential address, as disclosed to me by the student	
I confirm that the student has no other similar enrolment application with other training provider	
I confirm that the student has no previous student visa refusal	



I confirm the documents and information provided by the student did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine student

## ANNEXURE 1 - DISABILITY SUPPLEMENT

### Introduction

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.

### EDUCARE COLLEGE PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Educare College 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 Educare College for statistical, administrative, regulatory and research purposes. Educare College 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 RTO 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](http://www.ncver.edu.au)).

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