



2018 Application for Enrolment Form

Applicant Details			
First Name		Surname Name (as per passport)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	____/____/____ (day) (month) (year)
Nationality		Country of Birth	
Residential Address (in Australia)			
	Suburb/City:		
	Post Code:		
Home Phone		Mobile	
Email Address			
Address (In Overseas)			
Emergency Contact Name			
Emergency Contact Phone		Relationship to emergency contact	

Course Preferences	
Course Code & Title Please Select	<p>English</p> <p><input type="checkbox"/> English for Academic Purpose (Intermediate) (28 weeks)</p> <p>Business</p> <p><input type="checkbox"/> BSB30115 Certificate III in Business (16 weeks)</p> <p><input type="checkbox"/> BSB40215 Certificate IV in Business (16 weeks)</p> <p><input type="checkbox"/> BSB51915 Diploma of Leadership and Management (52 weeks)</p> <p><input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (46 weeks)</p> <p>Automotive</p> <p><input type="checkbox"/> AUR30316 Certificate III in Automotive Electrical Technology(52 weeks)</p> <p><input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology (52 weeks)</p> <p><input type="checkbox"/> AUR40816 Certificate IV in Automotive Mechanical Overhauling (23 weeks)</p> <p><input type="checkbox"/> AUR50216 Diploma of Automotive Technology (26 weeks)</p> <p>Building and Construction (Building)</p> <p><input type="checkbox"/> CPC30611 Certificate III in Painting and Decorating (52 weeks)</p> <p><input type="checkbox"/> CPC30211 Certificate III in Carpentry (52 weeks)</p> <p><input type="checkbox"/> CPC40110 Certificate IV in Building and Construction (Building) (52 weeks)</p> <p><input type="checkbox"/> CPC50210 Diploma of Building and Construction (Building) (78 weeks)</p> <p>Building and Construction (Site Management and Management)</p> <p><input type="checkbox"/> CPC40508 Certificate IV in Building and Construction (Site Management) (52 weeks)</p> <p><input type="checkbox"/> CPC50308 Diploma of Building and Construction (Management) (78 weeks)</p> <p><input type="checkbox"/> CPC60212 Advanced Diploma of Building and Construction (Management)(39 weeks)</p> <p>Plumbing</p> <p><input type="checkbox"/> CPC32413 Certificate III in Plumbing (52 weeks)</p> <p><input type="checkbox"/> CPC40912 Certificate IV in Plumbing and Services (52 weeks)</p>



Not Currently Available to International Students: <input type="checkbox"/> CPC30313 Certificate III in Concreting (52 weeks) <input type="checkbox"/> AHC30916 Certificate III in Landscape Construction) (52 weeks) <input type="checkbox"/> CPC31411 Certificate III in Construction Waterproofing (44 weeks) <input type="checkbox"/> CPC30111 Certificate III in Bricklaying/Blocklaying (52 weeks) <input type="checkbox"/> CPC50108 Diploma of Building Surveying (78 weeks) <input type="checkbox"/> MEM30305 Certificate III in Engineering - Fabrication Trade (52 weeks)	
Course Start Date	____/____/____ (day) (month) (year)
Other Details (International Students)	
Passport Number	
USI Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Authorisation to AISI for applying for a USI/Retrieving Your existing USI on your behalf: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Visa Status	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other If other, please specify? _____ Visa Expiry Date _____
Future Visa To study at AISI	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other If other, please specify? _____
If you will be applying for a Student Visa, at which DIBP office will you apply?	CITY _____ COUNTRY _____
Do you have Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes , if YES OSHC provider name: _____ <input type="checkbox"/> No , if No ↳ <input type="checkbox"/> Please arrange OSHC for me <input type="checkbox"/> I will arrange my own OSHC ↳ Details of OSHC: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> One dependant (Spouse or Child) <input type="checkbox"/> More than one dependant
Employment Status	
Of the following categories, which BEST describes your current employment status?	<input type="checkbox"/> Full time Employee <input type="checkbox"/> Employed - unpaid family worker <input type="checkbox"/> Part time Employee <input type="checkbox"/> Unemployed - seeking full time work <input type="checkbox"/> Employer <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Unemployed - seeking part time work <input type="checkbox"/> Not employed - not seeking employment
Your Background	
Are you of Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you born in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No If NO what was your Country of Birth: _____
Do you speak a language OTHER THAN English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↳ If YES, which language do you usually speak? _____
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All



Do you require any language, literacy or numeracy assistance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If YES, please specify? _____	
Do you have any special needs which may affect your learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If YES, please specify? _____	
Attach supporting material where applicable		
Current Enrolment Status		
Are you currently enrolled in for any course with another institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Which course are you enrolled in for and where if you answered yes for question above?		
Prior Education		
What is your highest COMPLETED school level?	<input type="checkbox"/> Year 9 or lower <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12	
In which YEAR did you complete that school level?	<input type="checkbox"/> Overseas <input type="checkbox"/> Australia	
Since leaving school, have you COMPLETED any of the following qualifications? (✓ all that apply)	<input type="checkbox"/> Trade Certificate <input type="checkbox"/> Advanced/Technician Certificate <input type="checkbox"/> Other Certificate <input type="checkbox"/> Associate Diploma <input type="checkbox"/> Undergraduate Diploma <input type="checkbox"/> Degree or Postgraduate Diploma ↪ If YES, what was the name of the qualification(s)? _____	
English Level		
English Language Level of Proficiency Achieved?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced Proficiency Score _____ Test (IELTS, PTE, TOEFL, etc) _____	
Study Reasons		
Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/ apprenticeship? Tick ONE box only	<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"/> Requirement of my job <input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> Extra skills of my job <input type="checkbox"/> To get into another course of Study <input type="checkbox"/> Personal Interest or Self-development <input type="checkbox"/> Other Reasons: _____	
Recognition of Prior Learning		
Are you seeking Recognition of Prior Learning/Advanced Standing Credit Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Pre-Training Review (Applicant to complete)

A pre-training review ensures that the learning and assessment strategy is designed to meet your individual needs and your workplace requirements. This information will enable AISI to understand your training needs, your current competencies that relate to the course, and to ensure that the learning and assessment strategies suit your Language, Literacy and Numeracy skills.

AISI will use this review to provide you with the support you require in areas such as language, literacy and learning and assessment, while ensuring you will get maximum outcomes and benefits from the course you are enrolling in, according to your learning objectives, career aspirations and skill level.

Refer to the course overviews at <http://www.aisi.edu.au/> for the qualification you are intending to undertake and review this in light of your expectations and your previous experience.

Where required, write a brief answer to the following questions (about 100 words each). All questions must be answered for the review to be considered.

If you need assistance with this form, contact AISI
 Kontea Pty Ltd trading as Australian Industrial Systems Institute
 Provider Number: 21916
 CRICOS Number: 02838D
 Level 1, 398 Lonsdale street, Melbourne, Victoria, 3000 Australia

A. Your Previous Learning Experiences:

A1. In your past learning experiences, have you encountered any barriers or difficulties to learning? Give a brief description of your past learning experiences (the good and not so good ones)

A2. From the information that you currently have about the course, do you have any concerns that might prevent you from processing through this course/training program? Give a brief description of your worries or any other perceived obstacles to achieving your desired learning outcomes.

A3. We all learn differently and have preferred learning styles. AISI aims to tailor a program to (where possible) to suit the individual. Take some time to think about how you like to learn and please tick one box in order of preference.

- I am a visual learner and prefer visual input and tend to remember things better if they are organised and presented visually, for example, images, charts and flow diagrams.
- I am an auditory learner and prefer auditory in remembering things best when I hear them.
- I am a kinaesthetic learner and prefer input that is physical and concrete. I require action and movement to learn things. I need to do something to remember it.



Skills / Experience	Indicate experience level in the appropriate column for each criteria with a tick ✓		
	Highly Experienced	Less Experienced	No Experience
1.Showing leadership in the workplace			
2.Establishing effective workplace relationships			
3.Implementing operational plans			
4.Monitoring workplace OHS			
5.Managing people performance			
6.Responsibility for developing and managing your own work priorities			
7.Actively seeking feedback on own performance from Clients and colleagues			
8.Communicating with team members and management to ensure open communication channels and to clarify issues			
9.Resolving conflict and disputes in the work team			
10.Consulting and developing objectives with the work team			
11.Monitoring and adjusting operational performance by Producing short-term plans, planning and acquiring Resources and reporting on performance			
12.Coaching and mentoring colleagues and team members To support the introduction of change			
13.Using business technology such as computer programs And telecommunications to collect and manage information			
14.Please circle applicable and rate: I am a coordinator/ Leading Hand/ Supervisor/ Team Leader/ Manager/ Other:			
<p>To determine your suitability based on prerequisites (where required) and work history, please attach a copy of your CV or Resume. This should detail any professional development you may have completed in the last education and training history.</p> <p><u>Please attach a copy of your CV or Resume</u></p> <p>A2.Write a brief description of your current role ad responsibilities, you may also refer to previous roles if relevant for this qualification.</p>			



B. Your Expectations

B1. What do you hope to gain from undertaking this qualification?

B2. What benefits do you think this course will provide you personally and professionally?

B3. What can you tell us about the industry this qualification will lead to employment in?

C. Language Literacy and Numeracy

C1. It takes 2 ½ hours to type a 7-page report. It takes 1 ¼ hours to photocopy the 11 copies of the report. How long did it take to complete the task? (tick the appropriate box)
 4 Hours
 3 Hours and 45 minutes
 2 Hours and 30 minutes

C2. If there is currently \$139.50 petty cash in the tin how much do I need to withdraw from the bank to make \$200.00 in the tin? (tick the appropriate box)
 \$60.50
 \$67.50
 \$63.50

C3. If a 90ml drink has 2 parts milk and 1 part chocolate topping, how many ml of milk and chocolate topping is that? (tick the appropriate box)
 60mls chocolate topping, 30 ml milk
 60mls milk, 30 ml chocolate toppings
 50mls chocolate topping, 40 ml milk
 50mls milk, 40 ml chocolate topping

C4. Your pay rate is \$12 per hour. This week you worked the following hours:
 Monday 1pm – 4pm
 Tuesday 9am – 2pm
 Wednesday Nil
 Thursday 10am – 5pm
 Friday Nil





How much will you receive in pay for the week? (tick the appropriate box)

- \$135
- \$120
- \$180

C5. A hospitality store is having a sale, and you want to buy the cheapest kitchen knives set available. Which kitchen knives set is the cheapest to buy after the reduction? (tick the appropriate box)

- Kitchen Knives set 1 – 15% off the RRP OF \$100
- Kitchen Knives set 2 – RRP \$100, during the sale the price will be reduced by \$10
- Kitchen Knives set 3 – on sale with 1/3 off the RRP of \$120

C6. Look at the safety signs and symbols below. Write in the space provided what they mean.

SIGN	DESCRIPTION
	
	
	
	

How did you hear about AISI?

Electronic Media: AISI website Exhibition/Fair Magazine/Newspaper Facebook

Word of Mouth: Family/Friend, is the Family/Friend a current or former AISI student?

Yes NO, if Yes please specify their name _____

Education agent (agent name) _____

Other, please specify _____

Fees/Refund Policy

Fees are levied on all of our courses.

Refunds

If a student withdraws from a course at any time **No Refund** will be made, except -

If an application for a student visa is rejected for an international student applying for enrolment from Onshore or offshore, then all course fees will be refunded in full provided that the course has not commenced and documentary evidence is supplied within fourteen (14) days of visa rejection. The Application fee will not be refunded.

Conditions under which Australian Industrial Systems Institute will refund course fees:

- If the offered course does not start on the scheduled starting date or an alternative agreed starting day.
- If the course ceases to be provided after the course starts but before the course is completed
- If a course is not provided fully to the student because we have had a sanction imposed by either ASQA or DEEWR under either the SNVR and/or the ESOS Act 2000.

and the student has not withdrawn prior to provider default.

In the unlikely event that AISI is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by an alternative provider at no extra cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

In the unlikely event that AISI is unable to provide a refund or place the student in an alternative course offered by AISI, Tuition Protection Scheme (TPS) administered by the Commonwealth will place the student in a suitable alternative course at no extra cost to the student.

In the event that the Commonwealth managed Tuition Protection Scheme (TPS) cannot place the student in a suitable alternative course or this is not possible, the student will be eligible for a refund as calculated by the TPS Fund Manager. Please refer to www.aei.gov.au for more information on TPS.

Privacy Notice

Under the *Data Provision Requirements 2012*, AISI 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 and your training activity data) may be used or disclosed by AISI for statistical, regulatory and research purposes. AISI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

VET Data Use Statement

Under the *Data Provision Requirements 2012* and VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used for the following purposes, to:

- issue a VET Statement of Attainment or VET Qualification, and populate Authenticated VET Transcripts;
- facilitate statistics and research relating to education, including surveys
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.



RTO Declaration and Understanding

I declare that the information provided in this data submission is accurate and complete.
 I understand that information provided in this data submission about client training and outcomes may appear on Unique Student Identifier transcripts.
 I understand that:

- information provided in this data submission will only be used, accessed, published and disseminated according to the [National VET Data Policy](#)
- if that information also includes personal information, the [Privacy Act 1988](#) and Australian Privacy Principles, regulate the collection, use and disclosure of personal information.

I understand that:

- information provided in this data submission may be used for the purposes outlined above, and
- identified RTO level information that supports consumer information, transparency and understanding of the national VET market may be published in reports, tables and a range of other data products, including data cubes and websites.

SIGNATURE [or electronic acknowledgement] DATE

NAME Position in RTO

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.
 I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE DATE

Enrolment Application Checklist

ATTACHMENTS	CHECKLIST
<input type="checkbox"/>	A certified/notarised copy of the academic report in English / CV (for matured entry)
<input type="checkbox"/>	The English proficiency result (if any)
<input type="checkbox"/>	A certified/notarised copy of identification page(s) of your passport
<input type="checkbox"/>	Statement of purposes (SOP)
Additional documents for on-shore student	
<input type="checkbox"/>	A certified copy of all your academic reports from Australian and International education provider
<input type="checkbox"/>	A copy of your current visa
<input type="checkbox"/>	A copy of your current eCoEs
<input type="checkbox"/>	A release letter from your current education provider (if any)
<input type="checkbox"/>	A copy of your current overseas student health cover card (OSHC)
<input type="checkbox"/>	USI



OFFICE USE ONLY

PRE-TRAINING EVALUATION

Trainer/Assessor to complete

Trainers/Assessors must use this form to evaluate student's Pre-Training Review to determine their LLN skills level and that the student is enrolled in a course according to their needs and abilities, and to recommend appropriate LLN, learning or other specific support arrangements. This form may be used to record any additional pre-enrolment evaluations undertaken (e.g. interviews)

Trainers/Assessors identify the language, literacy and numeracy information in the Training and Assessment Strategy or Training Packages to ensure appropriate training is delivered and assessments are fair, valid, flexible and reliable. They may also use the Australian Core Skills Frameworks as guidelines for their evaluation.

In the context of the qualification and the job role and the level of language, literacy and numeracy that the vocation and industry requires, consider the following questions:

- What does the student have to listen to and understand?
- What does the student have to say?
- What does the student have to read?
- What does the student have to write?
- Does the student need to understand and interpret diagrams, pictures or symbols?
- What maths calculations does the student need to do?

Pre-Training Evaluation	Yes	No
Student Name:		
Appropriate work experience and level of skill and ability to undertake this course successfully		
Appropriate language, literacy and numeracy level for this course		
Appropriate proposed assessment instruments, learning materials and strategies		
Enrolment in this course aligned with the student's work/career plans		
Student requires additional LLN support to participate in this course		
Student requires additional English, learning or other types of support to participate in this course		
The predicted student's capacity to benefit from this course is? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	n/a	n/a
RPL / Credit Transfer		
Training plan to be established based on the information provided		
Additional interviews or other pre-enrolment evaluation notes:		
Areas requiring assistance/ Recommendations for support or adjustment:		
Other comments:		
Trainer/Assessor's Recommendation:		
Enrolment to proceed:		
Enrolment to proceed with adjustments:		
Manager, Trainer and B/S: provided to student <input type="checkbox"/>	Date:	Feedback

Trainer/Assessor Name Signature Date: