## Applicant Details

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname Name (as per passport)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (day) (month) (year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
<td></td>
</tr>
<tr>
<td>☐ Female</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Country of Birth</th>
</tr>
</thead>
</table>

### Residential Address (in Australia)

<table>
<thead>
<tr>
<th>Suburb/City</th>
<th>Post Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Address (In Overseas)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Name</th>
<th>Relationship to emergency contact</th>
</tr>
</thead>
</table>

### Course Preferences

#### English
- ☐ English for Academic Purpose (Intermediate) (28 weeks)

#### Business
- ☐ BSB30115 Certificate III in Business (16 weeks)
- ☐ BSB40215 Certificate IV in Business (16 weeks)
- ☐ BSB51915 Diploma of Leadership and Management (52 weeks)
- ☐ BSB61015 Advanced Diploma of Leadership and Management (46 weeks)

#### Automotive
- ☐ AUR30316 Certificate III in Automotive Electrical Technology (52 weeks)
- ☐ AUR30616 Certificate III in Light Vehicle Mechanical Technology (52 weeks)
- ☐ AUR40816 Certificate IV in Automotive Mechanical Overhauling (23 weeks)
- ☐ AUR50216 Diploma of Automotive Technology (26 weeks)

#### Building and Construction (Building)
- ☐ CPC30611 Certificate III in Painting and Decorating (52 weeks)
- ☐ CPC30211 Certificate III in Carpentry (52 weeks)
- ☐ CPC40110 Certificate IV in Building and Construction (Building) (52 weeks)
- ☐ CPC50210 Diploma of Building and Construction (Building) (78 weeks)

#### Building and Construction (Site Management and Management)
- ☐ CPC40508 Certificate IV in Building and Construction (Site Management) (52 weeks)
- ☐ CPC50308 Diploma of Building and Construction (Management) (78 weeks)
- ☐ CPC60212 Advanced Diploma of Building and Construction (Management) (39 weeks)

#### Plumbing
- ☐ CPC32413 Certificate III in Plumbing (52 weeks)
- ☐ CPC40912 Certificate IV in Plumbing and Services (52 weeks)
### Not Currently Available to International Students:
- CPC30313 Certificate III in Concreting (52 weeks)
- AHC30916 Certificate III in Landscape Construction (52 weeks)
- CPC31411 Certificate III in Waterproofing (44 weeks)
- CPC30111 Certificate III in Bricklaying/Blocklaying (52 weeks)
- CPC50108 Diploma of Building Surveying (78 weeks)
- MEM30305 Certificate III in Engineering - Fabrication Trade (52 weeks)

### Course Start Date
- / /  (day) (month) (year)

### Other Details (International Students)

**Passport Number**

**USI Number**

**Authorisation to AISI for applying for a USI/Retrieving Your existing USI on your behalf:**  
- Yes  
- No

**Current Visa Status**

- Student  
- Tourist  
- Working holiday  
- Other

If other, please specify: ________________________________

**Visa Expiry Date**

**Future Visa To study at AISI**

- Student  
- Tourist  
- Working holiday  
- Other

If other, please specify: ________________________________

**If you will be applying for a Student Visa, at which DIJP office will you apply?**

- CITY______________________  
- COUNTRY______________________

**Do you have Overseas Student Heath Cover (OSHC)?**

- Yes, if YES OSHC provider name: ________________________________
- No, if No
  - Please arrange OSHC for me
  - I will arrange my own OSHC

**Details of OSHC:**

- Single  
- Couple  
- Family  
- One dependant (Spouse or Child)
- More than one dependant

### Employment Status

- Full time Employee  
- Employed - unpaid family worker
- Part time Employee  
- Unemployed - seeking full time work
- Employer  
- Self-employed (not employing others)
- Unemployed - seeking part time work
- Not employed - not seeking employment

### Your Background

**Are you of Aboriginal or Torres Strait Islander Origin?**

- Yes  
- No

**Were you born in Australia?**

- Yes  
- No  
- If NO what was your Country of Birth: ________________________________

**Do you speak a language OTHER THAN English at home?**

- Yes  
- No

If YES, which language do you usually speak: ________________________________

**How well do you speak English?**

- Very Well  
- Well  
- Not Well  
- Not at All

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Application for Enrolment Form V7  
Page 2 of 10  
June 2018
Do you require any language, literacy or numeracy assistance?  ☐ Yes ☐ No

Do you have any disabilities?  ☐ Yes ☐ No
☐ If YES, please specify: _______________________

Do you have any special needs which may affect your learning?  ☐ Yes ☐ No
☐ If YES, please specify: _______________________

Attach supporting material where applicable

---

**Current Enrolment Status**

Are you currently enrolled in for any course with another institution?  ☐ Yes ☐ 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?  ☐ Year 9 or lower ☐ Year 10 ☐ Year 11 ☐ Year 12

In which YEAR did you complete that school level?  ☐ Overseas ☐ Australia

Since leaving school, have you COMPLETED any of the following qualifications? (✓ all that apply)
☐ Trade Certificate ☐ Advanced/Technician Certificate
☐ Other Certificate ☐ Associate Diploma
☐ Undergraduate Diploma ☐ Degree or Postgraduate Diploma
☐ If YES, what was the name of the qualification(s)?

---

**English Level**

English Language Level of Proficiency Achieved?

☐ Beginner ☐ Intermediate ☐ Proficient ☐ 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?

☐ To get a job
☐ To develop my existing business
☐ To start my own business
☐ To try for a different career
☐ Requirement of my joy
☐ To get a better job/promotion
☐ Extra skills of my job
☐ To get into another course of Study
☐ Personal Interest or Self-development
☐ Other Reasons: _______________________

---

**Recognition of Prior Learning**

Are you seeking Recognition of Prior Learning/Advanced Standing Credit Transfer?  ☐ Yes ☐ No
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/](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)

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Skills / Experience</th>
<th>Highly Experienced</th>
<th>Less Experienced</th>
<th>No Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Showing leadership in the workplace</td>
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<td></td>
</tr>
<tr>
<td>2. Establishing effective workplace relationships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Implementing operational plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Monitoring workplace OHS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5. Managing people performance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Responsibility for developing and managing your own work priorities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Actively seeking feedback on own performance from Clients and colleagues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Communicating with team members and management to ensure open communication</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9. Resolving conflict and disputes in the work team</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10. Consulting and developing objectives with the work team</td>
<td></td>
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<tr>
<td>11. Monitoring and adjusting operational performance by producing short-term plans,</td>
<td></td>
<td></td>
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<tr>
<td>planning and acquiring Resources and reporting on performance</td>
<td></td>
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<tr>
<td>12. Coaching and mentoring colleagues and team members to support the introduction</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13. Using business technology such as computer programs and telecommunications to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>collect and manage information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Please circle applicable and rate: I am a coordinator/Leading Hand/Supervisor/Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leader/Manager/Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Please attach a copy of your CV or Resume

A2. Write a brief description of your current role and responsibilities, you may also refer to previous roles if relevant for this qualification.
**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?**

| 
| 
| 
| 

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**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.

<table>
<thead>
<tr>
<th>SIGN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>![No smoking sign]</td>
<td>![Symbol for smoking prohibited]</td>
</tr>
<tr>
<td>![Medical sign]</td>
<td>![Symbol for medical aid]</td>
</tr>
<tr>
<td>![Ear protection sign]</td>
<td>![Symbol for ear protection]</td>
</tr>
<tr>
<td>![Danger sign]</td>
<td>![Symbol for high voltage]</td>
</tr>
</tbody>
</table>

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____________________________________________________

- 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

<table>
<thead>
<tr>
<th>ATTACHMENTS</th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>A certified/notarised copy of the academic report in English / CV (for matured entry)</td>
</tr>
<tr>
<td>□</td>
<td>The English proficiency result (if any)</td>
</tr>
<tr>
<td>□</td>
<td>A certified/notarised copy of identification page(s) of your passport</td>
</tr>
<tr>
<td>□</td>
<td>Statement of purposes (SOP)</td>
</tr>
</tbody>
</table>

Additional documents for on-shore student

| □            | A certified copy of all your academic reports from Australian and International education provider |
| □            | A copy of your current visa |
| □            | A copy of your current eCoEs |
| □            | A release letter from your current education provider (if any) |
| □            | A copy of your current overseas student health cover card (OSHC) |
| □            | 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?

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

Trainer/Assessor Name .................................. Signature .................... Date: ..........................