



Document Checklist for Application

Please ensure all the documents are scanned in pdf format at high resolution in color.

Please send the application to **info@ausc.edu.au** to request the letter of Offer.

Passport

- ☐ Copy of current visa (if you are in Australia)
- ☐ Copy of the Passport - front and back

Academic Documents

- ☐ Certified copies of relevant academic records in your home country, such as high school or college/university certificates
- ☐ Certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant)
- ☐ Current COE

English Proficiency Documents

- ☐ COE from current RTO to prove you have completed at least 6 months of a Certificate IV level course in an Australian RTO
- ☐ Copy of the Letter of Offer or COE - Confirmation of Enrolment of the ELICOS course
- ☐ If you have completed an approved English Language Test such as IELTS, TOEFL or PTE, please submit the certificate

Other required Documents Offshore applications

- ☐ GTE assessment form
- ☐ Curriculum Vitae
- ☐ Work references

Student Application for Enrolment Form

Read this application carefully, complete all sections and ensure that supporting documents are attached. Please write in BLOCK LETTERS using a blue or black pen.

Current Location: ☐ Onshore ☐ Offshore

Personal Details

Given Names

Family Name

Date of Birth

*Note: You must be 18 years or older to submit an application

Country of Birth

Nationality

Gender

☐ Female

☐ Male

☐ Indeterminate/Intersex/Unspecified/Other

Visa Number

Visa Type (if applicable)

*Please note that visa, type and passport information is only to be completed by international visa holders and student applicants.
Please attach copies of valid passport and visa information.

Contact Details

Overseas Address (if applicable)

Australian Address (Street number and name)

State and postcode

Email address

Australian Phone Number

Overseas Phone Number

Emergency Contact information

Name

Address

Relationship

Phone Number

Unique Student Identifier

All students studying nationally recognised training in Australia are required to have a Unique Student Identifier

Please Enter Your USI

If you do not have a USI, you can apply at www.usi.gov.au. If you need help in applying for a USI then please speak with someone from administration.

Referral Source

☐ Agent:

☐ Internet

☐ Already/previously enrolled in another unit

☐ Social Media:

☐ Networking Event

☐ A frame sign on footpath

☐ High School:

☐ Recommended by past student

☐ Other referral

Employer Detail (as applicable)

☐ Employed-unpaid worker in a family business

☐ Self-employed – employing others

☐ Full time employee

☐ Self-employed – not employing others

☐ Not employed – not seeking employment

☐ Unemployed – seeking full time work

☐ Part time employee

☐ Unemployed – seeking part time work

Job Network Name

Contact Person

Phone Number

Disability


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

☐ Yes ☐ No

If yes, provide details

Qualification Programs

Note that the package qualification duration may be different from the single qualification duration

Department	Tick the Qualification/s	Course CRICOS Code	Qualification Code	Qualification Title	Duration (weeks)	Intake	CAMPUS		
ELICOS	<input type="checkbox"/>	114771J	GE114771J	General English 	Up to 70 <input type="text"/>	<input type="text"/>	Melbourne <input type="checkbox"/>		
Human Welfare Studies and Services	<input type="checkbox"/>	114839E	CHC33021	Certificate III in Individual Support (Ageing or Disability)	52	<input type="text"/>	Melbourne <input type="checkbox"/>	Hobart <input type="checkbox"/>	
	<input type="checkbox"/>	114840A	CHC43121	Certificate IV in Disability Support	26	<input type="text"/>			
	<input type="checkbox"/>	114841M	CHC52021	Diploma of Community Services	104	<input type="text"/>			
	<input type="checkbox"/>	108029A	CHC62015	Advanced Diploma of Community Sector Management	78	<input type="text"/>			
	<input type="checkbox"/>	108029A+114841M	CHC62015	Advanced Diploma of Community Sector Management (pathway with CHC52021 Diploma of Community Services)	52	<input type="text"/>			
	<input type="checkbox"/>	Package options							
	<input type="checkbox"/>	114839E+114840A	CHC33021+CHC43121	Certificate III in Individual Support + Certificate IV in Disability Support	78	<input type="text"/>			
	<input type="checkbox"/>	114839E+114841M	CHC33021 + CHC52021	Certificate III in Individual Support + Diploma of Community Services	156	<input type="text"/>			
	<input type="checkbox"/>	114839E+114840A+114841M	CHC33021+CHC43121 + CHC52021	Certificate III in Individual Support + Certificate IV in Disability Support + Diploma of Community Services	182	<input type="text"/>			
	<input type="checkbox"/>	114841M+108029A	CHC52021 + CHC62015	Diploma of Community Services + Advance Diploma of Community Sector Management	156	<input type="text"/>			
	<input type="checkbox"/>	114839E+114840A+114841M+108029A	CHC33021+CHC43121 + CHC52021 + CHC62015	Certificate III in Individual Support + Certificate IV in Disability Support + Diploma of Community Services + Advance Diploma of Community Sector Management	234	<input type="text"/>			

Department	Tick the Qualification/s	Course CRICOS Code	Qualification Code	Qualification Title	Duration (weeks)	Intake	Campus	
Building Trades	<input type="checkbox"/>	115015D	CPC30220	Certificate III in Carpentry	104	<input type="checkbox"/>	Melbourne	
	<input type="checkbox"/>	108032F	CPC50320	Diploma of Building and Construction (Management)	52	<input type="checkbox"/>		
		Package options						
		115015D+ 108032F	CPC30220 + CPC50320	Certificate III in Carpentry + Diploma of Building and Construction (Management)	156	<input type="checkbox"/>		
Automotive Engineering and Technology	<input type="checkbox"/>	115005F	AUR30620	Certificate III in Light Vehicle Mechanical Technology	52	<input type="checkbox"/>	Melbourne	
	<input type="checkbox"/>	115006E	AUR30320	Certificate III in Automotive Electrical Technology	52	<input type="checkbox"/>		
	<input type="checkbox"/>	115007D	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26	<input type="checkbox"/>		
	<input type="checkbox"/>	115008C	AUR50216	Diploma of Automotive Technology	26	<input type="checkbox"/>		
		Package options						
		115005F+ 115007D+ 115008C	AUR30620 + AUR40216 + AUR50216	Certificate III in Light Vehicle Mechanical Technology + Certificate IV in Automotive Mechanical Diagnosis + Diploma of Automotive Technology	104	<input type="checkbox"/>		
	<input type="checkbox"/>	115006E+ 115007D+ 115008C	AUR30320 + AUR40216 + AUR50216	Certificate III in Automotive Electrical Technology + Certificate IV in Automotive Mechanical Diagnosis + Diploma of Automotive Technology	104	<input type="checkbox"/>		
Information Technology	<input type="checkbox"/>	114843J	ICT60220	Advanced Diploma of Information Technology	78	<input type="checkbox"/>	Melbourne	
Civil Engineering	<input type="checkbox"/>	115004G	RII60520	Advanced Diploma of Civil Construction Design	104	<input type="checkbox"/>	Melbourne	
Business and Management	<input type="checkbox"/>	114842K	BSB50420	Diploma of Leadership and Management	52	<input type="checkbox"/>	Melbourne	Hobart
	<input type="checkbox"/>	105632F	BSB60420	Advanced Diploma of Leadership and Management	52	<input type="checkbox"/>		
	<input type="checkbox"/>	108025E	BSB80120	Graduate Diploma of Management (Learning)	52	<input type="checkbox"/>		
		Package options						
	<input type="checkbox"/>	114842K+ 105632F	BSB50420 + BSB60420	Diploma of Leadership and Management + Advanced Diploma of Leadership and Management	104	<input type="checkbox"/>		
		114842K+ 105632F+ 108025E	BSB50420 + BSB60420 + BSB80120	Diploma of Leadership and Management + Advanced Diploma of Leadership and Management + Graduate Diploma of Management (Learning)	156	<input type="checkbox"/>		
Food And Hospitality	<input type="checkbox"/>	109905J	SIT30821	Certificate III in Commercial Cookery	52	<input type="checkbox"/>	Melbourne	Hobart
	<input type="checkbox"/>	109597E	SIT40521	Certificate IV in Kitchen Management	52	<input type="checkbox"/>		
	<input type="checkbox"/>	SIT50422	SIT50422	Diploma of Hospitality Management	52	<input type="checkbox"/>		
		Package options						
		109905J+ 109597E	SIT30821 + SIT40521	Certificate III in Commercial Cookery + Certificate IV in Kitchen Management	78	<input type="checkbox"/>		
	<input type="checkbox"/>	109905J+ 109597E+ 114838F	SIT30821 + SIT40521 + SIT50422	Certificate III in Commercial Cookery + Certificate IV in Kitchen Management + Diploma of Hospitality Management	104	<input type="checkbox"/>		
	<input type="checkbox"/>	109597E+ 114838F	SIT40521 + SIT50422	Certificate IV in Kitchen Management + Diploma of Hospitality Management	104	<input type="checkbox"/>		

Overseas Student Health Cover (OSHC)

*This section only to be completed by international student applicants

What type of OSHC will you be requiring?

☐ Single

☐ Couple

☐ Family

If you do not want Australian Sovereign College to arrange OSHC on your behalf, please advise the following details:

Who is your provider?

Membership NumberExpiry

*Please attach a copy of your membership details noting that it is a requirement of your student visa approval that you show evidence of current OSHC for the duration of your student visa.

English Language Proficiency

*This section only to be completed by international student applicants. Please attach a copy of a certified valid test result.

Test

☐ IELTS

☐ PTE

☐ TOEFL

Date of Test

Overall Score

Component Score

Writing

Speaking

Reading

Listening

*Please note that the Australian Sovereign College may require you to undertake a Language Literacy and Numeracy (LLN) test prior to your enrolment being processed and/or accepted. If this is the case the Australian Sovereign College will contact you after you have made application to organize a suitable time with you to undertake the LLN test.

Language/Cultural Diversity

First Language

Do you speak a language other than English at home?

☐ No, English Only

☐ Yes, Other – Please Specify

How well do you speak English?

☐ Very Well

☐ Well

☐ Not Well

☐ Not at All

Are you of Aboriginal or Torres Strait Islander origin?

Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both)

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

Previous Qualification Achieved

Have you successfully completed any of the following qualifications?

- ☐ Bachelor Degree or Higher Degree
- ☐ Diploma (or Associate Diploma)
- ☐ Certificate III (or Trade Certificate)
- ☐ Certificate 1
- ☐ Year 12 or Equivalent
- ☐ Advanced Diploma or Associate Degree
- ☐ Certificate IV (or Advanced Certificate/Technician)
- ☐ Certificate II
- ☐ Certificate 1 Certificates other than above
- ☐ Year 12 or Equivalent

In which year did you complete that school level?

Are you still attending Secondary School? ☐ Yes ☐ No

Please provide details and certified copies of completed certificates

Other Qualification	Year	Location

RPL and Credit Transfer (CT)

I wish to apply for RPL

☐ Yes ☐ No ☐ I have attached my RPL Skills Assessment Form

I wish to apply for Credit Transfer

☐ Yes ☐ No ☐ I have attached my Credit Transfer Application Form

*Please visit **www.ausc.edu.au** for more details.

Centrelink Reference (if applicable):

This section only to be completed by domestic student applicants.

Job Seek ID

Centrelink Reference Number

CentrelinkReference Number Expiry Date

Are you ready to complete the course?

The Australian Sovereign College has developed the following checklist to see if you are ready to start your course. This checklist may identify any English language, Literacy and Numeracy (LLN) needs you may have.

Please complete the following suitability checklist:

Rate yourself on the following tasks: Answer: **Yes** (I can do this myself) or **No** (I need help to do this)

TASKS	In English? Yes/No	In my first language? Yes/No
I can:		
Read the time on a clock (analogue and digital)		
Add up prices of things in my head		
Work out how much change I should give (without help from the register)		
Look up a phone number in a telephone book or on the internet		
Take a phone message and write it down accurately		
Fill in a form (e.g. a timesheet for work)		
Follow spoken instructions for a task		

The Australian Sovereign College will review your answers to this checklist and if needed arrange further assessments. We will then let you know if there are any gaps in your LLN skills and determine if you require additional assistance to successfully complete your training course. This assistance will be provided by our trainers, other training providers or LLN specialists. Students are encouraged to discuss any LLN concerns with the Administration Officer or their Trainer prior to enrolment.

Do you require language, literacy and/or numeracy support to complete your studies at the Australian Sovereign College? ☐ Yes ☐ No

Learning Materials

All required materials will be supplied by the Australian Sovereign College unless otherwise stated in the course information. For more information please visit **ausc.edu.au**



Quality Assurance

The Australian Sovereign College is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation and/or CRICOS provider. A part of this process involves an auditor contacting some of the school's past and current students. Please tick the box that reflects your participation agreement or otherwise.

☐ I **agree** to be contacted ☐ I **do not** want to be contacted

Declaration

- ☐ I have read, understood and completed the above information correctly.
- ☐ I understand that the payment I provide applies to the course I have chosen, and I will be provided further information from the Australian Sovereign College to finalise my enrolment.
- ☐ I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer.
- ☐ I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer.
- ☐ I understand that it is my responsibility to provide all relevant and required documentation as specified in either the domestic and/or the International Student flyer or Prospectus – Please visit www.ausc.edu.au for student prospectus.
- ☐ I confirm I am not currently enrolled with another RTO unless allowed to do so.
- ☐ I can view current policies and procedures and I can contact the Australian Sovereign College to request a copy to be sent to me at any time.
- ☐ Payment of fees will be included in the student enrolment agreement letter once my application has been accepted.
- ☐ I acknowledge I have read, understand and agree to the Australian Sovereign College student refund policy - Please visit www.ausc.edu.au for Student Fees and Refund Policy.
- ☐ I acknowledge that I have read and understand the Australian Sovereign College complaints and appeals policy - Please visit www.ausc.edu.au for Complaints and Appeals Policy.
- ☐ I understand that fees may be subject to change at any time and I will be responsible for paying the amended amount - Please visit www.ausc.edu.au for Student Fees and Refund Policy.
- ☐ I understand that satisfactory course progression and attendance is mandatory. For students on International Student visas this may result with disciplinary action involving the Department of Home Affairs - Please visit www.ausc.edu.au for Attendance and Course Progress Policy.
- ☐ I will abide by the policies, procedures and any other rules of the Australian Sovereign College whilst I am studying. Please visit www.ausc.edu.au for Student Code of Conduct Policy.
- ☐ I understand that plagiarism of someone else's work is against the Australian Sovereign College policy and if found to have occurred will result in disciplinary action.
- ☐ I have the financial capacity to meet tuition fees, and agree to pay fees as they become due
- ☐ The Australian Sovereign College is required, under s19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress.
- ☐ I agree that the Australian Sovereign College may provide my educational records or information to a sponsoring agency or any other educational institution to which I apply.
- ☐ I acknowledge and accept that during the course of my study or during activity programs, I may be photographed, videotaped or audio taped and I hereby grant the Australian Sovereign College unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that the Australian Sovereign College may deem appropriate, without any compensation whatsoever.
- ☐ I declare that I will disclose to the Australian Sovereign College any contagious medical condition that I might contract prior to or during my stay at the Australian Sovereign College and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorise any doctor or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent.



information as a result of this application and/or my time at the Australian Sovereign College and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes

I have read and understood the 2019 VET Data Policy1 Privacy Notice and Student Declaration. Please visit www.ausc.edu.au for Privacy Notice and Student Declaration.

I have read and understood the 2019 VET Data Policy1 Privacy Notice and Student Declaration. Please visit www.ausc.edu.au for Privacy Notice and Student Declaration.

For International students I understand that Information is collected on this form and during my enrolment in order to meet the Australian Sovereign College obligations under the ESOS Act 2000 and the National Code 2018; to ensure my compliance with the conditions of my visa and my obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. I understand that information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I DECLARE I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND MY OBLIGATIONS AND THE OBLIGATIONS OF MY TRAINING ORGANISATION.

Full Name:	
Signature (as in passport signature page)	
Date:	

Agent’s 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 Australian immigration authorities and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant’s declarations that they are a genuine temporary entrant and a genuine student.

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 Australian Sovereign College to 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.

Agency Name:			
Agency Branch Office:			
Agent Staff Member Name:			
Signature of Agent:		Date	
QEAC			
Agency Stamp (If Applicable)			

EFT Payment Details

Bank Name: Westpac
BSB: 037001 **Account number:** 774656
Account name: Australian Sovereign College PTY LTD
Swift Code: WPACAU2S

Payment may be made by cash, credit card or bank transfer. Payment must be made in full prior to commencement of course.

If paying by credit card and posting your enrolment, please complete the details below:

Credit Card: ☐ Master Card (+1.1% surcharge) ☐ Visa (+1.6 % surcharge) ☐ Amex ☐ Diners (Amex & Diners +4% surcharge)

Card Number:

Expiry Date:

/

Cardholder's Name:

.....

Cardholder's Signature:

.....

I authorise the amount of \$

.....

to be debited from my credit card

OFFICE USE ONLY - PAYMENT DETAILS					
DATE	ITEM	FEES PAID	BALANCE	RECEIPT NUMBER	PAYMENT METHOD
Confirmation letter sent via				RTO Manager	



Privacy Notice

*The Privacy Notice at Schedule 1 of the **National VET Data Policy** sets out privacy information a student needs to know before they enrol with a registered training organisation (RTO). The RTO is responsible for providing this Privacy Notice to students, usually as part of the enrolment process.*

The Privacy Notice explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The Privacy Notice also makes it clear that the Notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

The following is minimum mandatory content for inclusion in a Privacy Notice.

Privacy Notice

Under the Data Provision Requirements 2012, Australian Sovereign 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 Australian Sovereign College for statistical, administrative, regulatory and research purposes.

Australian Sovereign 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).