ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

This confidential Enrolment Form asks for personal information about you. The primary purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs.

All staff at the **Australian National Institute of Education (ANIE)** are required by law to protect the information provided on this Enrolment Form. Additional important information about privacy is included in the *Privacy Notice* at the end of this form.

Application for Enrolment

Which course would you like to enrol in?

☐ RII50521 Diploma of Civil Construction Design

☐ RII60521 Advanced Diploma of Civil Construction Design

☐ CHC30121 Certificate III in Early Childhood Education and Care

☐ CHC50125 Diploma of Early Childhood Education and Care

☐ CHC43015 Certificate IV in Ageing Support

☐ CHC52025 Diploma of Community Services

☐ ICT50220 Diploma of Information Technology

☐ ICT60220 Advanced Diploma of Information Technology

☐ SIT40521 Certificate IV in Kitchen Management

☐ SIT50422 Diploma of Hospitality Management

☐ BSB80120 Graduate Diploma of Management (Learning)

☐ General English (GE)

☐ English for Academic Purposes (EAP)

Preferred Intake (month/year)	
Are you applying overseas (offshore) or inside Australia (onshore)?	☐ Offshore ☐ Onshore
If you are an onshore applicant, do you have any active CoE in Australia?	☐ Yes ☐ No ☐ Not applicable
If you have an active CoE, are you applying for a Course Transfer?	☐ Yes ☐ No ☐ Not applicable
If you have an active CoE, are you applying for a Concurrent Enrolment? *(You must have completed six (6) months of your principal course)*	☐ Yes ☐ No ☐ Not applicable
Have you ever studied with the Australian National Institute of Education (ANIE) before?	☐ Yes ☐ No
What is your highest educational qualification?	

Enter Your Full name *(If you have one name only, write your single name in the 'Family Name' section)*

Family Name:	
First Given Name:	
Second Given Name (middle):	

* Please write the name you used when applying for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want to apply for a USI later, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See the section on the USI at the end of this form for a detailed explanation.

Date of Birth: *(day/month/year)*	_____ / _____ /_____	Gender: *(Tick ONE box only)*	☐ Male ☐ Female ☐ Other

ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

Contact Details of Student *(Put country code and area code before overseas numbers)*			
Email:			
Home Phone:		Work Phone:	
Australian Mobile: *(If any)*		Overseas Mobile: *(If any)*	

What is the address of your usual residence?

(Please provide the physical address (street number and name, not post-office box) where you usually reside, rather than any temporary address at which you live for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's rural property addressing or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.)

Residential Address: *(Please write Building/property Name, Flat/unit details, Street or lot number, Street name, Suburb/locality/town, State/territory and Postcode)*	
Parent/Guardian's name:	
Parent/Guardian's Residential Address (including the postcode):	
Parent/Guardian's Contact Number:	

What is your postal address?

Postal address (including the postcode): *(If different from above)*	

Emergency Contact Person in Australia

These are people that the Australian National Institute of Education may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the Australian National Institute of Education.

Name:		Relationship to you:	
Address (including the postcode):			
Mobile:		Email:	

ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

Language and Cultural Diversity

In which country were you born?	☐ Australia [1101] ☐ Other Country, Name: _____
Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)*	☐ No, English Only [1201] ☐ Other Language, Name: _____
Are you of Aboriginal or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)*	☐ No [4] ☐ Yes, Aboriginal [1] ☐ Yes, Torres Strait Islander [2]

Visa details

Passport Number:		Country of Issue:	
Do you already have an Australian Visa that allows you to study here?		☐ Yes ☐ No *(Go to the next section: Qualification Details)*	
Visa Type:	☐ Student ☐ Visitor ☐ Bridging ☐ Other; Specify:	Visa Expiry Date:	
Did you ever hold CoE from any Australian Education Provider?		☐ Yes ☐ No *(Skip the next question and go to the following question)*	
Write the name of the Provider whose CoE you held lately:			
Has your visa application ever been rejected?		☐ Yes *(Attach Visa Rejection Letter/s)* ☐ No *(Go to next question)*	
Do you have Overseas Student Health Cover?		☐ Yes, expiry date: ☐ No	

Qualification Details

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 actually 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 [12] ☐ Year 11 or equivalent [11] ☐ Year 10 or equivalent [10] ☐ Year 09 or equivalent [09] ☐ Year 08 or equivalent [08] ☐ Never attended school [02]
Are you still enrolled in secondary/senior secondary school?	☐ Yes ☐ No
If you have achieved any of the following qualifications, put a tick beside it. You can put more than one tick mark. You must submit proof of this qualification/s. *(for an equivalency table, go to: www.homeaffairs.gov.au)*	☐ Bachelor's degree or higher degree [008] ☐ Advanced diploma or associate degree [410] ☐ Diploma (or associate diploma) [420] ☐ Certificate IV (or advanced certificate/technician) [511] ☐ Certificate III (or trade certificate) [514]

	☐ Certificate II [521] ☐ Certificate I [524] ☐ Other education (including certificates or overseas qualifications not listed above) [990]
Are you CURRENTLY Studying with any educational institution inside Australia?	☐ No (Skip the next two questions and go to the following question) ☐ Yes *(Write the institution's name here and answer the next two questions):* …………………………………………………………
What qualifications are you studying?	
Month & Year you started this course:	
Do you wish to apply for Credit or Recognition of Prior Learning? *If YES, certified copies of transcripts/relevant documents from previous institutions/workplaces must be provided with this form with the Credit/ RPL Application.*	☐ No ☐ Credit ☐ RPL ☐ Maybe, I'd like more information
English Proficiency	
Have you completed five (5) years of primary/secondary schooling in an English-speaking country, e.g., USA, UK?	☐ Yes – provide proof *(Go to the Employment section)* ☐ No
Have you completed at least 50% units of a Certificate IV (or above) level course in the last TWO years in Australia?	☐ Yes – provide proof *(Go to the Employment section)* ☐ No
Which of these exams have you appeared in? *(If yes, specify and provide proof)*	☐ IELTS ☐ PTE ☐ TOEFL ☐ Cambridge English ☐ Other, Specify:
Date of this English Test Result Published:	
If the English test is other than IELTS, is your OVERALL score in the test EQUIVALENT to the IELTS Score of 5.5? *To check, go to: www.homeaffairs.gov.au*	☐ Yes ☐ No
Do you want to provide any other proof of proficiency in English? *(If yes, please describe)*	☐ No ☐ Yes – provide proof and describe here: ………………………………………………………………….

Page 4 of 10 | ANIE Enrolment Application Form v4.0
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Australian National Institute of Education (ANIE)

Employment

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 [01]	☐ Employed – unpaid worker in family business [05]
☐ Part-time employee [02]	☐ Unemployed – seeking full-time work [06]
☐ Self-employed – not employing others [03]	☐ Unemployed – seeking part-time work [07]
☐ Self-employed – employing others [04]	☐ Unemployed – not seeking employment [08]

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes
	☐ No (Go to the next section; Study Reason)

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 Annex 2: Disability Supplement at the back of this form for an explanation of the following disabilities.

☐ Hearing/deaf [11]	☐ Learning [14]	☐ Vision [17]
☐ Physical [12]	☐ Mental illness [15]	☐ Medical condition [18]
☐ Intellectual [13]	☐ Acquired brain impairment [16]	☐ Other [19] (Please specify) ……………………………

Write Details if you want:

Study Reason

Of the following categories, select the one that BEST describes your main reason for undertaking this course/traineeship/apprenticeship. *(tick one box only)*

☐ To get a new job [01]	☐ I wanted extra skills for my job [07]
☐ To develop my existing business [02]	☐ To get into another course of study [08]
☐ To start my own business [03]	☐ For personal interest or Self-Development [12]
☐ To try a different career [04]	☐ To get skills for community/voluntary work [13]
☐ To get a better job or promotion [05]	☐ Other Reason [11] (please describe)
☐ It was a requirement of my job [06]	……………………………………………………………………

ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

Unique Student Identifier Number

From 1 January 2015, ANIE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at: https://www.usi.gov.au/students/create-your-usi on a computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

Enter your Unique Student Identifier (USI) If you already have one										

After writing down your USI number here, please skip the next questions and consent in this section, and continue in the next section, Application Checklist.

If you have not provided your USI, you must continue here.

If you do not have a USI, would you like us to apply for a USI on your behalf?	☐ Yes (please provide identification as indicated below and sign with date) ☐ No (go to next section; Application Checklist)

If you answered Yes to the previous question, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

☐ Current Australian Driver's Licence	☐ Current Medicare Card
☐ Australian Passport	☐ Citizenship Certificate
☐ Certificate of Registration By Descent	☐ ImmiCard
☐ Non-Australian Passport (with Australian Visa)	☐ Australian Birth Certificate

ANIE will securely keep identification document/s containing personal information to stay compliant with sections 9(2) and 10(1.a) of the Student Identifiers Act 2014. ANIE collects this information from individuals for identity verification, NCVER reporting, certificate issuance, Data Provision Requirements 2020 and other purposes. Thus, section 11(1) of the Student Identified Act 2014 does not apply.

☐ I authorise the Australian National Institute of Education (ANIE) to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014 for a USI on my behalf.

☐ I have read and understood the privacy information at https://www.usi.gov.au/about-us/privacy/privacy-and-your-usi

☐ I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at the website link provided above.

Student Signature:		Date:	/ /

ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

Application Checklist
Provide a Certified Copy of the following documents with your application. Please tick those that you are providing.

☐ Valid Passport Copy

☐ Valid Visa page/document (if you have one)

☐ High School (Australian Year 12 equivalent) certificate or other relevant educational certificates

☐ Proof of English Language Proficiency

☐ Proof of Work experience, if any

☐ Course Entry Interview Form/SoP (if already completed)

☐ Proof of Overseas Student Health Cover, if any

☐ Release letter from a previous institution or Cancelled CoE, if any

☐ Any other relevant documents to support your application, e.g. resume

☐ Supporting documents for a concurrent enrolment application if you are applying for concurrent study after six (6) months of your principal course. Required documents are a current CoE, your current timetable in another study, evidence of current course progress (e.g., course progress letter, interim transcript or result records) and evidence of your current residential address.

☐ Supporting documents for the course transfer application if you are applying for a course transfer. Required documents are CoE, result record and/or release letter (if the first six months of your principal course have not been completed).

Terms and Conditions

This course is a Nationally Recognised Training and AQF-compliant. ANIE is authorised to offer courses to overseas students but does not guarantee success in this application, or the course, and in any employment or migration outcome. ANIE will inform whether a student needs to take work-based training in its offer letter and agreement.

We have our own admission criteria, including age limit, minimum English proficiency level, formal qualification level, and admission test. Claiming credit or RPL may affect the duration of a student visa.

ANIE has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at www.anie.edu.au and in our Student Handbook. This confidential Enrolment Application Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at ANIE are required by law to protect the information provided on this Enrolment Form. These are people that ANIE may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to ANIE.

ANIE is required to collect personal information and information about course enrolment and course progress for all international students, which may be shared with the Australian Government for the purposes of:

- promoting compliance with the ESOS Act and the National Code

- assisting with the regulation of providers

- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally

- or facilitating the monitoring and control of immigration.

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or change employers. In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this.

Training and assessment activities are audio and video recorded, particularly when the training and assessment delivery occurs using digital media or a learning management system. ANIE reserves the right to use these recorded materials for training, quality improvement or marketing purposes.

ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

If you have any concerns about the confidentiality of this information, please contact the Student Support Manager at our office.

You may be contacted by either the National Centre for Vocational Education Research (NCVER) or ANIE's registering body, Australian Skills Quality Authority (ASQA), to participate in a survey about your experience as a student of ANIE, course quality and/or vocational outcomes related to your course. If you participate, you may choose to keep your responses confidential.

Please read ANIE's Refund; Deferral, Cancellation and Suspension; Complaints & Appeals Policies, Course Progress and Attendance policies, Student Code of Conduct from our website before submission of application.

ANIE reserves the right to decline this application if you don't pass our admission criteria or on any other reasonable ground. This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Student Declaration & Consent
(Please read carefully)

☐ I declare that the information I have provided is true and correct and that it is my responsibility to update ANIE if this information changes during my enrolment.

☐ I consent to the collection, use and disclosure of my personal information in accordance with the Terms and Conditions as outlined above, as well as the Privacy Notice at the end of this document.

☐ I declare that I have read the Terms and Conditions provided in the section above and understood their consequences.

☐ I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ANIE.

☐ (*optional*) I consent to the use of my testimonials, photos, and audio/video recordings for marketing, promotional and for advertising purposes by the Australian National Institute of Education (ANIE) in future.

This Enrolment Application may incur an A$250 fee, which is payable in advance and Non-Refundable. I am responsible for keeping the proof of this and subsequent payments, if any.

The amount I am willing to pay as the first instalment of the Tuition Fee:	$
The number of Family Members accompanying me:	

Student Signature:		Date:	/ /
Printed Name:			

For office use only

Considerations:	
Outcome (approved/declined):	
Officer's name:	
Position:	
Signature:	
Date:	

ANNEX 1: PRIVACY NOTICE

Why we collect your personal information:

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in vocational education and training (VET) course with us. This information is crucial in determining your application outcome and managing your enrolment throughout your student journey. Providing inaccurate, inadequate or false information may result in unsuccessful application or cancellation of enrolment in future.

How we use your personal information:

We use your personal information to enable us to deliver VET courses to you and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information:

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. We will disclose your information to overseas recipients only after expressed order from the Australian Government.

How the NCVER and other bodies handle your personal information:

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information, please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact a Student Support Officer at ANIE using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

If you cannot access the DESE VET Privacy Notice on the above-mentioned website, please contact a Student Support Officer at ANIE to obtain a hard copy of the notice.

Surveys:

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note that you may opt-out of the survey when you are contacted.

Contact information:

At any time, you may contact the Australian National Institute of Education (ANIE) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

For enquiry, please contact at:

Australian National Institute of Education (ANIE)
Suite 11, 197 Prospect Hwy
Seven Hills, NSW 2147
Australia
Phone: 1300 812 355 (within Australia), +61 2 9620 5501 (international)
Email: info@anie.edu.au
ANIE Privacy Policy: www.anie.edu.au

Page 9 of 10 | ANIE Enrolment Application Form v4.0
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ENROLMENT APPLICATION FORM
Australian National Institute of Education (ANIE)

General use of information:

Under the Data Provision Requirements 2020, ANIE must collect personal information about you and 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 ANIE for statistical, regulatory and research purposes. ANIE may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and/or
- 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.

ANNEX 2: DISABILITY SUPPLEMENT

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 acquired mild, moderate, severe or profound hearing loss after learning to speak, and communicating 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, fingerspelling 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 maybe 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 an 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'

The 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

-- END --