



INTERNATIONAL STUDENT APPLICATION FORM

Enrolment forms for all courses are on the following pages.

To submit your application please:

- Complete Registration form indicating the courses that you want to apply for
- Attached Certified color copies of any relevant documents
- Pay the application fee of \$500/ \$300 * which is not refundable.
- Post or email the application form and certified documents to the Institute at :

Postal Address: 67 Jeffcott Street, West Melbourne VIC 3003

Email: admissions@opie.vic.edu.au

**OCEANIA POLYTECHNIC
INSTITUTE OF EDUCATION**

CRICOS PROVIDER CODE: 01905F | RTO NO: 6324

(PLEASE FILL THIS FORM IN BLOCK LETTERS)

1. Personal Details

Name (Family)

Given Name

Date of Birth

dd / mm / yyyy

Gender

-

Nationality

Place of Birth

Passport Number

Country Passport

2. Australian Contact Details (if known)

Address

Suburb

State

Postcode

Telephone

Mobile

E-mail

3. Emergency Contact In Australia

Name

Relationship to you

Address

Suburb

State

Postcode

Telephone

Mobile

E-mail

4. Emergency Contact - Overseas

Name

Relationship to you

Address

City/ State

Country

Postcode

Telephone

Mobile

E-mail

5. Residential Status

☐ Australian Citizen / Permanent Resident

☐ Overseas Resident

If Overseas Resident Please Specify, Are you currently in Australia?:

☐ Yes

☐ No

Visa Type

Visa Status

6. Unique Student Identifier (USI)

Do you have a USI?

☐ Yes

☐ No

Identification is only required to enable NTS to apply for your Unique Student Identifier. Provide details of as many forms of ID as possible. Alternatively, complete the OCEANIA POLYTECHNIC USI form so we can apply for your USI number on your behalf. (Please find the attached form in this application).

7. Qualification Preferences

	Course	VET National	Course Name	Duration
☐	103817B	CPC30620	Certificate III in Painting and Decorating	60 weeks
☐	103812G	CPC31020	Certificate III in Solid Plastering	60 weeks
☐	103798M	CPC31320	Certificate III in Wall and Floor Tiling	52 weeks
☐	103780K	CPC40120	Certificate IV in Building and Construction	52 weeks
☐	103768F	CPC50220	Diploma of Building and Construction (Building)	72 weeks
☐	104106C	BSB50820	Diploma of Project Management	52 weeks
☐	0100498	22477VIC	Advanced Diploma of Building Design (Architectural)	156 weeks
☐	111860K	R1160520	Advanced Diploma of Civil Construction Design	104 weeks

Intake Date

Agent Details

8. Study Option

☐ Full Time

☐ Credit Transfer

☐ RPL

9. English Proficiency

☐ IELTS

☐ OTHERS

☐ PTE

☐ TOFEL

SCORE

☐ CAE

YEAR OBTAIN

10. Schooling

Highest Completed School Level

☐ Completed Year 12 Or Equivalent

☐ Completed Year 11 Or Equivalent

☐ Completed Year 10 Or Equivalent

Year of completion

☐ Completed Year 9 Or Equivalent

☐ Completed Year 8 Or Lower

☐ Never Attended School

11. Previous Qualification

Name of previous qualification	☐ Australian	☐ Australian Equivalent	☐ International
Name of previous qualification	☐ Australian	☐ Australian Equivalent	☐ International
Name of previous qualification	☐ Australian	☐ Australian Equivalent	☐ International

12. Study Reasons

- | | |
|---|--|
| ☐ To get a better job or promotion | ☐ It was a requirement of my job |
| ☐ I wanted extra skills for my job | ☐ To get into another course of study |
| ☐ To get a job | ☐ To develop my existing business |
| ☐ To start my own business | ☐ To try for a different career |

13. Disability

Do you consider yourself to have a disability, impairment or long term condition? YES ☐ NO ☐

If yes, please indicate the areas of disability, impairment or long term condition/s.

☐ Hearing ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness ☐ Vision ☐ Acquired Brain Impairment ☐ Medical Condition

Please indicate any other health related problems (if any) which you want to specify? _____

If you have answered yes to this question, you may wish to contact one of our Student Support Officers for further information concerning the support services available on +61 3 9602 5555.

14. Cultural Diversity

Country of Birth		Language Spoken at Home	
Language Spoken at Home	☐ Very Well	☐ Well	☐ Not Well ☐ Not At All
Indigenous Status	☐ Aboriginal	☐ Torres Strait Islander	☐ Not At All

15. Employment Details

Current Employment Status

- | | |
|--|--|
| ☐ Full-time Employee | ☐ Part-time Employee |
| ☐ Employer | ☐ Self Employed - Not Employing Others |
| ☐ Employed - Unpaid Worker in a Family Business | ☐ Not Employed - Not Seeking Employment |
| ☐ Unemployed - Seeking Full-time Work | ☐ Unemployed - Seeking Part-time Work |

Current Occupation

- | | |
|---|--|
| ☐ Manager | ☐ Technician/Trade Worker |
| ☐ Community & Personal Service | ☐ Sales Worker |
| ☐ Machinery Operator / Driver | ☐ Other |
| ☐ Administrative Worker | |
| ☐ Current Industry of Employment | <input type="text"/> |

16. Overseas Student Health Cover (OSHC)

Already have OSHC? ☐ Yes ☐ No

Type of cover ☐ Single ☐ Family

Membership No

17. Marketing

Where did you hear about Oceania Polytechnic Institute of Education?

☐ Advertising

☐ Friends/Family

☐ Telemarketing

☐ Job network/Education consultant

☐ Search Engines/Web

☐ Others

18. Course & Fees

CHOOSE YOUR COURSE BY SELECTING THE CHECK BOX

	Course Code	VET National Code	Course Name	Duration	Tuition Fees	Resource Fees (not refundable after resources have been provided)
☐	103817B	CPC30620	Certificate III in Painting and Decorating	60 weeks	\$13,130	\$680
☐	103812G	CPC31020	Certificate III in Solid Plastering	60 weeks	\$14,000	\$680
☐	103798M	CPC31320	Certificate III in Wall and Floor Tiling	52 weeks	\$13,130	\$680
☐	103780K	CPC40120	Certificate IV in Building and Construction	52 weeks	\$11,000	\$300
☐	103768F	CPC50220	Diploma of Building and Construction (Building)	72 weeks	\$18,000	\$300
☐	104106C	BSB50820	Diploma of Project Management	52 weeks	\$11,500	\$300
☐	0100498	22477VIC	Advanced Diploma of Building Design (Architectural)	156 weeks	\$40,722	\$500
☐	111860K	R1160520	Advanced Diploma of Civil Construction Design	104 weeks	\$25,000	\$500

Resource Fee (Yellow card, Books etc) for Certificate III in Plastering, Certificate III in Tiling, Certificate III in Painting	\$680
Application Fee (not refundable)- Advanced Diploma of Building Design (Architectural)*\$500 (non-refundable) and other courses* \$300 (non refundable)	\$500* / \$300
Overseas students health cover (OSHC)	\$ 57/m (Provided by BUPA)
RPL fee (not refundable)	\$300 per unit
Credit transfer fee	No charge
Repeat unit fee	\$350 per unit
Assessment resit fee (3 attempts allowed) ¹	\$350 per unit
Course Cancellation/ withdrawal fee	\$250
Bank Transfer fee (International Transactions)	\$25 per transaction
Accommodation Services	Out sourced contact staff for details
Airport meeting	Out sourced contact staff for details

* Duration for domestic student will be subject to change. | PAYMENT METHOD IS DEFINED IN THE LAST PAGE OF THIS APPLICATION.

¹ Students are entitled to 3 assessment attempts for each unit. If the student is unsuccessful after 3 assessment attempts they will be required to repeat the unit and pay the repeat unit fee. Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit and pay the repeat unit fee. More details are in the Student prospectus and the Student Handbook.

PRIVACY POLICY

OPIE is providing you with this notice because OPIE has sought personal information about you. OPIE needs this information so that it can fully and properly administer your enrolment in accordance with its policies and procedures. OPIE is required under law to collect and report enrolment details to state and federal government agencies that include the Department of Education, Employment and Workplace Relations (DEEWR); the Victorian Department of Education; Centrelink; Department of Home Affairs (DHA); Australian Taxation Office (ATO). Student data may also be accessed for conducting duly authorised research. In such instances the identity of individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned. For bulk mailing services or debt collection, information is released to external agencies which are required to provide the same privacy safeguards as OPIE.

The information requested must be supplied. Please note that failure to do so, or to supply only part of it, may result in OPIE not being able to properly administer your enrolment, and you may not receive information and correspondence important to your studies. Supply of incomplete, misleading, or false information may result in the cancellation of your enrolment.

You have the right to request access to and/or correct any personal information concerning you held by OPIE. Routine corrections, changes and enquiries regarding your application should be submitted in writing to OPIE. This information is being collected and will be held by the Academic Registrar.

DECLARATION AND SIGNATURE

I confirm that all the information and documents provided in this application are complete and correct and understand that if it is discovered that I provided incorrect information or falsified documents, my application may be rejected or my course place cancelled.

I also confirm that I have read and understood all the policies & procedures of Oceania Polytechnic provided in the international Student Handbook.

Student Signature: _____

Date:

dd / mm / yyyy

Student Full Name: _____

IF APPLICANT IS UNDER 18 YEARS OF AGE

Parent/Guardian's Signature: _____

Date:

dd / mm / yyyy

Parent/Guardian's Name: _____

Relationship with the Student: _____

PAYMENT METHOD

Please make your payment by bank cheque or telegraphic transfer

No obligation is created on Oceania Polytechnic Institute of Education Pty Ltd until the Institute has accepted the Written Agreement, funds have been cleared and an official receipt is issued by Oceania Polytechnic Institute of Education Pty Ltd

Bank Name: ANZ Bank Account Name: Oceania Polytechnic Institute of Education Pty Ltd

BSB – 013 598 Account Number – 3026 63109



**OCEANIA POLYTECHNIC
INSTITUTE OF EDUCATION**

CRICOS PROVIDER CODE: 01905F | RTO NO: 6324

OCEANIA POLYTECHNIC INSTITUTE OF EDUCATION PTY. LTD. INSTITUTION TRADING NAME: OCEANIA POLYTECHNIC

ABN: | 81 075 892 723 ACN: 075 892 723

PHONE: +61 (03) 9602 5555 | EMAIL: info@opie.vic.edu.au | WEBSITE: www.opie.vic.edu.au

MAIN CAMPUS: 67 Jeffcott Street, West Melbourne VIC 3003

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OCEANIA POLYTECHNIC INSTITUTE OF EDUCATION

CRICOS PROVIDER CODE: 01905F | RTO NO: 6324

Language, Literacy and Numeracy Test

Student Name	
Course	
Date	

OPIE recognises that reading; writing, listening, speaking, understanding mathematical concepts and processes are integral skills required for work and are therefore an important component of training. As all students are individuals with different life experiences, literacy and numeracy skills vary.

As part of this pre- training review process, you are now required to complete a language, literacy and numeracy (LLN) exercise which will be used to assess you LLN ability to undertake the course.

Directions to the student:

This test must be completed on your own. The result of the test below will be assessed by a OPIE Representative. If your results are not to the satisfactory requirement to gain entry to the course, OPIE will speak to you about assistance that you may be able to access.

Question 1

Geoff's study aspirations are outlined below. You are required to read the following and answer the Questions

Geoff completed school at the age of seventeen and wanted a job that would allow him to work in many countries. Geoff is now nineteen years of age and is considering a career in the construction industry. Geoff prides himself on being naturally strong and hardworking. He loves to be outdoors and to help his family and friends with building projects. He is looking at gaining the appropriate training to ensure he can obtain builder qualifications. He wants to attend a 3-year course to become a qualified builder.

Write you answers in the below text box

a. How old is Geoff now?

b. How old was Geoff when he left school?

c. What does Geoff like to do for his friends and family?

d. What is the duration of the course Geoff wants to attend?

Question 2

It takes $2\frac{1}{2}$ hours to type a 7-page report. It takes $1\frac{1}{4}$ hours to photocopy the 11 copies of the report.

How long did it take to complete the report? (Tick appropriate box)

- ☐ • 4 Hours
- ☐ • 3 Hours and 45 minutes
- ☐ • 2 Hours and 30 minutes

Question 3

If I bought 3 bottles of water at \$2.50 each, how much change would I expect from the following amounts?

(Tick appropriate box for each amount)

\$10.00:

- ☐ • \$7.50
- ☐ • \$6.50
- ☐ • \$2.50

\$50.00:

- ☐ • \$47.50
- ☐ • \$42.50
- ☐ • \$35.00

Question 4

Tick which option would cost less:

- ☐ • 4 earplugs at \$3.50 each
- ☐ • 3 earplugs at \$5.00 each

Question 5

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 appropriate box)

- ☐ • \$60.50
- ☐ • \$67.50
- ☐ • \$63.50

Question 6

If a 90ml drink has 2 parts milk and 1 part chocolate topping, how many mls of milk and chocolate topping is that? (tick appropriate box)

- ☐ • 60 mls chocolate topping, 30 mls milk
- ☐ • 60 mls milk, 30 mls chocolate topping
- ☐ • 50 mls chocolate topping, 40 mls milk
- ☐ • 50 mls milk, 40 mls chocolate topping

Question 7

If 1kg of cheese costs \$22.00, how much would 500gms cost? (tick appropriate box)

- ☐ • \$5.50
- ☐ • \$11.00
- ☐ • \$7.50

Read the following Paragraph and answer the questions given below

Fitzroy North, Victoria

Project details

Designers: Toth and Co

Builder: G E Constructions

Size: 125m² floor space after renovation

Size of land: 190m²

Cost: \$160,000 excluding fees and permits

A renovation to a brick inner urban terrace has creatively maximised limited space, opening it to light and passive energy while incorporating the home's history and heritage. The centrepiece of the renovation is a new kitchen and living room, an extension that has added just 15m² to the original building while incorporating a high degree of environmental sustainability. The owners wanted the back of the house to open and connect with the environment while improving the home's liveability for themselves and their two young children. The renovation demonstrates how much can be achieved with a limited budget used in the right way.

Site, location and climate

The house is in the inner Melbourne suburb of North Fitzroy where the climate is mild temperate. Winters can be cold and damp; summers are usually punctuated with long spells of hot, dry weather. The long, thin, east–west facing block of 190m², typical for terrace dwellings in the area, gave the designer the constraint of limited space and — as one owner described it — a ‘fiddly’ job. Another challenge was to improve the overshadowing by the block of flats next door.

Design brief

The owners moved into the house several years before the renovation when it was in a very run-down state, with an asbestos lean-to bathroom at the back of the house. They knew that it was overdue for a makeover but wanted to get to know the house properly before they renovated. Built in the 1870s, the two-storey terrace had undergone many transformations in its long history as a working-class residence. The chief problem, they noticed, was a lack of light because of the high-density surroundings. They wanted to increase light and space without encroaching too far into the small garden at the back of the property. The extension had to be environmentally sustainable, with energy efficiency, passive heating and cooling, materials choice and reuse being important considerations. The owners wanted to maintain and connect with the property’s heritage and history as far as possible. Their wish was a renovation that did not give their home a wholly contemporary look.

Design response

The owner’s project managed the renovation themselves because of their small budget and strong feel for what they wanted. They engaged an architect to draw up the concept plans, with a second architect coming on board to draft them into working plans and give the owners guidance. Much of the original house was retained as is, including the whole of the second storey. Originally on the ground floor, a short corridor ended with a living room on one side and a small kitchen on the other. The living room remained largely untouched, but the kitchen was replaced with a bathroom. The back of the house was opened and extended to a new kitchen–dining area to gain the sought-after light and space.

Passive heating and cooling

North facing clerestory windows with eaves were designed to bring light deeply into the extension and give passive thermal control. The original brick wall at the side of the house, spattered with cement and old mortaring, is now a prominent feature of the new kitchen–dining area. It gives thermal mass as well as a striking sense of history juxtaposed with the contemporary look and feel of the extension. The floor plan has been zoned to minimise lighting and heating requirements, while screened windows have been strategically positioned to help cross-ventilation and night purging during summer. Plants in the garden and external blinds help with sun control.

Sustainable materials use

The kitchen bench top and most of the cabinetry were reclaimed from another demolition. The shelves are recycled Oregon timber. The builder put it all together, with some additional new cabinetry, in three days. Kitchen cabinets and the bench top are made up of cabinetry reclaimed from another demolition. A reclaimed and refurbished clam-shaped basin is a feature in the bathroom. The concrete porch pavers laid in the back yard are reclaimed from the builder’s excess stock. The pale colour of the extension’s new steel roof reflects heat and improves the home’s energy efficiency. The external walls are made from plywood, while the frame is radiate pine with plasterboard internal lining. The slab is made of concrete with 30% cement

replacement and 60% recycled aggregate. According to the owners, the cement replacement saved more than a tonne of carbon dioxide in the 14m³ of concrete poured for the extension. The slab edges were insulated to prevent thermal bridging. Concrete is an excellent source of thermal mass, but the owners chose a slab floor because in their tight, hemmed in site they couldn't excavate deeply enough for a timber one. The rubber tile flooring sits over a concrete base.

Windows and glazing

Argon-filled double glazed windows and a bi-fold door with western red cedar frames open onto the property's long, narrow garden. A double glazed skylight with toughened low-e glass lets natural light into the new bathroom. It makes the small 2.2 x 1.6m room seem larger as light bounces off the floor-to-ceiling mirrors on the rear wall. A bi-fold door opens onto the garden.

Water saving

As part of the renovation, the owners installed a 2000L slim steel rainwater tank that fits into the tight space of their backyard. Its water is plumbed to the toilet, laundry and garden. Mindful of the need to conserve as much water as possible, the owners installed a 4 star water-efficient wall-hung toilet suite in the bathroom, as well as 3 star taps in the bathroom and kitchen. Thanks to these measures, they save about 100L of mains water a day. Rainwater captured in the slimline 2000L steel tank provides water for internal and external use.

Flooring and paints

The owners chose all-natural and renewable rubber tiles with low VOC adhesive for the kitchen-dining area and the new bathroom. With concrete underneath, the rubber tile floor has a significant amount of give, and is more forgiving on the feet than vinyl or linoleum. A change in tile colour helps to conceptually divide the kitchen from the dining area. Zero VOC paints were used in the renovation.

The original part of the house was left largely untouched, except for a coat of zero VOC paint with an insulative paint additive.

Lighting

Light emitting diode (LED) lighting was installed in the extension and replaced inefficient halogen down lights in the existing part of the house. Two 12W screw-in dimmable globes went into the dining room, two 10W screw-in bulbs in the hallway, one 16W down light in the bathroom, a 2m LED medium intensity strip light with 10W driver for kitchen bench lighting, two 10W down lights as halogen replacements for the stairs, and one 30W floodlight for the garden.

Energy saving

All appliances in the renovation are correctly sized and highly energy efficient, including an induction cook top, a 4.5 star 350L refrigerator and a 6 star LED television. Appliances are wired to accessible relay switches to save stand-by power. A small, second hand energy-efficient flued gas heater is the only source of active heating in the extension, providing radiant and convective heat during Melbourne's chilly winters. The owners chose it rather than a more energy-efficient reverse cycle air conditioning unit because such a unit would not give radiant

heat and be a temptation to use in summer over existing passive cooling methods such as shading and opening windows for cross breezes.

Solar photovoltaic (PV) and solar hot water systems

The existing 835W grid-connected solar PV system was upgraded to 1.185kW with the addition of two 175W solar panels on the roof of the extension. The upgraded system is almost sufficient to meet the family's net household demand. A solar hot water system, consisting of 30 evacuated tubes and a stainless-steel tank with instantaneous gas booster, was installed as part of the renovation. Evacuated tube solar collector.

Insulation

The roof, ceiling and walls of the extension have been insulated with highly effective glass wool batts (80% recycled content) and foil sarking, with an R4.0 insulative rating in the roof and ceiling and R3.5 in the walls. An insulative paint additive was applied to the living room walls and kitchen-dining room ceilings to further improve the insulation quality of those rooms.

Evaluation

The owners are very happy with their renovated home. The most pleasing aspect was the shared vision they had with the tradespeople, who were prepared to work with their particular demands and requests. The job required working with an old house in confined, small spaces and the tradespeople accepted the nature of the work with little fuss.

The rubber floor tiling has proved to be one of the best aspects of the renovation. It's comfortable and environmentally sustainable. The owners do warn that because the tiling they chose was imported from France, it required a much longer lead time than vinyl — sea freight takes up to three months; air freight is quicker but expensive. Such products need to be ordered as far in advance as possible, and slightly over-ordered to prevent a tile shortfall at installation and an air freight of tiles to finish the work.

The family plans to install a reverse cycle air conditioning unit in the living room and decommission its very inefficient, ornamental open gas fire. Believing strongly in higher-density living, they are likely to consider building a granny flat at the back of the property sometime in the future.

Questions

1) How much floor space is getting renovated?

- ☐ a) 200m²
- ☐ b) 325m²
- ☐ c) 475m²
- ☐ d) 125m²

2) What is the size of the land?

- ☐ a) 1500m²
- ☐ b) 190 m²

- ☐ c) 50 m²
☐ d) 2600 m²

3) How much new sq meters are added to the original building?

- ☐ a) 27 m²
☐ b) 15 m²
☐ c) 23 m²
☐ d) 18 m²

4) The owners moved into the house several years before the renovation when it was in a very run-down state, with an ----- lean-to bathroom at the back of the house.

- a) Asbestos
b) Tin
c) Gypsum
d) Plastic

5) The chief problem noticed in design brief

- ☐ a) Access to water
☐ b) Access to light
☐ c) Access to electricity
☐ d) Excess traffic on street

6) Windows have been strategically positioned to help----- Ventilation and night purging during summer.

- ☐ a) straight
☐ b) crooked
☐ c) twisted
☐ d) cross

7) Double glazed windows are filled with----- **box needs to be added*

- ☐ a) neon
☐ b) argon
☐ c) crypton
☐ d) neutron

8) All appliances in the renovation are correctly sized and highly energy efficient, including an induction cook top, a _____ star 350L refrigerator and a _____ star LED television.

9) The existing 835W grid-connected solar PV system was upgraded to _____ with the addition of two _____ solar panels on the roof of the extension.

10) The family plans to install a _____ cycle air conditioning unit in the living room and decommission its very inefficient, ornamental open gas fire.

- ☐ a) Forward
- ☐ b) Reverse
- ☐ c) Sideways
- ☐ d) Frontal

Write the name of the course that you have chosen to study at Oceania Polytechnic Institute of education and explain your reasons for choosing it, what skills you hope to learn and what you would like to do after graduating. (10 points)

Student Declaration

I agree that I have completed this test to the best of my ability and am aware that the test results will be used to determine my current level of English proficiency. This information will be used to determine any additional support I may require in order to complete the course successfully.

Student Name:

Student Signature:

Date:

Assessor Use only

Assessors: Consider the student's responses to the questions in each of the indicator areas below. The scores are indicative only. It is up to the assessor to determine whether, based on the outcomes of this test, they believe the student could complete the course successfully or whether they may need additional support with some areas. Students require an English Proficiency level that meets or exceeds the minimum requirements as set by OPIE.

Learning	
Reading	
Writing	
Numeracy	

The use of this test does not remove the need to consult with a Language, Literacy and Numeracy specialist or external networks and agencies if and when required. Oral communication level is to be assessed based on the discussions held in the initial interview review session. Fill out the table below based on your observations and the conversations held. I have assessed the student's performance of the test against the performance indicators. Based on the results obtained, the student:

Indicated level of Language Literacy and Numeracy	✓
Has demonstrated they have the required level of English proficiency to enable them to complete the course successfully with minimal support in this area required	☐
Does not have a sufficient level of English skills and may require extensive additional support to complete this course successfully. I am referring this student to be further assessed to determine the level of support that can be offered with possible referral to external agencies if and when required.	☐
Has demonstrated they may require additional support with English and I am able to provide this. The student and I will develop a support plan to ensure they are given the opportunity to develop their language, literacy and/or numeracy skills to enable them to complete the course successfully.	☐

* Please outline any arrangements made for supporting the student through the course.

Assessor Declaration

Assessor Name			
Signed		Date:	/ /