

Application for Enrolment – International Students

Prospective students are required to complete and submit this duly filled form (Application for Enrolment – International Students) to Lead College Pty Ltd with the supporting documents as stated.

Notes:

1. Please read through the International Student Handbook and Policies and Procedures which can be found on our website at <https://www.leadcollege.edu.au> or with the an authorised agent of Lead College.
2. No enrolment will be processed unless this form is fully completed. You will need to sign the declaration at the end of this document to acknowledge your understanding and agreement of the enrolment conditions.
3. For more information on the eligibility requirements for the student visa processing, please visit the Australian immigration website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Date:

Section 1: Personal Details		
Title: ☐ Mr ☐ Miss ☐ Mrs ☐ Ms	Gender: ☐ Male ☐ Female	Date of Birth: MM / DD / YYYY Age:
First Name:	Middle Name:	Family Name:
Address:		
Suburb/Town:	Post Code:	Country:
Email:		Mobile:
Phone (home):		Work Phone:
Country of Citizenship:		Country and Place of Birth:
Passport No:		Expiry Date of Passport:
USI no (Onshore students only): https://www.usi.gov.au		

Immigration history (Please provide your details below):	
Have you ever had a Visa application rejected or been refused to entry into Australia/any other country? ☐ YES ☐ NO If YES, please provide: Country Name: _____ Month/Year of Rejection: _____ Please provide reason: _____	
Have you previously visited or studied in Australia/any other country? ☐ YES ☐ NO If YES, please provide the following information: Year: _____ Type of VISA: _____ VISA Subclass: _____	
Are you married? ☐ YES ☐ NO If YES, Date of Marriage: _____ (Please provide a certificated copy of your marriage certificate) Is your spouse already in Australia: ☐ YES ☐ NO If Yes, what visa does your spouse hold? _____ and expiry date: _____ Is your spouse / partner included in your Visa application? ☐ YES ☐ NO	
Please provide details of all dependent(s) that will be included in your Student Visa Application, including their date(s) of birth. (If you have more than three dependents, please attach a separate sheet containing the details of remaining dependents)	
Dependent Full Name:	Date of Birth: MM / DD / YYYY
Dependent Full Name:	Date of Birth: MM / DD / YYYY
Dependent Full Name:	Date of Birth: MM / DD / YYYY

Enrolment Form	NSW Campuses	WA Campus	Windsor Campus			
V15.2	Level 1,841 George Street Haymarket NSW 2000	13 - 15 Leila Street, Cannington, Perth WA 6107	6, Dowling Pl, South Windsor, NSW 2756, Australia	Email: admissions@leadcollege.edu.au	ABN: 63 604 422 853	1/12
01/02/25	Level 1, 37-39 George Street, Parramatta NSW 2150			Phone: 1300 887 361	RTO Code: 41489	
	4/1 River Road West, Parramatta NSW 2150			Website: leadcollege.edu.au	CRICOS Code: 03636F	

Have you been convicted of any criminal activity? ☐ YES ☐ NO

If YES, please provide relevant details: *(attach a separate sheet, if necessary)*

Do you have a disability, impairment or long-term medical condition? ☐ YES ☐ NO

If YES, please specify referring to the following:

☐ Hearing/Deaf ☐ Intellectual ☐ Mobility ☐ Learning ☐ Visual ☐ Mental Illness ☐ Medical Condition

Providing information about disability or medical condition will not be a disadvantage to your application. However, Lead College Pty Ltd needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases, the support required may be at a cost to you.

Section 2: Language, Literacy and Numeracy

All overseas applicants are required:

- To complete the assessment tool of Lead College's language, literacy and numeracy, in order to help identify support requirements and provide appropriate support within the scope of Lead College (otherwise the student will be referred to an external provider which may be at an extra cost to the student).
- To have the International English Language Testing System (IELTS) score 5.5 with a score not lower than 5.0 in each module for all Certificate III, Certificate IV and Diploma level programs, or AQF Certificate IV or equivalent level qualifications or TOEFL 46 / PTE ACADEMIC 42 / CAE 47 / OET PASS / TOEFL PBT 527 or equivalent.
- Student must have IELTS score 6.0 with no module less than IELTS score 5.5 / TOEFL 60 / PTE ACADEMIC 50/ CAE 52 / OET PASS / TOEFL PBT 550 or equivalent for all the Advanced Diploma and Graduate Diploma (AQF level 6 and 8).
- Not to provide evidence of English Language Competence where documented evidence can be provided to demonstrate any of the following:
 - Educated for 5 years in an English-speaking country: or
 - Successfully completed a foundation course in Australia:
- In some instances, in order to confirm the suitability of your enrolment into the course, you may participate in an interview with our Student Service Manager who will determine the suitability of your enrolment into the course. This interview may occur, if required, via an online meeting such as Skype or face-to-face.

Is English your first language? YES ☐ NO ☐ If NO, Please specify your first language:

How well do you speak English? ☐ Well ☐ Very Well ☐ Not Well

Section 3: Intake dates (Please note you cannot change campuses without approval from Lead College. We may reject your application. Please choose your campus carefully)

Campuses

Select Campuses

Intake Dates (we provide mid-term intake only for onshore)

Month

Year

Select Months

Select Year

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Section 4: Courses (Please select your course/s that you wish to enrol in)

Packaged		
Commercial Cookery & Hospitality Management		
Tick Course	All Course Details	Duration in weeks
☐	SIT40521-Certificate IV in Kitchen Management - CRICOS Code: 109546E SIT50422-Diploma of Hospitality Management - CRICOS Code 110806B	106 Wks

Children Services		
☐	CHC30121-Certificate III in Early Childhood Education and Care (CRICOS CODE-107326M) CHC50125-Diploma of Early Childhood Education and Care (CRICOS CODE-118906M)	108 Wks

Information Technology		
☐	ICT50220-Diploma of Information Technology (CRICOS CODE-105836E) ICT60220-Advanced Diploma of Information Technology (CRICOS CODE-105835F)	104 Wks

Leadership & Management		
☐	BSB50420-Diploma of Leadership and Management (CRICOS CODE-104341C) BSB60420-Advanced Diploma of Leadership & Management (CRICOS CODE-105837D)	98 Wks
☐	BSB50420-Diploma of Leadership and Management (CRICOS CODE-104341C) BSB60420-Advanced Diploma of Leadership & Management (CRICOS CODE-104341C) BSB80120-Graduate Diploma of Management(Learning) (CRICOS CODE-107328J)	160 Wks

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Community Services		
☐	CHC33021-Certificate III in Individual Support (CRICOS CODE-112470E) CHC52025-Diploma of Community Services (CRICOS CODE-118765H)	146 Wks
☐	CHC43015-Certificate IV in Ageing Support (CRICOS CODE-097131J) CHC52025-Diploma of Community Services (CRICOS CODE-118765H)	146 Wks
☐	CHC33021-Certificate III in Individual Support (CRICOS CODE-112470E) CHC43121-Certificate IV in Disability (CRICOS CODE-112471D) CHC52025-Diploma of Community Services (CRICOS CODE-118765H)	172 Wks

Automotive		
☐	AUR30620-Certificate III in Light Vehicle Mechanical Technology (CRICOS CODE-103654E) AUR40216-Certificate IV in Automotive Mechanical Diagnosis (CRICOS CODE-0101416) AUR50116-Diploma of Automotive Management (CRICOS CODE-0102173)	126 WKS

Carpentry, Building & Construction		
☐	RII50520 - Diploma of Civil Construction Design - CRICOS Code (112569E) RII60520 - Advanced Diploma of Civil Construction Design - CRICOS Code (105236G)	104 Wks
☐	CPC30220-Certificate III in Carpentry (CRICOS CODE-104875F) CPC50220-Diploma of Building and Construction (Building) (CRICOS CODE-103756K)	172 Wks

Engineering & Fabrication		
☐	MEM31925-Certificate III in Engineering - Fabrication Trade CRICOS Code: 112571M MEM40119-Certificate IV in Engineering CRICOS Course Code: 112672F	96 Wks

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Individual Courses (Please select your course that you wish to enroll in)

Commercial Cookery and Hospitality Management

Information Technology

Leadership and Management

Community Services

Automotive

Carpentry, Building & Construction

Mechanical and Industrial Engineering

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Do you wish to apply for Credit Transfer?
☐ Yes

☐ No

(If yes, please provide supporting documents. You may provide CV or previously completed qualifications etc, to support your application.) You may fill in an application form available at Lead College website www.leadcollege.edu.au/forms to support your application.

Do you wish to apply for Recognition of Prior Learning? ☐ Yes

☐ No

(If yes, please provide supporting documents. You may provide CV or previously completed qualifications and workplace evidence to demonstrate the skills and knowledge you acquired for certain unit(s) of competency). You may fill in an application form available at Lead College website <https://www.leadcollege.edu.au/application-for-credit-transfer/> to support your application.

Have you been granted a scholarship? ☐ Yes

☐ No

Scholarship name:

Approved Amount:

(Please write in AUD)

Period of Scholarship; From:

to:

Section 5: Academic Details

A certified copy of original transcripts of all official results must accompany this application including grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. Include English translations if transcript(s) is not in English.

Secondary / Higher Secondary School Studies

Title of the course	Month / Year commenced	Month / Year completed	Name and country of school

Tertiary or Post-Secondary Studies

Title of the course	Month / Year commenced	Month / Year completed	Name and country of school

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Section 6: Overseas Student Health Cover
Do you have current Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

If YES, what is your Membership Number?		OSHC expiry date:	
If NO, what type of OSHC will you require?	Single ☐	☐ Couple / Family ☐	Do not require OSHC ☐
Do you want Lead College to apply OSHC for you?	Yes ☐	No ☐	I will arrange by myself ☐

Single membership: Covers the student only.

Couple membership: Covers the student and their spouse/partner as listed on the student's dependent visa.

Family membership: Covers the student and their dependents (such as their spouse/partner, and any dependent children).

Section 7: Checklist – Please make sure the following are attached (if applicable):

If the documents are not in English they must be translated to English Language

☐ Certified Passport (Front & Last page)	☐ Certified copy of Birth Certificate (if applicable)
☐ Certified copy of English Language test	☐ Related work experience (if any)
☐ Certified copy of Year 10 & 12 certificate & transcripts	☐ Copy of current Australia visa (if applicable)
☐ Certified copy of Marriage certificate (if applicable)	☐ Evidence of all the academic qualification (s)
☐ Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL) or Statement of Attainment	
Do you require any language, literacy or numeracy assistance?	☐ Yes ☐ No
Do you require help organizing accommodation? or Temporary accommodation subject to payment to be made in advanced by the student	☐ Yes ☐ No
Do you require airport pick-up? Subject to payment of AUD \$200.00 to be made in advanced by the student	☐ Yes ☐ No

Section 8: Where did you hear about Lead College Pty Ltd

☐ Agent	Agent Name:
☐ Website other than Lead College Pty Ltd's	Website
☐ Friend	Name:
☐ Lead College Pty Ltd's Website	☐ Exhibition

Other specify:

Additional services:-

 Would you like an airport transfer on arrival? YES ☐ NO ☐
 (a payment of \$200 is applicable)

 Do you require accommodation assistance? YES ☐ NO ☐

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Digital Literacy Self-Assessment

Applicant Name:	
Date:	

General Access & Skills				
Access				
Do you have a computer at home?	☐ Yes ☐ No			
Do you use a computer as part of your job?	☐ Yes ☐ No			
Do you have reliable internet access?	☐ Yes ☐ No			
General IT Background				
How long have you been using computers / digital devices for?	☐ Less than 1 year ☐ 1 – 3 years ☐ 3 – 6 years ☐ More than 6 years			
How many hours per day do you use digital devices?	☐ Never use ☐ Less than 1 hour ☐ 1 to 3 hours ☐ More than 3 hours per day			
How would you rate your IT skill level?	☐ Nil ☐ Basic ☐ Good ☐ Excellent			
How often do you undertake these tasks:	Daily	Weekly	Monthly	Never
Develop / basic editing of a Text Document?	☐	☐	☐	☐
Develop / basic editing of a spreadsheet?	☐	☐	☐	☐
Create and send an email?	☐	☐	☐	☐
Use a search engine to find specific information?	☐	☐	☐	☐
Make video or audio calls using a computer?	☐	☐	☐	☐

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IT Skills	
Provide an indication of your current computer skills by choosing the most appropriate response for each statement.	
Computer Knowledge	
I use a keyboard and mouse with confidence	☐ Confident ☐ Unsure
I can enter and find data on digital devices	☐ Confident ☐ Unsure
I can save and retrieve files on my computer	☐ Confident ☐ Unsure
Computer Use	
Using a computer for written work	☐ Confident ☐ Unsure
Creating and reviewing documents templates	☐ Confident ☐ Unsure
Using spreadsheet and data management applications	☐ Confident ☐ Unsure
Using a computer for managing financial and statistical data	☐ Confident ☐ Unsure
Creating and running presentations	☐ Confident ☐ Unsure
I can always get the help I need to solve problems using the computer	☐ Confident ☐ Unsure
Using online help or support	☐ Confident ☐ Unsure
Installing / updating software or apps I use	☐ Confident ☐ Unsure
Communicating	
Prioritising urgent or important emails	☐ Confident ☐ Unsure
Saving important emails in named email folders	☐ Confident ☐ Unsure
Using email attachments	☐ Confident ☐ Unsure
Filtering junk mail or spam mail	☐ Confident ☐ Unsure
Sending emails to groups	☐ Confident ☐ Unsure
Research	
Using internet browsers (Chrome, Internet Explorer or Firefox)	☐ Confident ☐ Unsure
Using of the Internet to undertake research	☐ Confident ☐ Unsure
Using of the Internet for administrative tasks	☐ Confident ☐ Unsure
Safety	
Aware of safe use of computers & ergonomics	☐ Confident ☐ Unsure
Safe and comfortable workstation / device use	☐ Confident ☐ Unsure

Flexible Delivery			
<i>Time Management</i>	Yes	Unsure	No
I am good at managing my time.	☐	☐	☐
I always get my work done on time.	☐	☐	☐
I have a weekly schedule so that I am aware of tasks and deadlines that I need to meet/accomplish.	☐	☐	☐
I am a self-starter and can accomplish tasks without frequent reminders.	☐	☐	☐
<i>Communication / Support</i>	Yes	Unsure	No
It is easy for me to ask for help either from my trainers or other students.	☐	☐	☐
I am willing to interact with other students in a collaborative learning environment.	☐	☐	☐
I have the support of family and friends to pursue my educational goals.	☐	☐	☐
I am comfortable expressing my opinions and thoughts in writing.	☐	☐	☐
<i>Learning Online</i>	Yes	Unsure	No
I expect to spend as much time in an online course as I would if I were taking an on-campus course.	☐	☐	☐
I understand that flexibly delivered courses are not self-paced (I will have deadlines that I will need to meet).	☐	☐	☐
I have a place to work on assessments without distractions.	☐	☐	☐
I have a clear reason for wanting to study flexibly.	☐	☐	☐
I realise that taking an online course can involve various types of activities including participating in online forums, group projects, watching videos, interacting with trainers and other students, readings and presentations.	☐	☐	☐

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Section 9: Student's Declaration

In signing and submitting this International Students the applicant acknowledges the following:

1. I acknowledge that I have accessed the pre-enrolment information pack to understand studying Australia Nationally Recognised Training courses at Lead College. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that failure to disclose my academic record may result in Lead College Pty Ltd revoking an offer or terminating my studies at any stage.
3. I authorise Lead College Pty Ltd to seek verification of my academic and professional qualifications, and work experience. I understand that Lead College Pty Ltd reserves the right to inform other tertiary institutions and regulatory agencies if any of the material supporting my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents to support this application.
5. I acknowledge that Lead College Pty Ltd reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I also agree that Lead College may change my campus of study if they deemed it fit to do so.
7. I understand that the personal information I provided may be released to government agencies as required by law; and it may be disclosed to third parties for the purpose of this application.
8. I acknowledge that I have read and understood the description of the course(s) that I am applying for on Lead College Pty Ltd website including International Student Handbook and Policies and Procedures.
9. I authorise Lead College Pty Ltd to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
10. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au/>
11. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
Note: For more information visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
12. I understand that if I have any school-aged children or dependents accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non- government school.
13. I have read and understood the description of the ESOS framework made available at: <https://international.education.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
14. I declare that the information provided in this application and supporting documents are true & complete.
15. I declare that my signature is true and correct and matches the signature in my passport.



I acknowledge and agree to the terms in the student declaration.

Name of the Applicant:

Signature of the Applicant:

Date:

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Section 10: Privacy Notice

Policy

The purpose of this policy is to ensure that Lead College manages all personal and sensitive information of students, staff, and stakeholders in accordance with the Privacy Act **Read More...**

Section 11: Sending the application

Please send the application to:

Lead College Pty. Ltd.

Lvl 1, 841 George Street Haymarket, NSW 2000, Australia (or)

Lvl 1, 37-39 George Street, Parramatta NSW 2150, Australia (or)

4/1, River Road West, Parramatta NSW 2150, Australia (or)

Level 1, Shop No -2, 15 B Albert Street, North Parramatta, NSW 2151, Australia (or)

13-15 Leila Street, Cannington WA 6107, Australia (or)

6, Dowling Pl, South Windsor, NSW 2756, Australia (or)

Email: admission@leadcollege.edu.au

For further inquiry, please visit our website www.leadcollege.edu.au and/or

Call our friendly staff on phone 1300 887 361, +61 2 8668 5676

Application checklist

- ☐ Complete all sections of the application form
 - Original supporting documents sighted, and copies stamped by assessing agent
 - Attached certified/verified copy of visa (if applicable)
 - Attached certified/verified copy of passport
 - Attached certified/verified copy of International English Language Certificate (IELTS) results
- ☐ Statement of purpose
 - I have read the privacy statement

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