ACADEMIA OF TRADE

Application for Enrolment Form – International Students

About this form

Thank you for your interest in seeking enrolment into Academia of Trade. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Course details

Course you wish to enrol in	
Requested start date	

Student details

Given name/s (including middle name if any)			
Surname			
Date of birth		Gender	☐ Male ☐ Female ☐ Other
Preferred first name if different to the above		Preferred title	

Current residential address:

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 reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's 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.

Academia of Trade Ltd t/a Academia of Trade
Ground Floor, 12-14 Wentworth Street, Parramatta, NSW: 2150,Australia
Tel:61 3 7067 9796 Mob: +61 0477 076 905 | Email: info@academi.edu.au
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Current Australian Address (If applicable)	Street Address			
	Suburb		Post Code	
	Country		Is this your mailing address ☐ Yes ☐ No	
Overseas Address	Street Address			
	Suburb		Post Code	
	Country		Is this your mailing address ☐ Yes ☐ No	
Phone number/s				
Email address				
Nationality				
Emergency contact (name, relationships and mobile phone number)				
Do you hold a current Australian visa?	☐ Yes ☐ No			
Type of visa and expiry date	☐ Yes ☐ No			

Language and cultural diversity

In which country were you born?	☐ Australia [1101] ☐ Other; please specify:
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] ☐ Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? *For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.*	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

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Disability

Do you consider yourself to have a disability?	☐ Yes ☐ No – go the question about schooling	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other	11 12 13 14 15 16 17 18 19

Schooling

What is your highest COMPLETED school level *Tick ONE box only*	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school	12 11 10 09 08 02
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No	

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	☐ Yes ☐ No	
If YES, tick ANY applicable boxes	☐ Bachelor degree or higher degree ☐ Advanced diploma or associate degree ☐ Diploma (or associate diploma) ☐ Certificate IV (or advanced certificate/technician)	008 410 420 511

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	☐ Certificate III (or trade certificate)	514
	☐ Certificate II	521
	☐ Certificate I	524
	☐ Other education (including certificates or overseas qualifications not listed here)	990

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

Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	☐ To get a job	01
	☐ To develop my existing business	02
	☐ To start my own business	03
	☐ To try for a different career	04
	☐ To get a better job or promotion	05
	☐ It was a requirement of my job	06
	☐ I wanted extra skills for my job	07
	☐ To get into another course of study	08
	☐ For personal interest or self-development	12
	☐ To get skills for community/voluntary work	13
	☐ Other reasons	11

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RPL and credit transfer application

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer. *Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.*	I want to apply for a credit transfer for the following unit/s: I want to apply for RPL for the following unit/s: If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

Unique Student Identifier (USI)

Academia of Trade 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 computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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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 a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

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.

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, 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 us 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

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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

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 you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Academia of Trade 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

Our contact details are:

E: info@academi.edu.au

P: +61 477 076 905

You may also request our privacy policy if you wish.

Student declaration

I declare that the information provided is true and correct	☐ Yes ☐ No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	☐ Yes ☐ No
Name of applicant	
Signature	
Date	

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Disability supplement

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question.

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 an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates 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, finger spelling 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 may be 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 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’

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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’

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.

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