

## STUDENT APPLICATION FORM

### 1. Personal Details

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		
Family name:			
Given names:			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate		
Date of birth:	/ /	First Language:	

#### Passport details:

Passport number:			
Passport expiry:	/ /	Country of birth:	
City of birth:		Nationality:	

**USI number (for VET course students):** Provide your USI Number below

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### 2. Contact Details

#### In Australia:

Street address:			
Town/City:	State:		Postcode:
Email:			
Phone Number:			

#### Emergency contact details:

Contact full name:			
Relationship to you:			
Mobile:			
Email:			

### 3. English Proficiency\*

What is your current English level?

- Beginner
  Elementary
  Pre intermediate  
 Intermediate
  Upper Intermediate
  Advanced

Have you completed any of the following tests?

IELTS:		PTE:	
CAE:		Other:	
Date specified on your test result:			

**Note\*:** only test results taken two years prior to commencement will be accepted. Albright reserves the right to ask applicant to sit for an Internal English Test and an LLN test (for VET enrolments) in order to issue a Letter of Offer.

### 4. Visa Details

Type of visa:	<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Citizen <input type="checkbox"/> Any other visa		
Visa Number			
<b>Important:</b> Please attach evidence of the above.			

### 5. Employment History

Of the following categories, which BEST describes your

- Full-time employee  
 Part-time employee  
 Self-employed Employed in a family business  
 Unemployed, seeking work  
 Not employed, not seeking employment

### 6. Previous Studies

Please provide evidence for any "Yes" answers

Have you previously studied in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you transferring from another education provider?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you complete your course?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What is your highest completed Qualification in Australia?

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		years of study:	

Are you **currently studying**?  No  Yes (Please specify)

Course Name:			
Institute Name:			
State/Country:			
Start Date:	/ /	Potential End Date:	/ /

What is your highest completed Qualification **from overseas**?

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		Years of study:	

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### 7. Support Questions

Do you have a disability, impairment or permanent medical condition that may affect your studies?

- No (Please skip to the next section)
- Yes (Please answer the questions below)

What is the nature of your situation?

<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision	<input type="checkbox"/> Mobility
<input type="checkbox"/> Learning	<input type="checkbox"/> other (Please specify):	
<input type="text"/> <input type="text"/> <input type="text"/>		

### 8. Credit Transfer (CT)/ Recognition of Prior Learning (RPL) (Only VET Courses)

Please fill up the CT form available with the Admissions Team and provide the Certificate/SOA of the CT units.

- Do you want to apply for Credit Transfer?  No  Yes
- Do you want to apply for Recognition of Prior Learning?  No  Yes

### 9. How did you learn about us?

<input type="checkbox"/> Through my agent	Agent Name:	<input type="text"/>
<input type="checkbox"/> Other (Please specify)	<input type="text"/>	

Agent Stamp:

- I authorize the above mentioned agent to receive information related to my enrolment and studies with Albright Institute on my behalf.

### 10. Program selection

#### English Courses (ELICOS)

CRICOS Code	Course Name	Duration	Start Date	Study Location
<input type="checkbox"/> 096826G	General English (Max 72 weeks)			
<input type="checkbox"/> 096828F	EAP (English Academic Purposes) (Max 12 weeks)			
<input type="checkbox"/> 096827G	IELTS (Foundation) (Max 12 weeks)			
<input type="checkbox"/> 096827G	IELTS (Advanced) (Max 12 weeks)			
<input type="checkbox"/> 096829E	PTE (Pearson Test of English - Academic) (Max 12 weeks)			

#### Study Break (General English Only)

- No  Yes

Less than 24 study weeks = 2 weeks break  
 For 24 study weeks = 4 weeks break  
 For 36 study weeks = 6 weeks break  
 For 44 study weeks = 8 weeks break  
 For 60 study weeks = 12 weeks break

#### Class Timing Preference (ELICOS)

- Morning  Evening

(Subject to availability, Albright does not guarantee the time preferences will be met.)

#### VET Courses

CRICOS Code	Course Code	Course Name	Duration	Start Date	Study Location
<input type="checkbox"/>	096470J	PSP50916 Diploma of Interpreting (LOTE-English)	24 weeks		
<input type="checkbox"/>	096471G	PSP60816 Advanced Diploma of Translating	24 weeks		
<input type="checkbox"/>	106174H	BSB20120 Certificate II in Workplace Skills	26 weeks		
<input type="checkbox"/>	106173J	BSB30120 Certificate III in Business	52 weeks		
<input type="checkbox"/>	106168F	BSB40820 Certificate IV in Marketing and Communication	52 weeks		
<input type="checkbox"/>	106169E	BSB50120 Diploma of Business	52 weeks		
<input type="checkbox"/>	106170A	BSB50620 Diploma of Marketing and Communication	52 weeks		
<input type="checkbox"/>	104306F	BSB50420 Diploma of Leadership and Management	52 weeks		
<input type="checkbox"/>	104077C	BSB50820 Diploma of Project Management	52 weeks		
<input type="checkbox"/>	106171M	BSB60420 Advanced Diploma of Leadership and Management	52 weeks		
<input type="checkbox"/>	104459M	BSB60720 Advanced Diploma of Program Management	52 weeks		
<input type="checkbox"/>	106172K	BSB80120 Graduate Diploma of Management (Learning)	104 weeks		
<input type="checkbox"/>	106175G	ICT60220 Advanced Diploma of Information Technology	104 weeks		

#### How will your studies

- Self-funded  Home-Government  
 Private sponsor  Other

\* Note: If you are enrolling for English Course(s) (ELICOS) instalment options only apply when you enroll for more than 8 weeks and you are currently in Australia.

#### How do you want to pay your tuition fees\*?

- Pay in full  Pay by Trimester  
 Pay Monthly  Pay by Semester

\* Note: If you are enrolling for English Course(s) (ELICOS) instalment options only apply when you enroll for more than 8 weeks and you are currently in Australia.

### 11. Do you know the following information regarding the course?

Course Information including	NO	YES
Contents of your course	<input type="checkbox"/>	<input type="checkbox"/>
Entry requirements for the course	<input type="checkbox"/>	<input type="checkbox"/>
Duration of course	<input type="checkbox"/>	<input type="checkbox"/>
School locations	<input type="checkbox"/>	<input type="checkbox"/>
Delivery method of course	<input type="checkbox"/>	<input type="checkbox"/>
Course requirements (attendance, course progress)	<input type="checkbox"/>	<input type="checkbox"/>
How assessment is conducted	<input type="checkbox"/>	<input type="checkbox"/>
Any course requirements you must have access to (Computers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Fees and charges that apply	<input type="checkbox"/>	<input type="checkbox"/>
Refund policy, Attendance policy, Complaints and Appeals Policy, Course progress Policy	<input type="checkbox"/>	<input type="checkbox"/>

### 12. What is your reason to choose this course?

Please choose the best option.

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get skills for community /voluntary work
<input type="checkbox"/> To develop or start my own business	<input type="checkbox"/> To increase my self-esteem
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To assist me for further study
<input type="checkbox"/> To get a better job or promo-	<input type="checkbox"/> Other reason (please specify):

### 13. Please provide us with some brief details about your employment history

No       YES – please provide details in next section

Full-time     Part-time     Casual

Briefly outline any relevant employment history:

### 14. At school and/or at work, have you had any difficulties in any of the following skills or do you require any support?

<input type="checkbox"/> Speaking	<input type="checkbox"/> Developing research skills
<input type="checkbox"/> Listening	<input type="checkbox"/> Developing IT Skills
<input type="checkbox"/> Writing	<input type="checkbox"/> Completing assessments
<input type="checkbox"/> Reading	<input type="checkbox"/> Planning and organizing skills
<input type="checkbox"/> Mathematics	<input type="checkbox"/> None
<input type="checkbox"/> Developing learning skills	

### 15. Are you aware that you will be contacted by Albright by emails for future correspondence? Albright will also contact you by mobile short message service (SMS) for urgent notifications.

No       Yes

### 16. What do you think is the easiest and most effective way for you to learn?

<input type="checkbox"/> Textbooks that I can read and refer to in my own time;	<input type="checkbox"/> Listening to the lectures/ trainers;
<input type="checkbox"/> Power Points explained to me during classes;	<input type="checkbox"/> Practical application of skills and knowledge in a workplace or similar or
<input type="checkbox"/> Pictures and diagrams;	<input type="checkbox"/> Working through real examples such as a case study or scenario;
<input type="checkbox"/> Group discussions with others;	<input type="checkbox"/> Other (please explain below):
<input type="checkbox"/> Conducting my own research;	

### 17. What additional support do you think you will need in order to complete this course successfully?

<input type="checkbox"/> English language support	<input type="checkbox"/> Additional resources
<input type="checkbox"/> Reading support	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Writing support	
<input type="checkbox"/> One-on-one guidance	

### 18. Digital capability

How do you plan to access computers and the internet? (please circle)	At home	Library	Family and friends	No access
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use any of the following digital devices and if so how often?	Computers	Laptop	Smart-phone	Tablet/ iPad
Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick any of the comments that apply to you:

I am confident in computer programming

I am comfortable in producing and saving documents and spreadsheets

I am comfortable in watching videos (You tube etc.) and using social media

I am comfortable in researching on the internet and sending emails

I am not comfortable with any technology

## STUDENT APPLICATION FORM

### 19. Privacy Policy and Student's Declaration

#### Notice – National Vet Data Policy 2020

- Why we collect your personal information:  
As a registered training organization (RTO), AIBL collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us;
- 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:  
AIBL is 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, analyzing and communicating research and statistics about the Australian VET sector. We are also authorized 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.
  - o The NCVER is authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies.
  - o The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
  - o The NCVER does not intend to disclose your personal information to any overseas recipients.
  - o 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](http://www.ncver.edu.au/privacy).
  - o If you would like to seek access to or correct your information, in the first instance, please contact AIBL.
  - o DESE is authorized 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>.
- VET Data Use Statement (National VET Data Policy 2020)  
Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organizations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:
  - o populating authenticated VET transcripts
  - o administering VET, including program administration, regulation, monitoring and evaluation
  - o facilitating statistics and research relating to education, including surveys and data linkage
  - o Understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

  - o a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
  - o the Australian Government Department of Education, Skills and Employment another Commonwealth authority.
  - o A state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

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

#### Student Declaration (Please tick)

1. I have read, understood and accept all the terms and conditions of enrolment including any information, policies and procedures and information that may be found <http://www.albrightinstitute.edu.au> and/or are included in this form or other enrolment documents and agreements provided to me by AIBL and acknowledge that failure to do so may result in the suspension or cancellation of my enrolment.
2. I declare that all information and documentation provided in support of it is accurate and true.
3. I understand that as per the above VET Data Use Statement, my personal information (including the personal information contained on this application form), may be used or disclosed by AIBL for statistical, administrative, regulatory and research purposes. AIBL may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorized agencies and NCVER Survey: I may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. I am aware that I may opt out of the survey at the time of being contacted; I am aware that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy 2020 and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))
4. I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia;
5. I agree to advise AIBL if there are any changes to the information, I have provided in this application;
6. I understand that by completing this application, I am giving a written consent to AIBL to independently verify the information supplied by me in this application;
7. I am aware of the estimated total course fees at AIBL and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified;
8. I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront;
9. I have read and understood AIBL Student handbook, website information, marketing material, and have received full information from AIBL Education Agent (in case of enrolment through education agent) before making an informed decision to enrol in the course; ([https://albrightinstitute.edu.au/wp-content/uploads/2022/02/DOC-05-AIBL-Student-Handbook-2022\\_V2.pdf](https://albrightinstitute.edu.au/wp-content/uploads/2022/02/DOC-05-AIBL-Student-Handbook-2022_V2.pdf))
10. I understand that AIBL also reserves the right to vary courses, subjects, and the mode of delivery, assessment and admission requirements at any time at its discretion;
11. I understand that I will be required to take Pre-Training Review Interview (PTR) with the AIBL staff and also appear for Language, Learning and Numeracy Assessment (LLN) prior to my course enrolment;
12. I have read and understood the AIBL's policies on "Student Fee and Refund Policy", "Course Progress monitoring Policy" "Complaints and Appeals Policy", and other policies that are published on AIBL website;
13. I authorize AIBL to check my visa status on VEVO as and when required;
14. I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.
15. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, and disclosure of my personal information in accordance with the Privacy Notice above.

### 20. Applicant Acknowledgement and Signature

Student full name:													
Student signature*:							Date:						
							DAY	MONTH	YEAR				

\* If the student is below 18 years of age, this agreement must be signed by the student's parent or legal guardian.

### 21. Parent or legal guardian's details (if applicable)

Name:			
Relation to student:	Contact Number:		

### 22. Applicant Checklist. Please ensure you attach the following documents with your application.

<input type="checkbox"/> Completed all sections of the Domestic student application form	<input type="checkbox"/> Certified copy of all academic qualifications, including secondary school studies
<input type="checkbox"/> Certified copy of personal details page of your passport	<input type="checkbox"/> CoE document(s) for all courses enrolled - if you are currently studying in Australia
<input type="checkbox"/> Certified copy of your English language qualification or provide details of your English proficiency	<input type="checkbox"/> Certified official translation of any document not in English