

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

2. Contact Details

In Australia:

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

Permanent address in your home country:

Street address:			
Town/City:	State:	Postcode:	
Country:			
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*

- 1) For ELICOS courses, a Placement Test is mandatory for appropriate placement of the student in the course.
2) LLN Test is mandatory for all VET courses enrollments..

4. Visa Details

Current location:	Onshore <input type="checkbox"/> Offshore <input type="checkbox"/>
Type of visa:	Working <input type="checkbox"/> Working Holiday <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/>
Expiry Date:	/ /

Important: 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. Do you require Albright to organise

Overseas Student Health Cover (OSHC)

Yes, I authorize Albright to organise OSHC on my behalf:

Single Couple Family

No No Yes (Please specify)

(please provide the name, duration and expiry date of your OSHC)

Airport pick-up:

Arrival Date:	/	/	Arrival Time:		Flight Number:	
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7. Previous Studies

Please provide evidence for any "Yes" answers

Have you previously studied in Australia? Yes No

Are you transferring from another education provider? Yes No

Did you complete your course? Yes No

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:	/	/

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

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

8. 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?

Hearing Vision Mobility

Learning other (Please specify):

9. 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

10. How did you learn about us?

Through my agent

Agent Name:

Other (Please specify)

Agent Stamp:

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

11. 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 Afternoon Evening
 (Melbourne, Sydney and Brisbane)

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

VET Courses

Course Group	Select a Course	CRICOS Code	Course Code	Course Name	Duration	Start Date	Study Location
Business & Marketing	<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"/>	106169E	BSB50120	Diploma of Business	52 weeks		
	<input type="checkbox"/>	106168F	BSB40820	Certificate IV in Marketing and Communication	52 weeks		
	<input type="checkbox"/>	106170A	BSB50620	Diploma of Marketing and Communication	52 weeks		
	<input type="checkbox"/>	111403B	BSB60520	Advanced Diploma of Marketing and Communication	52 weeks		
Civil Construction Design	<input type="checkbox"/>	111404A	RII60520	Advanced Diploma of Civil Construction Design	104 weeks		
Hospitality & Management	<input type="checkbox"/>	111406K	SIT30821	Certificate III in Commercial Cookery	52 weeks		
	<input type="checkbox"/>	111408H	SIT40521	Certificate IV in Kitchen Management	75 weeks		
	<input type="checkbox"/>	111407J	SIT50422	Diploma of Hospitality Management	104 weeks		
Information Technology	<input type="checkbox"/>	111405M	ICT50220	Diploma of Information Technology	104 weeks		
	<input type="checkbox"/>	106175G	ICT60220	Advanced Diploma of Information Technology	104 weeks		
Leadership & Management	<input type="checkbox"/>	104306F	BSB50420	Diploma of Leadership and Management	52 weeks		
	<input type="checkbox"/>	106171M	BSB60420	Advanced Diploma of Leadership and Management	52 weeks		
	<input type="checkbox"/>	104077C	BSB50820	Diploma of Project 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		

How will your studies be funded?

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.

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12. 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"/>

13. 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 promotion	<input type="checkbox"/> Other reason (please specify):
<input type="checkbox"/> It is a requirement of my job	

14. 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:

15. 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	

16. 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

17. 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 watching videos;
<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;	

18. 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	

19. 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

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20. 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) (NVET 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 NVET 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 NVET 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.
 - 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 NVET 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 (NVET 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)
- 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;
- 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.
- 16. I understand that due to the outbreak of COVID-19 the Australian Government and respective States have issued directives to deal with the pandemic. Albright is taking the necessary measures to ensure that the students complete their course successfully in the given duration. Due to the pandemic, temporarily, the delivery mode has been changed from face-to-face learning to Virtual Classrooms. As and when it is feasible and safe, the face-to-face delivery mode from the respective Albright campuses will be resumed. I understand that I will be notified about the delivery changes accordingly.

21. 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.

22. Parent or legal guardian's details (If applicable)

Name:			
Relation to student:		Contact Number:	

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

<input type="checkbox"/> Completed all sections of the Student Application Form - Other Visas	<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"/> Certified official translation of any document not in English
<input type="checkbox"/> Certified copy of your English language qualification or provide details of your English proficiency	

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