

# Application Form [Domestic Students] -Melbourne Campus

RTO PROVIDER No: 21595 || ABN 19 110 314 906

399 Lonsdale Street Melbourne Victoria Australia 3000

Tel: 03 9671 4755 || Fax: 03 9600 4390 || [www.academia21.com](http://www.academia21.com)



## Application Instructions

Thank you for your interest in studying with Academia Australia. If you need help completing this form or require further information, please contact a Course Advisor on 03 9671 4755 or apply in-person at our Melbourne CBD campus.

After you have selected a course for application:

<ol style="list-style-type: none"><li>1. Complete all parts of this application form:<ul style="list-style-type: none"><li>▪ Part 1 – application details;</li><li>▪ Part 2 – Unique Student Identifier (USI).</li><li>▪ Part 3 – FEES</li><li>▪ Part 4 – Skills First 2017 Evidence of Student Eligibility and Student Declaration</li></ul></li><li>2. Submit your application:<ul style="list-style-type: none"><li>▪ In person, by making an appointment with a Course Advisor on 03 9671 4755; or</li><li>▪ Email to <a href="mailto:info@academia21.com">info@academia21.com</a> ; or</li><li>▪ Post to: Course Advisor Academia Australia Level 4, 399 Lonsdale St MELBOURNE VIC 3000 or</li><li>▪ Fax to 03 9600 4390</li></ul></li><li>3. Include with your application certified copies (or bring originals to enrolment interview) of either:<ul style="list-style-type: none"><li>▪ Australian birth certificate; or</li><li>▪ Australian passport; or</li><li>▪ Green Medicare Card</li><li>▪ Naturalisation certificate; or</li><li>▪ Visa showing residency; or</li><li>▪ New Zealand passport</li></ul></li><li>4. If the document provided at 3 doesn't show your age, provide a copy of either:<ul style="list-style-type: none"><li>▪ current drivers licence; or</li><li>▪ current learner permit; or</li><li>▪ Proof of Age card; or</li><li>▪ 'Keypass' card</li></ul></li></ol>	<ol style="list-style-type: none"><li>5. If relevant to you, include the following information with your application:<ul style="list-style-type: none"><li>▪ Concession eligibility. If you have either a:<ul style="list-style-type: none"><li>▪ Commonwealth Health Care Card (or are a dependent of a person holding this card); or</li><li>▪ Pensioner Concession Card (or are a dependent of a person holding this card); or</li><li>▪ Veteran's Gold Card</li></ul></li></ul></li><li>6. Job seeker referral. If you have:<ul style="list-style-type: none"><li>▪ A Job Seeker Referral Form from an Employment Services Provider</li></ul></li><li>7. If you wish to apply for Course Credit, please include information about your previous studies:<ul style="list-style-type: none"><li>▪ A statement of attainment; or</li><li>▪ A qualification</li></ul></li><li>8. If you are applying with the following special referrals, please note:<ul style="list-style-type: none"><li>▪ Asylum Seekers – referral from the Asylum seekers resource centre</li><li>▪ Victims of human trafficking – referral from the Australian Red Cross</li><li>▪ Workers in Transition Program or Auto Supply Chain referral – eligibility letter from DEECD plus supporting documents</li></ul></li><li>9. If you believe that you may have previously attained the skills and knowledge of this course through informal learning or work experience, please contact the Course Advisor on 03 9671 4755 for further information about the Recognition of Prior Learning (RPL) assessment process. The Course Advisor will discuss with you the relevant paperwork and assessment fees for the RPL process.</li></ol>
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After Academia Australia receives your application form and supporting documents, the following steps take place:

1. You will be contacted for an enrolment interview to:
  - a. Show you the training facilities
  - b. Check your Language, Literacy and Numeracy (LLN) skills to determine whether you may need learning support
  - c. Calculate your Course Fees based on your eligibility and concession entitlements
  - d. Make a support plan with you in the case of disability or impairment
  - e. If accepted, provide you a detailed Offer of Enrolment Letter allowing you to make an informed decision about Academia Australia before formalising your enrolment
2. An initial payment is made
3. Attend the Induction and Orientation program at a later date
4. Give you either an Individual or Group Training Plan, detailing information about the training and assessment services
5. Commence your course on the specified date

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## PART 1 – APPLICATION DETAILS

### Personal Details

<b>1. Enter your full name:</b>		Surname (Legal Family Name)		Given Names (Legal Given Names)	
<b>2. Enter your birth date:</b> Day/Month/Year		dd	mm	yyyy	<b>3. Sex (tick one box only) :</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified
<b>4. What is the address location and postcode of the suburb, locality or town in which you usually live?</b> <i>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.</i>		Building/Property Name Flat/Unit Number <span style="float: right;">Street Number(e.g. 5 or Lot 12)</span> Street Name Suburb, locality or town State/Territory <span style="float: right;">Postcode</span>			
<b>5. What is your postal address (if different from above)?</b>		Building/Property Name Flat/Unit Number <span style="float: right;">Street Number(e.g. 5 or Lot 12)</span> Street Name Suburb, locality or town State/Territory <span style="float: right;">Postcode</span>			
<b>E-Mail address</b>		@			
<b>Home Phone:</b> ( )			<b>Mobile Phone:</b> ( )		
<b>Emergency Contact Name:</b>				<b>Emergency Contact Number:</b> ( )	
Intended course(s) of study					
Course Code	Course Name			Intake Date	
Language and Cultural Diversity					
<b>6. In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other – Please specify:		<b>7. Do you speak a Language other than English at home?</b> <i>(If more than one language, indicate the one that is spoken most often)</i> <b>English only – go to question 9</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – Please specify:	
<b>8. How well do you speak English?</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All		<b>9. Are you of Aboriginal or Torres Strait Islander origin?</b> <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	

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Disability / Medical Details			
<b>10. Do you consider yourself to have a disability, impairment, or long-term impairment:</b> No – Go to Question 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>11. If YES, then please indicate the areas of disability, impairment or long-term condition:</b>	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other
<b>10a. Do you require assistance because of this disability or long-term impairment?</b>  <small>(If Yes, a separate interview will be arranged)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>12. Do you give permission for us to call urgent medical treatment for you in an emergency and agree to pay all costs?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Citizenship/Special Exemptions		Concession Eligibility	
<b>13a .Please confirm your citizenship status (tick all that apply):</b>  <small>Proof will be required (Certified copies attached to enrolment form, or present originals to the college)</small>	<b>Citizenship:</b> <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident of Australia <input type="checkbox"/> New Zealand citizen  <b>Special exemption:</b> <input type="checkbox"/> Asylum seeker (referral required by the Asylum Seeker Resource Centre) <input type="checkbox"/> Victim of human trafficking (referral required by the Australian Red Cross)	<b>13b .Please confirm any concession eligibility (tick applicable):</b>  <small>Proof will be required (Certified copies attached to enrolment form, or present originals to the college)</small>	<input type="checkbox"/> Commonwealth Health Care Card; or dependant of person holding this card <input type="checkbox"/> Pensioner Concession Card; or dependant of person holding this card <input type="checkbox"/> Veteran’s Gold Card

PART 1 – APPLICATION DETAILS (continued)																																								
Mandatory Information - Schooling and Previous Qualifications																																								
<b>14a. What is your highest COMPLETED school level?</b> <small>(Tick one only)</small>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended School <b>Never attended school – Go to Question 14</b>	<b>14b. In which YEAR did you complete that school level?</b>																																					
			<b>15. Are you still attending school?</b> <small>(Government, non-government, Independent, or home school)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No																																				
<b>16. Have you SUCCESSFULLY completed any of these qualifications? No – Go Question 18</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please enter one of these Prior Education Achievement Recognition Identifiers <b>any</b> applicable qualification level.		<b>17. If Yes, tick ANY applicable boxes</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Year Completed</th> <th style="width: 10%;">A</th> <th style="width: 10%;">E</th> <th style="width: 10%;">I</th> </tr> </thead> <tbody> <tr><td>Bachelor Degree or Higher Degree</td><td></td><td></td><td></td></tr> <tr><td>Advanced Diploma or Associate Degree</td><td></td><td></td><td></td></tr> <tr><td>Diploma or Associate Diploma</td><td></td><td></td><td></td></tr> <tr><td>Certificate IV or Advanced Certificate/Technician</td><td></td><td></td><td></td></tr> <tr><td>Certificate III or Trade Certificate</td><td></td><td></td><td></td></tr> <tr><td>Certificate II</td><td></td><td></td><td></td></tr> <tr><td>Certificate I</td><td></td><td></td><td></td></tr> <tr><td>Certificates other than the above</td><td></td><td></td><td></td></tr> </tbody> </table>	Year Completed	A	E	I	Bachelor Degree or Higher Degree				Advanced Diploma or Associate Degree				Diploma or Associate Diploma				Certificate IV or Advanced Certificate/Technician				Certificate III or Trade Certificate				Certificate II				Certificate I				Certificates other than the above			
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A	Australian	E	Australian equivalent	I	International																																			
<b>Are you participating in the ‘Skills for Education and Employment’ program with another training provider?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No																																				

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## Employment

<p><b>18. Which item BEST describes your current employment status?</b> (Tick ONE box only)</p> <input type="checkbox"/>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	<p><b>19. Which of the following classifications BEST describes the Industry of your current or previous Employer?</b> (Tick ONE box only) If never employed go to Question 20.</p>	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and Real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and Recreation Services <input type="checkbox"/> S - Other Services
<p><b>20. Which of the following classifications BEST describes your current or recent occupation?</b> (Tick ONE box only) If never employed go to Question 20</p>	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other	<p><b>21. Of the following categories, which BEST describes your main reason for undertaking this course?</b> (Tick one box only)</p>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

## Victorian Student Number (VSN)

<p><b>22. Enter your Victorian Student Number (VSN)?</b> <i>Please indicate your answer in the space provided.</i></p>	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
<p><b>Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</b></p>	<p><input type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.</p> <p style="text-align: center;"><b>No more questions if you answer No above</b></p> <p><input type="checkbox"/> Yes – I have attended a Victorian school since 2009: Most recent Victorian school attended</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">and/or</p> <p><input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011</p> <p>List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>										

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## Employment Details or Job Seeker Information

23. Employer (if applicable):	Are you registered with an Employment Services Provider? (E.g. Matchworks, WISE Employment, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	If yes, please provide your Jobseeker ID no: <i>and a Job Seeker Referral from your Employment Services provider</i>	
Telephone:	Have you recently (last 6 months) been retrenched?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have a 'Workers in transition' eligibility letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have an Auto Supply Chain referral	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Do you have a Separation Certificate from your Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 24. Course Credit or Recognition of Prior Learning (RPL)

I wish to apply for Course Credit	<input type="checkbox"/> No	I wish to apply for RPL	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided.		<input type="checkbox"/> Yes, a separate process will be conducted to assess prior learning.

## PART 2 - Unique Student Identifier (USI)

25. A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters that gives you access to your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications. Under legislation from 1st January 2015, Academia Australia will be unable to issue a statement of attainment or qualification unless we have a verified USI attached to the student record. For more information please ask any of our Student Services Staff or visit the USI website: [www.usi.gov.au](http://www.usi.gov.au)

In collecting your personal information and proving it to the USI Registry for the verification and creation of USI, Academia Australia recognises the importance of protecting your privacy and personal information. Academia Australia as per our Privacy Policy is bound by the [Australian Privacy Principles \(APPs\)](#) in the [Privacy Act 1988](#) (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information. We respect your rights to privacy under the Privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

### How to apply for a USI?

- You can apply online at [www.usi.gov.au](http://www.usi.gov.au) you must then provide your USI to Academia Australia.  
**OR**
- Academia Australia can apply for a USI on your behalf using web services which connects our student management system with the USI Registry System.

1. Already have a USI? Please provide your USI.

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Authorisation to verify your USI:

I hereby authorise Academia Australia to verify the provided USI on my behalf. [Go to section 2]

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## 2. If you do not have a USI and would like Academia Australia to apply for a USI on your behalf, please complete the details and authorisation below.

Personal and Contact details, your DOB, gender, details of the proof of ID and/or country of birth to complete the USI application to be taken from the information you already provided to Academia Australia.

<b>Country of Birth</b>		<b>Town/City of Birth</b>	
<b>Identification</b>	<p>Please choose one (1) form of identification and complete the details on the next page for the relevant form of ID.</p> <p><b>Please note:</b> Original ID must be sighted and a clear readable copy provided when returning this form. Academia will use the details of your chosen form of ID to apply for a USI on your behalf.</p>	<input type="checkbox"/> Driver's License <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Passport <input type="checkbox"/> Visa (with Non-Australian Passport) for international students <input type="checkbox"/> Birth Certificate (Australian) <input type="checkbox"/> Certificate of Registration by Descent <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> Immi-Card	

### Authorisation for Academia Australia to apply for USI on your behalf [tick all]:

- I authorise Academia Australia to apply for a USI on my behalf
- I authorise Academia Australia to provide the details of my verified form of ID [Driver's License, Medicare Card, Australian Passport, Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate, Immi-Card, Visa (with Non-Australian Passport) for international students] to the USI Registry to apply for a USI on my behalf.
- I understand that I may be contacted by Academia Australia to provide further proof of ID if my current proof of IDs held by Academia Australia is not sufficient for a successful application of a USI.

### 3. Student Authorisation Signature:

<b>Student Name:</b>		<b>Student Signature:</b>		<b>Date:</b>	DD/MM/YYYY / /
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How would you like the USI registry to contact you? Please enter the details relevant to your preference. [Please tick one]

- SMS [Mobile Number]    Email    Letter/Post

## 26. PART 3 - FEES

Tuition Fees (all courses):	Are calculated at the time of application, indicative fees can be found at <a href="http://www.academia21.com">www.academia21.com</a>	Home Stay (If needed):	<input type="checkbox"/> Not Required <input type="checkbox"/> ___ of weeks @ \$290 + \$10[for internet usage] per week + \$200 placement fee (minimum of 2 weeks)
Equipment, Uniform or Materials fees (some courses)	Are dependent on the course, and can be found at <a href="http://www.academia21.com">www.academia21.com</a> Applicants are provided with a list of requirements should they choose to source these independently	Student Services Fees	Printing costs of \$0.10 per page will be charged to you after you have used your provided quota of 400 pages
Class set textbook refundable deposit (some courses)	If there is no Equipment, Uniform or Materials fee applicable, there will be a class set in use		Replacement Student ID cards incur a \$10.00 fee (initial card upon enrolment, no charge)
	Class set deposits are dependent on the course, and can be found at <a href="http://www.academia21.com">www.academia21.com</a>		Replacement Lanyards incur a \$2.00 replacement fee (initial upon enrolment, no charge)
			Reprinting of Testamur incurs a \$20 fee (initial upon course completion, no charge)

<b>Prospective Student Signature:</b>		<b>Date:</b>	dd/mm/yyyy
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## 27. VET Student Loan

VET Student Loans is a student income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP) that assists eligible students to pay their VET tuition fees for:

- Full fee paying courses at a Diploma and Advanced Diploma levels or above and;
- Government Subsidised courses at a Diploma and Advanced Diploma levels or above

Interest is not charged on your VET Student Loans debt. However there is a loan fee of 20% that applies to full fee-paying students undertaking VET Student Loans indexed annually by the Tax Office to maintain its real value.

The Australian Government pays the amount of your loan directly to Academia. You have to start repaying your HELP debt through the taxation system once your repayment income is above the compulsory repayment threshold, even if you are still studying. The compulsory repayment threshold is adjusted each year. The compulsory repayment threshold for the 2016-17 income year \$54,869.

Courses applicable for a Vet Student Loan:

- BSB50215 Diploma of Business
- BSB52415 Diploma of Marketing and Communication
- CHC50113 Diploma of Early Childhood Education and Care
- SHB50115 Diploma of Beauty Therapy
- SIT50416 Diploma of Hospitality Management
- SIT60316 Advanced Diploma of Hospitality Management

To be eligible for a Vet Student Loan, any one of the following conditions is required (a, b or c and d):

- A Senior Secondary Certificate of Education issued at the completion of year 12; or
- Successful completion of an assessment of your reading and numeracy skills at ACSF level 3 (organised by Academia); or
- You have a qualification at Certificate 4 or higher that was delivered in English; and
- Academia is satisfied that you are academically suited for the course seeking enrolment

Do you wish to defer payment of your fees via the VET Student Loan scheme?\*

No

Yes

(If yes, please answer the next 5 questions)

<b>1. Eligibility (select one)</b>	<input type="checkbox"/> an Australian citizen, or			
	<input type="checkbox"/> a qualifying New Zealand citizen (Special Category Visa), or			
	<input type="checkbox"/> a permanent humanitarian visa holder, who is usually resident in Australia.			
<b>2. Entry requirements (select one)</b>	<input type="checkbox"/> I hold a Senior Secondary Certificate of Education, completed at Year 12 (provide a copy to Academia)			
	<input type="checkbox"/> I have completed at Certificate 4 or higher qualification that was delivered in English (provide a copy to Academia)			
	<input type="checkbox"/> I will undertake an assessment by Academia of my reading and numeracy levels (organised by Academia)			
<b>3. Have you previously incurred a Fee Help debt through another VET Student Loan or Fee Help provider?</b>	<input type="checkbox"/> No		<input type="checkbox"/> Yes, please list <u>each</u> VET Student Loan and/or Higher Education Provider where this debt was incurred:	
	Last year of enrolment		Provider name	
<b>4. Have you attended Year 12</b>  If Yes, please provide the name of School(s) attended for Year 12	State	Year attended	Student Number	School Name
<b>5. Have you gone by other names? If Yes, please list</b>	Given Name		Family Name	Other Name(s)
<b>Prospective Student Signature:</b>			<b>Date:</b>	dd/mm/yyyy

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The following pages are to be completed on-campus at Academia Australia with a Skills First Enrolment Officer

**SKILLS FIRST ELIGIBILITY CHECKS - This section to be completed by an authorised delegate of the RTO:**

## Section A - Citizenship/Residency

### Part A1: Citizenship/Residency

- Australian Birth Certificate; or
- a current Australian Passport; or
- a current New Zealand Passport; or
- a naturalisation certificate; or
- a Temporary Protection Visa; or
- a green Medicare Card; or
- formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or
- a signed declaration by a relevant referee

i) Does the applicant meet Part A of the Citizenship/Residency requirements And, the documents provide were originals or *certified* (ref procedure) copies?

- Yes → Continue to Section B: Proof of Age
- No → Continue to Part A2: Exemptions from Citizenship/Residency

### Part A2: Exemption from Citizenship/Residency Requirement – Asylum Seeker/Victim of Human Trafficking

i) Does the applicant hold a Referral form from the:

- Asylum Seeker Resource Centre; or
- Australian Red Cross

- Yes → Continue to Section B: Proof of Age
- No → Applicant is **NOT ELIGIBLE** under Skills First

## Section C Qualifications already held

### Part C1: Non-Australian qualification

i) Does the applicant have any completed non-Australian qualifications?

- Yes → Continue to ii)
- No → Continue to Part C2 Australian Qualifications

ii) Has equivalency formally been established between the completed non-Australian qualification and the AQF?

- Yes → Continue to iii)
- No → Continue to Part C2 Australian Qualifications

iii) Of the applicant's non-Australian qualifications, what is the highest AQF level that has been granted equivalency?

AQF Level:

.....

iv) Is the AQF equivalency of the applicant's non-Australian qualification equal to or lower than the AQF level of the applicant's proposed qualification?

- Yes → Continue to Part C2 Australian Qualifications
- No → Applicant is **NOT ELIGIBLE** under Skills First

### Part C2 Australian qualification

i) Has the applicant completed any of the following Australian qualifications?

- Qualifications listed on the Foundation Courses List (refer procedure)
- the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions

## Section B - Proof of Age

### Part B1: Age

i) Was the applicant under the age of 20 on the 1<sup>st</sup> of January in the year of scheduled commencement?

- Yes → Go to Section B2 Proof of Age
- No → Applicant **MAY BE ELIGIBLE** under Skills First → Go to Section C Qualifications already held

### Part B2: Proof of Age

i) If the documents provided at Part A1 Citizenship/Residency do not show the Applicant's age, can they prove age with one of the following?

- provided at section A1 Citizenship/Residency
- a current drivers licence; or
- a current learner permit; or
- a Proof of Age card; or
- a 'Keypass' card; or
- Yes, Applicant **MAY BE ELIGIBLE** under the Skills First → Go to Section D Proposed course of study
- No, Applicant **MAY BE ELIGIBLE**, continue to Section C Qualifications already held (check for upskilling requirement)

- Qualifications with the title 'Course in' and are not aligned to a specified level with the AQF
- Vocational Education and Training (VET) qualifications undertaken as part of the applicant's Senior Secondary qualification
- Yes → These qualifications are not to be taken into consideration when determining applicants eligibility for Skills First → Continue to ii)
- No → Continue to ii)

ii) Has the applicant successfully completed any of the following qualifications? (*Please tick where appropriate and continue to iii*)

Refer to the list on Knowledge NET for equivalent pre-AQF

- Vocational Graduate Diploma (AQF 8)
- Vocational Graduate Certificate (AQF 8)
- Bachelor Degree (Pass) (AQF 7)
- Advanced Diploma (AQF 6)
- Diploma (AQF 5)
- Certificate IV (AQF 4)
- Certificate III (AQF 3)
- Certificate II (AQF 2)
- Certificate I (AQF 1)
- None → Continue to Section

iii) Of the completed qualifications what is the highest Australian qualification AQF level:

.....



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## Part C3 Assessment of Highest Qualification against Proposed Course of Study for eligibility

i) Given evidence presented in Part C1 Non-Australian qualifications and Part C2 Australian qualifications the highest qualification (AQF Level or qualification title) the applicant has completed is:

.....  
 (Title and AQF Level of highest completed qualification)

## Section D – Proposed Course of Study

i) What is the applicant's Proposed Course of Study:

ii) Is the applicant's Proposed Course of Study a Foundation Level Course as per the Foundation Category List (*refer procedure*)?

- No → Continue to iii
- Yes → (complete following 3 checks)
- Prior qualification lower than Diploma (AQF5)?; and
  - Not enrolled in any form of School' and
  - Not enrolled in a 'Skills for Education and Employment' program?
    - Yes → Applicant **MAY BE ELIGIBLE** under Skills First → Go to Section E
    - No → Applicant is **NOT ELIGIBLE** to undertake a Foundation Level qualification

iii) Is the applicant's highest prior qualification lower than the applicant's proposed Course of Study?

Yes → Applicant **MAY BE ELIGIBLE** under Skills First → Go to Section E

No, is the applicant under 20 on the 1st of January in the year of scheduled commencement?

## Section E Number of courses student is eligible for under Skills First:

**Two commencements in 2017, and no more than two courses at any one time**

**1 How many courses has the applicant commenced or is the applicant scheduled to commence in 2017 [do not count this application, count actual enrolments]**

**Include** courses that the applicant has:

- already commenced, and
- has enrolled in and will commence at a later date in 2017

**Exclude** courses that commenced prior to 1 January 2017, and are continuing in 2017

**Exceptions (ref SAN2013-03):**

- A student commences in 2017, withdraws and then recommences in same year – counts as one commencement; or
- A student commences in 2017 and transitions to a new version of the qualification in an updated training package – counts as one commencement, provided the training package mapping document states equivalency

Number of courses =

**2 How many courses is the applicant currently undertaking?**

**Include** courses that

- commenced in 2017, and are still being undertaken; and
- commenced prior to 1 January 2017, and are still being undertaken.

**Exclude** courses that are now completed

Number of courses =

## E1 How many subsidised courses has the applicant commenced or is the applicant scheduled to commence in 2017?

		0	1	2
E2 How many courses is the applicant currently undertaking?	0	Eligible ^ to commence: <u>two</u> new courses	Eligible ^ to commence: one new course	Not eligible in 2017: applicant has already commenced two courses this year
	1	Eligible ^ to commence: one new course Eligible ^ to commence: one additional new course another courses are completed	Eligible ^ to commence: one new course	Not eligible in 2017: applicant has already commenced two courses this year
	2 or more	Not currently eligible for any new courses. Eligible ^ to commence two additional new courses as other courses are completed	Not currently eligible for any new Courses. Eligible ^ to commence one additional new courses as other courses are completed	Not eligible in 2017: individual has already commenced two courses this year

^ Subject to applicant meeting all other Skills First eligibility criteria

## E3 How many government subsidised courses at the same level within the Australian Qualifications Framework (AQF) has the applicant commenced in their lifetime? [eg: Student has commenced 2 X Certificate III s in their lifetime and they are applying to enrol in a Certificate III]

**Consider an individual's entire educational history, with the following exceptions: [Contract Notification No 2014-14]**

- Training undertaken in courses/qualifications on the Foundation Skills List (and their predecessors) do not count toward the '2 at level' limit i.e. Foundation Skills remain accessible to all students up to the existing two per year and two at a time limits.
- Where a student changes course code as a result of transitioning from a superseded qualification into the current version of the qualification then that should not be counted towards the '2 at level' limit.
- If the student is recommencing training in the same qualification at the same or a different provider then this should not be counted towards the '2 at level' limit.

Number of courses =  Less than 2 – PROCEED TO THE STUDENT ELIGIBILITY AND DECLARATION More than 2 – STUDENT NOT ELIGIBLE.

**NOTE to Delegates:** If a student has enrolled in a non-government subsidised course then this is not counted at "2 at level lifetime limit" nor "2 at a time limit" but is counted for upskilling eligibility purposes if the student has completed any of these non-government subsidised Australian courses AND are over 20 years of age

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## PART 4 – SKILL FIRST 2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

### Section A To be completed by an authorised delegate of the RTO

#### Evidence of citizenship/residency and age

I confirm that in relation to \_\_\_\_\_  
(Student's full name)

I have sighted **one** of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract)   | <input type="checkbox"/> a current Australian Passport              |
| <input type="checkbox"/> a current New Zealand Passport   | <input type="checkbox"/> a naturalisation certificate               |
| <input type="checkbox"/> a current <u>green</u> Medicare Card   | <input type="checkbox"/> a signed declaration by a relevant referee |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence |   |

**and if** the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- a current drivers licence, **or**  a current learner permit, **or**  a Proof of Age card, **or**  a 'Keypass' card  current passport

### Section B: To be completed by the student

#### Education history

Q1. The highest qualification I have *completed* is:

\_\_\_\_\_  
(Include full title of qualification, e.g. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0    1    2    3    4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0    1    2    3    4+ (circle number)

Q4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0    1    2    3    4+ (circle number)

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## Section B - continued

### Student declaration

I, \_\_\_\_\_, in seeking to enrol in  
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

### declare the following to be true and accurate statements:

- a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. (circle appropriate response):
- c. I understand that my enrolment in the above qualification/s is being subsidised by the Victorian and Commonwealth Governments under *Skills First*. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under *Skills First*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Section C: To be completed by an authorised delegate of the RTO

Number of courses student is currently eligible for:  1  2

### RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the *Skills First* eligibility criteria as set out in the VET Funding Contract and is eligible for funding under *Skills First* funding for the following qualification/s:

\_\_\_\_\_  
(Include full title of qualification/s in which the student is seeking to enrol)

### Authorised RTO delegate:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes** Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Sections A, B or C.