



## Application for Enrolment Form – International Students

### About this form

Thank you for your interest in seeking enrolment into Southeast College. 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	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management <input type="checkbox"/> SIT50422 Diploma of Hospitality Management <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management <input type="checkbox"/> CHC33015 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC52015 Diploma of Community Services
Requested start date	

### Student details

Given name/s (including middle name if any)			
Surname			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Preferred first name if different to the above		Preferred title	
Current residential address			
<p><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. Building/property name is the official</i></p>			



*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.*

Phone number/s	
Email address	
Nationality	
Emergency contact (name, relationships and mobile phone number)	
Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of visa and expiry date	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Language and cultural diversity

In which country were you born?	<input type="checkbox"/> Australia [1101] <input type="checkbox"/> Other; please specify:
Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only [1201] <input type="checkbox"/> Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? <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

### Disability

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

### Schooling

<p>What is your highest COMPLETED school level</p> <p><i>Tick ONE box only</i></p>	<input type="checkbox"/> Year 12 or equivalent	12
	<input type="checkbox"/> Year 11 or equivalent	11
	<input type="checkbox"/> Year 10 or equivalent	10
	<input type="checkbox"/> Year 9 or equivalent	09
	<input type="checkbox"/> Year 8 or below	08
	<input type="checkbox"/> Never attended school	02
<p>Are you still enrolled in secondary or senior secondary education?</p>	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	

### Previous qualifications studied

<p>Have you successfully completed any of the qualifications listed below?</p>	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
<p>If YES, tick ANY applicable boxes</p>	<input type="checkbox"/> Bachelor degree or higher degree	008
	<input type="checkbox"/> Advanced diploma or associate degree	410
	<input type="checkbox"/> Diploma (or associate diploma)	420
	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	511
	<input type="checkbox"/> Certificate III (or trade certificate)	514
	<input type="checkbox"/> Certificate II	521
	<input type="checkbox"/> Certificate I	524



	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed here) 990
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### Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><i>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).</i></p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> Full-time employee</td><td style="text-align: right;">01</td></tr> <tr><td><input type="checkbox"/> Part-time employee</td><td style="text-align: right;">02</td></tr> <tr><td><input type="checkbox"/> Self-employed – not employing others</td><td style="text-align: right;">03</td></tr> <tr><td><input type="checkbox"/> Self-employed – employing others</td><td style="text-align: right;">04</td></tr> <tr><td><input type="checkbox"/> Employed – unpaid worker in a family business</td><td style="text-align: right;">05</td></tr> <tr><td><input type="checkbox"/> Unemployed – seeking full-time work</td><td style="text-align: right;">06</td></tr> <tr><td><input type="checkbox"/> Unemployed – seeking part-time work</td><td style="text-align: right;">07</td></tr> <tr><td><input type="checkbox"/> Not employed – not seeking employment</td><td style="text-align: right;">08</td></tr> </table>	<input type="checkbox"/> Full-time employee	01	<input type="checkbox"/> Part-time employee	02	<input type="checkbox"/> Self-employed – not employing others	03	<input type="checkbox"/> Self-employed – employing others	04	<input type="checkbox"/> Employed – unpaid worker in a family business	05	<input type="checkbox"/> Unemployed – seeking full-time work	06	<input type="checkbox"/> Unemployed – seeking part-time work	07	<input type="checkbox"/> Not employed – not seeking employment	08
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### Study reason

<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> To get a job</td><td style="text-align: right;">01</td></tr> <tr><td><input type="checkbox"/> To develop my existing business</td><td style="text-align: right;">02</td></tr> <tr><td><input type="checkbox"/> To start my own business</td><td style="text-align: right;">03</td></tr> <tr><td><input type="checkbox"/> To try for a different career</td><td style="text-align: right;">04</td></tr> <tr><td><input type="checkbox"/> To get a better job or promotion</td><td style="text-align: right;">05</td></tr> <tr><td><input type="checkbox"/> It was a requirement of my job</td><td style="text-align: right;">06</td></tr> <tr><td><input type="checkbox"/> I wanted extra skills for my job</td><td style="text-align: right;">07</td></tr> <tr><td><input type="checkbox"/> To get into another course of study</td><td style="text-align: right;">08</td></tr> <tr><td><input type="checkbox"/> For personal interest or self-development</td><td style="text-align: right;">12</td></tr> <tr><td><input type="checkbox"/> To get skills for community/voluntary work</td><td style="text-align: right;">13</td></tr> <tr><td><input type="checkbox"/> Other reasons</td><td style="text-align: right;">11</td></tr> </table>	<input type="checkbox"/> To get a job	01	<input type="checkbox"/> To develop my existing business	02	<input type="checkbox"/> To start my own business	03	<input type="checkbox"/> To try for a different career	04	<input type="checkbox"/> To get a better job or promotion	05	<input type="checkbox"/> It was a requirement of my job	06	<input type="checkbox"/> I wanted extra skills for my job	07	<input type="checkbox"/> To get into another course of study	08	<input type="checkbox"/> For personal interest or self-development	12	<input type="checkbox"/> To get skills for community/voluntary work	13	<input type="checkbox"/> 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)

Southeast College 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](http://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 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 NCVET 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 Southeast College 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:

P: 07 3190 2025

E: [admissions@southeastcollege.edu.au](mailto:admissions@southeastcollege.edu.au)

If you would like to review our privacy policy, we can provide a copy to you on request.

### Student declaration

I declare that the information provided is true and correct	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of applicant	
Signature	
Date	