

#### Enrolment Form 2023 - 2024 - 2025

- 1. Complete all sections using BLOCK LETTERS
- 2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
- 3. Students will be charged AUD \$500.00 (non-refundable) Application Fee

The Applicant is	The Applicant is currently:   Onshore   Offshore												
1. Personal Det	ails (	Please c	hoos	e by p	olacing	an X	in t	he box	es the	at apply to y	you)		
Title:		MR		MS			MRS	5		Other:			
Gender:		Male			Fema	le			Othe	er:			
Date of Birth:		/	/			N	atior	nality:					
Surname:	name:												
Given Names:													
NOTE: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not have a USI yet and want ASIA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See the section on the USI at the end of this form for a detailed explanation.													
Country of Birth:													
2. English Langu	uage	Proficie	ncy										
Do you speak a langu English at home?	age otl	her than		No; English only.  Yes, Please specify:									
How well do you s	peak I	English:			Very	well		Well		☐ Not we	ell		Not at all
Was English the lang secondary/ tertiary s	_		n in y	our			] Y	'es			No		
Have you taken a landlast two (2) years e.g				Test	Name:								
or equivalent? (If yes, please indicate				Test	Date:								
details of the test)				Score	e Achiev	ed:							

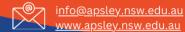
Australian Techno Management College Pty Ltd T/A Apsley College



RTO 45335

CRICOS: 03672B







English test NOT requ	ired; I am from:	Canada	US.	Α Π	Ireland	United Kingdom	South Africa					
Are you aboriginal of Islander origin?	or Torres Strait	□ No	□ No   □ Yes, Aboriginal   Yes, Torres									
DHA Office where y your visa:	ou applied for	Onshore	Onshore Offshore:									
Do you have a Uniq Identifier (USI) Num		Yes No; I will create it myself (visit www.usi.gov.au)										
. ,		No; I aut	thorize ASIA to	create a USI on	my behalf (c	omplete a USI ap	oplication form)					
Unique Stude	nt Identifier	Please note that from 1 January 2015, ASIA can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course, but you do not have a 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: <a href="http://www.usi.gov.au/create-your-USI">http://www.usi.gov.au/create-your-USI</a> on a computer or mobile device. If you wish ASIA to apply for a USI on your behalf, please complete an <i>Application for USI</i> Form.										
3. Contact Detai	ls											
Address (Home Count	ry)											
Address:												
State/Province:			Postcode:			Country:						
Phone:				Mobile:								
Email:												
Residential Address (A	ustralia)											
Address:												
State/Province:			Postcode:			Country:						
Phone:				Mobile:								
Email:												
Postal Address (Austra	nlia)											







Address:					
State/Province:		Postcode:		Country	:
Phone:		•	Mobile:		
Email:					
Emergency Contact De	tails				
Name:				Relationshi	p:
Address:					·
Phone:			Mobile:		
Email:					
4. Passport Deta	ils				
Passport Number:			Country and	Place of Issue:	
Address:			,		
A certified true copy o	f your original documents must be pr	ovided as part o	f your application.		
5. Visa Details	N	B. If not on <b>v</b>	visa, tick the Box	x: 🗆 and go	to the next section.
Visa Type:			Visa S	Subclass:	
Visa Number:			Visa Ex	piry Date:	
Address:			,		
6. Education Age	nt Details: 🗆 I have not us	sed an agent	☐ YES, my age	ent details ar	e appended below.
Name of the Agent:					
Address:					
Phone		Mobile:		Fax:	
Email:				Contact Name	:
Agent Stamp (if applicable):					









7. Overso	eas Student	Health	Cover (OSI	HC)									
OSHC Arra	inged?		Yes, complete Part A						No, complete Part B				
Part A – Insurer Details													
Insurer Nan	ne:		Membership										
Issuance da	ite:		Date of Expir							:			
Part B – Ger	Part B – General Information												
<ol> <li>The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.</li> <li>The length of your OSHC MUST cover the total length of your course(s).</li> <li>Note: ASIA does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, ASIA can assist students in arranging their own OSHC</li> </ol>													
8. Disabi	8. Disability Status (Please choose by placing a Tick in the boxes that apply to you)												
Do you consider yourself to have a disability, impairment, or long-term condition?													
Yes (Se	Yes (Select the area/s in the following list. You may indicate more than one)  No (Go to the next section)												
Hearing	g/Deafness				ntellectual						Acquired Brain Impairment		
Physica	I				Medical Condition						Vision		
Learnin	g Difficulties		Me	ntal Illnes	S		Ot	her:					
Do you requ	uire additional a	ssistance b	ecause of this	disability,	, or any other supp	ort neede	ed during	your st	udy?		No YES		
If yes, please provide details of what support you will require during you study:													
9. Course	e Selection (	(Please	choose by	placing	a Tick in the	boxes t	hat app	oly to	you)				
Please be ac	dvised that as pa	art of the a	pplication pro	cess you v	vill be required to	do a Pre-1	raining R	eview (	PTR).				
		Cours	se Code and I	Name			CR	icos c	Code	C	Course Duration		
	CPC30620- C	ertificate	III in Painting	and Dec	corating		1	L07284	E	104 weeks			







	BSB40520- Certificate IV in Lea	dership	and Management	10399	8C	52 Weeks
	BSB50420- Diploma of Leaders	ship and	Management	M	53 Weeks	
	BSB60420- Advanced Diploma	of leade	ership and management	106497	7M	76 Weeks
	ICT50220- Diploma of Informa	tion Tec	hnology	10812	7K	52 Weeks
	ICT60220- Advanced Diploma	of Infor	mation Technology	10728	5D	104 Weeks
	BSB50820-Diploma of Project	Manage	ement	108126	5M	52 Weeks
	General English			10812	8J	
	CPC31320-Certificate III in Wa	ll and Fl	oor	113773	3D	104 Weeks
	CPC33020-Certificate III in Brid	klaying	and Blocklaying	4C	104 Weeks	
Please SELC	ET an Intake Date from the list below	w:				
	2023		2024			2025
	02 January 2023		02 January 2024			06 January 2025
	06 February 2023	O5 February 2024				10 February 2025
	13 March 2023		11 March 2024			17 March 2025
	03 April 2023	01 April 2024				07 April 2025
	08 May 2023	☐ 06 May 2024				12 May 2025
	12 June 2023	10 June 2024				16 June 2025
	03 July 2023		01 July 2024			07 July 2025
	07 August 2023		05 August 2024			11 August 2025
	11 September 2023		09 September 2024			15 September 2025
	02 October 2023		01 October 2024			06 October 2025
	06 November 2023		04 November 2024			10 November 2025
	11 December 2023		11 December 2024		15 December 2025	



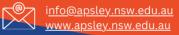






Mode of Study: Face-to-Face mode and work-based training; Minimum 20 hours per week										
Campus Locations:	Parramatta/Edgecliff/V	Vollon	gong							
Please refer to ASIA's Student's Handbook for detailed course information. Some qualifications may include compulsory work-based training.										
10. Previous Studies/Qualifications Achieved (Please do NOT Leave the Section Blank)										
If you have you successfully completed any of the following qualifications in Australia or hold any overseas qualification, tick the appropriate boxes below:										
Bachelor's degree or Higher Advanced Diploma or associate degree Diploma										
Certificate IV			Certificate III			Certificate II				
Certificate II			Year 12 or Equivalent			Year 10 or Equivalent				
Not Attended Schoo	I		Other including overseas qualifications not li	sted abo	ve.					
11. Previous Studies	/Qualifications De	tails	(Please do NOT Leave the Section	Blank)						
Qualificatio	n Name		Institution Studied At	Date of	Award	Certificate Attached				
						☐ YES ☐ No				
For overseas qualification, h	as the qualification been	assess	sed as equivalent to an Australian qualifica	ntion?		☐ YES ☐ No				
·	•									
or Apsley's representative	education agent. Academ	nic reco	emic records. A certified copy is a photocopy s ords that are not in English must also be accom etails and proofs (e.g., employer reference, cu	panied b	y a certif	ied translated copy.				
12. Employment										
Which of the following best	t describes your current e	employ	ment status?							
Employed Full Time Employed Part Time Unemployed										
Self-employed			Other (Please Specify):							
f employed, which sector are you employed in?										







13. Reason(s) for Study									
Which of the following best describes your current e	mploy	ment status?							
Employment		Professional development			Promotion				
To start a business		To try for a different career			Gaining ext	ra skills			
To get into another course of study		Other (Please Specify):							
Note: ASIA does not offer or guarantees any employment or job outcomes.									
14. Recognition of Prior Learning/Credit Application									
Would you like to make an application for RPL/ Credi		☐ YES No							
If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that Apsley can assess youreligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at Apsley website or at Apsley reception.									
15. Accommodation Requirements									
Do you require assistance in findingaccommodation	option	s?			☐ YES No				
If yes, please specify below.									
What type of accommodation arrangements would you like:	ou	Shared Shared	How many weeks	?					
	Please note that ASIA student support officers can assist students in finding accommodation by conducting online search, suggesting accommodation sites, real estate agents in particular area, however, Apsey does not provide accommodation to its students.								
Do you require assistance for Airport Pickup?		☐ YES No							
ASIA does not provide airport pick up; however, it can provide information regarding international student help desk at airport and assist studentsin finding suitable airport pick up services e.g., UBER, Sky Bus and taxi services.									
Any other additional information:									







16. Ma	arking										
How did	you find out	about th	nis course?								
	Advertiseme	ent		□ N	ewspaper					[	Internet
	Friends			Se Se	earch Engine/Go	ogle				[	Education Agent
	Other (Pleas	se Speci	fy):								
17. Payment Details											
	Payment by	Credit C	ard (Please fill in the cre	edit autho	rization form)						
	Bank Cheque made payable to THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD.										
	Bank Transfe	er to be	made to the following b	ank accoi	ınt.						
Account N	Name:	7	THE EARLY CHILDHOOD I	EARNING	COMPANY PTY.	LTD					
Account N	Number:		569765	BSB: 032277			SWIFT Code:			:	WPACAU2S
Bank nam	ne:		Westpac Bank	Bank Add	dress:	Sout	outh Parramatta, 126 Church Street, Parramatta, NSW 2150.				
18. De	claration										
I declare that the information on this form and supporting documentation is true and correct. I have read and understood the student handbookwith details including the Entry Requirements, Privacy Policy and the Cancellation and Refund Policy, complaints and appeals procedures, coursemonitoring and attendance, policies and procedures of Astral Skills Institute of Australia provided to me along with this application.  I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at ASIA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.											
Name:											
Signature	e:							Date:			
19. Ap	plication	Check	list								
	Completed all sections of this application Read and signed the declaration Attached certified copies your Passport						•				
	Attached co	ertified	copies of your English P	roficiency				Attache	ed certified co	opies	s of your qualifications
	Attached relevant employment documentation  Attached any other relevant documentation										









NOTE:
ASIA will regularly monitor attendance. Students must maintain 50% or more for better course progress in each study period and must maintain a minimum of 80% attendance. Students must regularly attend classes to ensure that they maintain satisfactory course progress. ASIA will report to the Department of Home Affairs if student shows unsatisfactory course progress. However, Students will not be reported on the basis of attendance. <i>Refer to Course Monitoring and Attendance policy for more details</i> .
All prospective students are required to familiarize themselves with the Recruitment and Enrolment policy and procedures of Apsley College. This is available at website www.asia.edu.au.
I have read and understood the Recruitment and Enrolment Policy and Procedures of Apsley.
Please visit ASIA website (www.apsley.nsw.edu.au) to review the following Policy and Procedures:
☑ Course Progress and Attendance Requirements ☑ Fee Payment and Refund of Tuition fees ☑ Complaints and Appeals Policy
Media Consent
From time to time, ASIA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at Apsley or at
places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be
published by Apsley in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media
platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times,
request students to provide any of the above of the students' own creation for the same purposes.
I do consent to the use of my photos / videos / testimonials / interviews to be used in Appley promotional materials prepared for

#### **Media Consent Withdrawal Option**

marketing purposes in Australia and overseas.

withdraw your consent any time by sending an email or contacting ASIA's administration department.

You have a right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or

I do NOT consent to the use of my photos / videos / testimonials / interviews to be used in ASIA's promotional materials prepared for marketing purposes in Australia and overseas.

Australian Techno Management College Pty Ltd T/A Apsley College CRICOS: 03672B ABN: 33609216757







#### **Privacy Notice**

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress. Astral Skills Institute of Australia (Apsley) will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification or disclosure.

Astral Skills Institute of Australia stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Astral Skills Institute of Australia stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment to meet the obligations of Apsley under the ESOS Act 2000 and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act2000, the Education Services for Overseas Students Regulations 2019and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this Form or during your enrolment can be disclosed without your consent where authorized or required by law.

Information is collected on this form and during your enrolment in order to meet the obligations of institute under the ESOS Act 2000 and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this formor during your enrolment can be disclosed without your consent where authorized or required by law.

Under the Data Provision Requirements 2012, ASIA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this Enrolment form, USI and your training activitydata) may be used or disclosed by ASIA for statistical, administrative, regulatory and research purposes.

ASIA may disclose your personal information for these purposes to third parties, including:

- ☑ Commonwealth and State or Territory government departmentsand authorized agencies; ☑ NCVER;
- ☑ Organizations conducting student surveys; and ☑ Researchers.

#### Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing statements of attainment or qualification and populatingauthenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys and data linkage.
- pre-populating Apsley's student enrolment forms.
- · Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring, and evaluation.

You may receive an NCVER student survey, which may be administered by a government department or an NCVER employee, agent or third-party contractor. Please note that you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website atwww.ncver.edu.au).

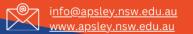
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RTO 45335

CRICOS: 03672B









Access, correction and	Access, correction and complaints										
You have the right to seek access to or correction of your own personal information. You may also complain if you believe that yourprivacy has been breached.											
Emergency Medical Indemnity											
I authorize Apsley or their representative to obtain Medical Treatment in the event of an emergency. I indemnify Apsley or their representative.											
Student's Declaration and Consent											
my personal information	I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I also declare that I am aware that students are responsible for keeping a copy of the written agreements as supplied by Apsley.										
Student's Signature:		Date:									
OFFICE USE ONL	OFFICE USE ONLY:										
Student ID: Student ID Activated PRISM Updated											
Dater Issued:											
Staff Name:	Staff Signature:		Date:								



