



AIET APPLICATION FORM

RTO Number:45234

Please **COMPLETE ALL SECTIONS** clearly and carefully by writing in **BLOCK LETTERS** using a black or blue pen.

SECTION 1 – APPLICANT INFORMATION

APPLICANT DETAILS

Please complete full name and date of birth as listed on your ID documents						
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
Surname						
Given name		Middle name				
Preferred name If different to above		Date of Birth Day/Month/Year	/	/		
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Email			
Home Phone		Work Phone				
Mobile Phone						
Residential Address						
	Suburb		State		Postcode	
Postal Address						
If different from above	Suburb		State		Postcode	

IDENTIFICATION

Provide original current photo ID in person for authentication by AIET staff when lodging this form.	Please tick types of ID supplied. <input type="checkbox"/> Driver licence <input type="checkbox"/> Passport <input type="checkbox"/> Another photo ID
USI (10-digit Unique Student Identifier code (Upper-case alpha-numeric))	Please put ALL letters in uppercase. If you do not have a USI number please go to www.usi.gov.au to create your USI. AIET does not create USI for students

EMERGENCY CONTACT

Name		Relationship		Home phone		Mobile	
Address				Email			

OFFICE USE Only

PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)

Details of photo ID	<input type="checkbox"/> Passport number:	<input type="checkbox"/> Driver licence number:
Original sighted by: (Staff member's full name)		Authenticated Copy of ID <input type="checkbox"/> Yes

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SECTION 2 –ENROLMENT INFORMATION

QUALIFICATION and Assessment DETAILS – please tick which qualification for which you are applying.	
<input type="checkbox"/> BSB51415 Diploma of Project Management (12 Units of Competency)	<input type="checkbox"/> CHC52015 Diploma of Community Services (16 Units of Competency)
<input type="checkbox"/> CPC30211 Certificate III in Carpentry (30 Units of Competency)	<input type="checkbox"/> CPC330611 Certificate III in Painting and Decorating (27 Units of Competency)
<input type="checkbox"/> CPC31211 Certificate III in Ceiling Lining (26 Units of Competency)	<input type="checkbox"/> CPC31311 Certificate III in Wall and Floor Tiling (19 Units of Competency)
Are you applying for CT as well as RPL	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Start Date	-----/-----/-----
Do you have access to a workplace Yes <input type="checkbox"/> No <input type="checkbox"/>	

PAYMENT INFORMATION			
Fees and charges			
Qualification Code	Qualification Name	Cost	Assessment Pathway
CHC52015	Diploma of Community Services	*\$3,200 (\$200 per unit)	Assessment only
BSB51415	Diploma of Project Management	*\$2,400 (\$200 per unit)	Assessment only
CPC30211	Certificate III in Carpentry	*\$3,000 (\$100 per unit)	Assessment only
CPC30611	Certificate III in Painting and Decorating	*\$2,700 (\$100 per unit)	Assessment only
CPC31211	Certificate III in Ceiling Lining	*\$2,600 (\$100 per unit)	Assessment only
CPC31311	Certificate III in Wall and Floor Tiling	*\$1,900 (\$100 per unit)	Assessment only
Other Charges:			
Certification Reissuance: \$22 per item			
*Fees quoted include \$200 non-refundable application fee			
Payment method:			
<input type="checkbox"/> Bank Transfer (<i>Identify your payment in the transaction description: <u>YOUR NAME</u></i> Bank Name: Bank of Sydney, BSB: 942 205 Account No.: 1234004 Account Name: Australian International Education & Training Pty Ltd			
<input type="checkbox"/> Other: _____			

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SECTION 3 – EDUCATION AND EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.

Please **COMPLETE ALL SECTIONS**.

PRIOR EDUCATION	
What was your highest completed level at school?	
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 9 or equivalent
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 8 or below
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Never attended school
In what year did you complete that level? _____	Name of School: _____
If in Australia, State: _____ Postcode: _____	If not in Australia, Country: _____

QUALIFICATIONS	
Do you have post-secondary or vocational/trade qualifications from any accredited/recognised educational institution(s)?	
<input type="checkbox"/> Yes – Please specify and <u>provide a copy</u>	<input type="checkbox"/> No - go to next question ' Employment Status '

EMPLOYMENT STATUS	
Of the following, which best describes your current employment status? (please tick ONE box only)	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Casual	<input type="checkbox"/> Other:
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Not Specified:

EMPLOYMENT DETAILS			
Employer's name			Address
Your Position			Email
Supervisor's name	Position		Phone

REASON FOR UNDERTAKING RPL (tick ONE box only)	
Of the following, which best describes your main reason for gaining this qualification?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It is a requirement for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I want extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another industry
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other (please provide details):

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SECTION 4 – ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of reporting and planning.

SPECIAL NEEDS	
Do you consider that you have any type of disability that may affect your ability to undertake assessment?	<input type="checkbox"/> No - go to next question ' Language & Cultural Diversity ' <input type="checkbox"/> Yes – please provide details below
<input type="checkbox"/> Hearing	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Physical (mobility)	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical (non mobility)	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other (please specify):
If you answered yes to Special Needs please detail the type of student support you will require	
LANGUAGE AND CULTURAL DIVERSITY	
Country of Birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____ Year arrived: _____
Aboriginal &/or Torres Strait Islander Origin	<input type="checkbox"/> No <input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<input type="checkbox"/> English Only (skip the next question) <input type="checkbox"/> Other (please specify):
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
If you answered Not Well please detail what LLN support you might require	NOTE: If you answered Not At All you can not register with AIET as AIET does not provide any training. Please speak with the AIET Student Support team who will provide options for English training before you apply



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SECTION 5 – APPLICANT DECLARATION AND AGREEMENT

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.

I understand that Australian International Education & Training (AIET) may be required to submit data sourced from this enrolment form to the national regulator, the Australian Skills Quality Authority (ASQA) and the National Centre for Vocational Education Research (NCVER). All information is held in accordance with National Privacy Principles and legislation associated with Registered Training Organisations (RTOs). The information contained on my enrolment form may be used by AIET or the following third parties for administrative, regulatory and/or research purposes:

- *Employer – if I am enrolled, and paid by my employer*
- *Government departments and agencies*
- *Authorised Vocational Education and Training (VET) related bodies*
- *VET regulators*

I understand that I may be asked to complete a NCVER student survey.

*I have read and understood the relevant qualification outline(s) and the General Conditions of Enrolment set out below in this application form. **By signing this application form, I agree to follow all the General Conditions of Enrolment as stated below.***

Name <small>(please print)</small>		Signed <small>(must be applicant's actual signature)</small>	
Date <small>(day/month/year)</small>	/ /		

APPLICATION SUBMISSION

*Please return this completed application form with proof of ID to **Australian International Education & Training (AIET)** to enrol in your chosen qualification.*

Once your application has been received and is accepted as complete, you will be notified. If any information or evidence is missing you will be contacted to provide any further required information. This may delay your enrolment process.

Australian International Education & Training Assessment Centre:

- Address: Suite 33, level3/181Church Street Parramatta 2150
- Email: hiba@aietcollege.edu.au
- Phone: 0439 007 746



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GENERAL CONDITIONS OF ENROLMENT

Prior to enrolment we need to provide you with certain information.

As a Registered Training Organisation (RTO), Australian International Education & Training (AIET) is required to provide you, prior to enrolment, information on the following:

Pre-Registration Information

Information on courses and assessment and support services provided by AIET is available via phone in written format. Prior to enrolling into your chosen qualification, ensure you have a full understanding of the structure of the qualification, fees and charges and the services provided. If you have not seen or read information regarding the requirements of the qualification, you should not submit this form until you have done so.

Assessment To be eligible for the award of your chosen qualification, you are required to successfully complete all requirements for Recognition of Prior Learning (RPL). Additional assessment processes will be explained to you at the time of enrolment or can be provided to you by AIET at any time. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with AIET staff.

Support Services and Special Needs

AIET will take every possible action to ensure it supports you throughout your assessment process. If at any point throughout the process you require assistance or support, please discuss these needs with AIET staff or your Assessor and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake this qualification, please identify these and required support on this form (as well as in your Registration Interview) and during your course to allow us to cater for your needs. If you do not tell us of any condition that may affect the assessment process, we will not be able to assist you if the need arises. This may impact on your ability to finish the qualification. If AIET does not have the capability to provide required support your application will be terminated, and our Student Support will assist you with other options

Refund Policy & Cooling Off Period

AIET has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your assessment process you will be provided with every opportunity to complete the qualification. In the event that a course is cancelled, whilst assessment is in progress, due to circumstances beyond AIET's control, AIET will provide you with a refund of any fees on hold or offer to transfer you to another RTO. AIET will refund a pro rata proportion of any money paid by you and not yet used for the assessment of the qualification, in the event we cancel or discontinue a course. You will also have a cooling off period of 5 days. This is outside of any refund policy.

Withdrawal and Refunds

Should you withdraw from the RPL process once commenced, you will only be charged fees for the Units of Competency (if any) that will appear on your Statement of Attainment, and will be refunded any prepaid fees for units that were not assessed, minus a non-refundable administration fee of \$200.

Unique Student Identifier (USI)

You are required to provide your USI to AIET. If you do not have one, you may authorise us to search and check on your behalf, and if required to apply for the USI for you. Please ask Student Administration to provide you with a USI Permission and Privacy Form to complete. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Media Release

At times during the assessment process, staff/contractors of AIET may take photos/video for use in promotional activity. These photos/videos will remain the property of AIET and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO.



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Rights and Obligations

Your Rights

As part of your assessment, you have various rights. Please refer to the Participant Handbook for more information. AIET wants to ensure that your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO immediately, either face to face, via phone or in writing. If you feel you need to complain about any aspect of service, you may do so verbally or in writing. Appeals on any decision made by AIET may be lodged with the CEO and must be done so in writing. If required, you can gain access to your records by contacting the CEO.

Student Rights (AIET obligations to the Student)

Your rights are detailed in the Student handbook. They include:

1. Consumer protection Rights to receive the products and services that were promoted and at the prices you expected to pay
2. Right to complain and appeal against all AIET decisions and to have your own legal representation at any time at your expense
3. The right to have your privacy protected and to know where your personal details are being used
4. The right to a safe and secure assessment environment based on EEO and Anti- Discrimination as well as any other relevant Australian or State legislation, regulation and codes of practice
5. The right to reasonable adjustment on the condition that it falls within the advertised capacity of AIET to provide
6. The right to provide feedback and have any considerations heard
7. The right to apply for deferments, cancellations or adjustments
8. The right to cancellations and refunds (including for provider default)

Student Obligations (AIET Rights)

1. You are required to abide by all AIET registration terms and conditions
2. To apply via the Registration Process as in this sheet
3. To cooperate by providing all entry criteria evidence that is accurate, valid and verifiable
4. To pay all fees as agreed
5. To attend scheduled meetings and provide RPL/CT evidence including participation in workplace tasks
6. To provide RPL/CT evidence that is accurate, valid and verifiable