

## ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

Please complete all section and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that NIA will not be accepting students less than 18 years of age at the time of enrolment.

### 1 PERSONAL DETAILS

Please select your title: ☐ Mr. ☐ Mrs. ☐ Miss

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: ☐ Female ☐ Male ☐ Male Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Are you living in Australia? ☐ Yes (Onshore) ☐ No (Offshore) Are you an Australian resident? ☐ Yes (Onshore) ☐ No (Offshore)

### 2 CONTACT DETAILS

Unit/Flat/Suite: \_\_\_\_\_ Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City/Suburb/Town: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number (Home) \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email Address (optional): \_\_\_\_\_

Do you give permission to NIA to contact you by e-mail or SMS for marketing purposes? ☐ Yes ☐ No

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relations: ☐ Family ☐ Friend ☐ Others

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### 3 PLEASE SELECT THE AREA/S IN THE FOLLOWING LIST, IF YOU TICKED ON "YES" ON THE BOX IN THE PREVIOUS SECTION:

☐ Hearing/Deaf ☐ Intellectual ☐ Physical ☐ Learning ☐ Acquired Brain Impairment

☐ Mental illness ☐ Vision ☐ Medical Condition

☐ Other \_\_\_\_\_

Do you suffer from any allergies or medical problems? ☐ Yes ☐ No

If yes, please provide further information below: \_\_\_\_\_

### 4 EDUCATIONAL BACKGROUND (PLEASE ATTACH EVIDENCE OF PREVIOUS STUDIES UNDERTAKEN E.G., HIGH SCHOOL, DIPLOMA, DEGREE)

What is your highest completed Qualification in Australia?

Name of school/Institution: \_\_\_\_\_

State/Country: \_\_\_\_\_ Years of study: \_\_\_\_\_ Years of study: \_\_\_\_\_

Name of qualification: \_\_\_\_\_

## ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

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

Name of school/Institution:

State/Country: Years of study: Years of study:

Name of qualification:

## 5 ADVANCED STANDING

### Credit Transfer and Recognition of Prior Learning (RPL)

Do you wish to apply for Course Credit/RPL? ☐ Yes ☐ No

Please attach a copy of your academic transcripts or other evidence of your studies or work experience, and complete a copy of the Application for Recognition Form from our website (enquiries@nexgen.edu.au). If any documents are not in English, please include a certified transcription.

## 6 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI? ☐ Yes ☐ No

If yes, please provide your USI number in the box below-











If you do not have a USI number, you can visit [www.usi.gov.au](http://www.usi.gov.au) to create your USI. You can also contact our Student Support Officers to guide you how you could create your USI using the website.

## 7 VET COURSES DETAILS

What is your course and campus selection?

Courses	Melbourne
Certificate III in Cabinet Making and Timber Technology	<input type="checkbox"/>
Certificate III in Carpentry	<input type="checkbox"/>
Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>
Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>
Diploma of Leadership and Management	<input type="checkbox"/>
Advanced Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>
Advanced Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>
Advanced Diploma of Leadership and Management	<input type="checkbox"/>

## ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

### 8 PRE-TRAINING REVIEW

Why have you chosen to enrol in this course? (tick ONE box only):

- ☐ To get a job
 ☐ To develop my existing business
 ☐ To start my own business
 ☐ To try for a different career
- ☐ To get a better job or promotion
 ☐ To get a better job or promotion
 ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
 ☐ To get into another course of study
 ☐ Other reasons
- ☐ For personal interests or self-development

What outcomes are you seeking from completing this course (e.g., career/better employment/ further academic pathways etc.)? \_\_\_\_\_

Do you have any learning difficulties so that we could provide extra support?

- ☐ Reading support
 ☐ Writing support
 ☐ One-on-one guidance
 ☐ Additional resources

Others (please specify): \_\_\_\_\_

### 9 CULTURAL DIVERSITY

Do you identify as any of the following:

- ☐ Australian Indigenous
 ☐ Aboriginal & Torres Strait Islander
 ☐ Aboriginal
 ☐ Torres Strait Islander
- ☐ No, none of the above

Do you have any special cultural requirements?

- ☐ Yes
 ☐ No
 ☐ Prayer room
 ☐ Other (please specify below): \_\_\_\_\_

### 10 FEEDBACK

How did you learn about us?

- ☐ Google
 ☐ Parent
 ☐ Expo
 ☐ Magazine
 ☐ Internal memo
 ☐ Website
- ☐ Newspaper
 ☐ Facebook
 ☐ Internet
 ☐ Friend
 ☐ Teacher

Agent (Please provide information) \_\_\_\_\_

Agent name : \_\_\_\_\_

## ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

### 11 SUMMARY CHECKLIST

Please ensure that you submit the following:

- ☐ Completed signed Application Form ☐ Proof of other studies or employment (if required)

### 12 PRIVACY POLICY

#### Why we collect your personal information and how we use and maintain it?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrollment in avocational education & training (VET) course with us. We use your personal information to enable us to deliver VET courses to you, & otherwise, as needed, to comply with our obligations as an RTO. We are required by law (under the National Vocational Education & 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 & communicating research & 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.

#### Why we collect your personal information and how we use and maintain it?

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; & 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:

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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys: You may receive a student survey which may be run by a government department or an NCVER 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 Nexgen Institute of Australia 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

#### Nexgen Institute of Australia

**Phone:** 1300 318 747

**Melbourne Address:** Address: Level-5, 271 William St, Melbourne, VIC, 3000

**Email:** [admissions@nexgen.edu.au](mailto:admissions@nexgen.edu.au)

## ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

### Student Declaration and Consent

- ☐ I declare that the information I have provided to the best of my knowledge is true and correct.
- ☐ I acknowledge that I have read and understood Nexgen Institute of Australia Privacy Policy.
- ☐ I confirm that I have read & understood Nexgen Institute of Australia current International Student Prospectus or information provided on Nexgen Institute of Australia(www.nexgen.edu.au) which details information about the ESOS framework, course entry & progress requirements, English entry requirements, LLN requirements. I also understand fees payments & refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered. I agree that my temporary entry to Australia, if granted, will be for study purposes only. I understand that OSHC is compulsory for all international students, and I will be responsible to arrange my own health cover. I understand that if I have reappointed an education agent, I have authorised Nexgen Institute of Australia to release personal information and visa documentation relevant to my application to that agent. I authorise Nexgen Institute of Australia to obtain official records from any educational institution previously attended by me in Australia.

### Applicant Acknowledgement and Signature

Student full name:																
Student Signature:									Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
										Day		Month		Year		

### Applicant Checklist

Please ensure you attach the following documents with your application.

<input type="checkbox"/>	Completed all sections of the International Student Application Form
<input type="checkbox"/>	Certified copy of personal details page of your passport
<input type="checkbox"/>	Certified copy of your English language qualification or provide details of your English proficiency
<input type="checkbox"/>	Certified copy of all academic qualifications, including secondary school studies
<input type="checkbox"/>	CoE document(s) for all courses enrolled - if you are currently studying in Australia
<input type="checkbox"/>	Certified official translation of any document not in English