

International Student Application Form

Onshore ☐ Offshore ☐

This application form is for **international students** only. Please ensure all sections are completed clearly and in **BLOCK LETTERS**. Missing or incorrect information may cause delays in the application process. Fill this form and send it by email together with required documents to: admissions@tr4inright.edu.au

Personal details

Have you previously applied to OR been a student at Tr4in Right?

No ☐ Yes ☐ Tr4in Right Student ID:

1. Full Name (as in passport)

Title Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other ☐

Given Name:

Surname/Family Name:

2. Date of Birth: DD/MM/YYYY

3. Passport Information

Passport No.: Expiry Date: DD/MM/YYYY

Country of Passport:

4. Are you currently holding any Australian visa?

Yes ☐ Visa Subclass: No ☐

5. Have you ever been refused an Australian visa?

Yes ☐ Visa Type: No ☐

6. Gender (Tick ONE box only)

Male ☐ Female ☐ Other ☐

7. Marital status: _____

8. Number of dependants: _____

9. Contact details (email will be the primary mode of communication at the institute)

Home phone Mobile

Email address

10. Address Details

Please provide the physical address (not the post box or agent address)

Permanent Address in Home Country

Address Line 1

Address Line 2

City State

Post Code

Country

Australian address (If Known)

Address Line 1

Address Line 2

Suburb

State

Post Code

11. Postal Address

Use my ☐ Home country address ☐ Australian address
If different from above,

Address Line 1

Address Line 2

City

State

Post Code

Country

12. Emergency Contact Details

Name

Contact No

Relation

Email

Employment

13. Of the following categories, which best describes your current employment status?

Employed Part-time

☐

Not employed

☐

Schooling

14. What is your highest COMPLETED Australian equivalent school level?

Year 10

☐

Year 12

☐

Year 11

☐

In which YEAR did you complete that school level?

15. Are you still attending secondary school?

Yes ☐

No ☐

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

Yes ☐ tick ANY applicable boxes

No

☐ go to Question 17

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

☐

Language and cultural diversity

17. In which country were you born?

Australia

Other – please specify

18. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other – please specify

19. How well do you speak English?

Very well

Well

Not well

Not at all

20. Have you undertaken any English exams or completed any English course in the last 24 months?

No

Completed English Exam

Examination Name:

Score:

Completed English Course

Course Name:

Result:

21. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Disability

22. Do you consider yourself to have a disability, impairment or long-term condition?

Yes

☐

No

☐

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (tick as required)

Hearing

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Dyslexia

Other

Study reason

23. Of the following categories, which best describes your main reason for undertaking this course

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

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

For personal interest or self-development

Recognition of prior learning / Credit Transfer

Are you seeking Recognition of Prior Learning (RPL) or Credit Transfer (CT)?

Yes

☐

No

☐

If you have ticked the box above indicating you are applying for CT or RPL, please fill Credit Transfer or RPL Application form available on our website and send to us together with this form. One of our Academic staff will contact you if we need further information or documents.

How did you hear about Us?

Tr4in Right website

Social Media (Facebook, Twitter, Instagram etc)

Exhibition/ Fair

Online search (Google etc)

Friends/ Family

Recommended by an Education Agent

Former Tr4in Right student

Other, please specify:

Course(s) preference

Carpentry and Construction

CPC30220 Cert III in Carpentry

(CRICOS Code 104873H)

CPC40120 Cert IV in Building and Construction

(CRICOS Code 109004B)

CPC50220 Diploma of Building and Construction (Building)

(CRICOS Code 103754A)

RII60520 Advanced Diploma of Civil Construction Design

(CRICOS Code 114197A)

Business

BSB50420 Diploma of Leadership and Management

(CRICOS Code 104332D)

BSB60420 Advanced Diploma of Leadership and Management

(CRICOS Code 108423B)

BSB80120 Graduate Diploma of Management (Learning)

(CRICOS Code 108697J)

BSB80320 Graduate Diploma of Strategic Leadership

(CRICOS Code 106614M)

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Unique Student Identifier (USI): _____

From 1 January 2015, a nationally recognised VET qualification or statement of attainment can ONLY be issued to you if you 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 <http://www.usi.gov.au/create-your-usi/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

EDUCATION AGENT DETAILS IF APPLICABLE

Education Agent Details:
Contact Person:
Contact Number:

Intake Preference

When would you like to start studying? MM/YY

Overseas Student Health Cover (OSHC) number: _____

Student Visa applicants are required to have visa length Overseas Student Health Cover (for at least 1 month longer than their course). Tr4in Right can arrange OSHC on your behalf. If you would like Tr4in Right to organise your OSHC, tick YES below & indicate what type of cover is required.

YES Single Family Couple
If requesting for couple of family please provide copy of family member's passport.

Before submitting your application, please make sure you have

Completed all sections of this Application Form	
Attached certified academic transcripts (English translation together with original, if it is not in English)	
Attached copy of Australian Visa and/or eCOE (if applicable)	
Certified copy of the passport	

Privacy Policy and Applicant's Declaration

I [NAME] understand and acknowledge the following:

Privacy Notice – National Vet Data Policy 2020

- **Why we collect your personal information:**
As a registered training organisation (RTO), Tr4in Right collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us;
- **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:**
Tr4in Right is 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.
- 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.
- If you would like to seek access to or correct your information, in the first instance, please contact Tr4in Right.
- 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>.
- **VET Data Use Statement (National VET Data Policy 2020)**
Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:
 - populating authenticated VET transcripts
 - administering VET, including program administration, regulation, monitoring and evaluation
 - facilitating statistics and research relating to education, including surveys and data linkage
 - Understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- A state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

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NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

- I understand that as per the above **VET Data Use Statement**, my personal information (including the personal information contained on this application form), may be used or disclosed by Tr4in Right for statistical, administrative, regulatory and research purposes. PTr4in Right may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies and NCVER;
- **Survey:** I may receive a student survey which may be administered by a government department or NCVER employee, agent hird party contractor or other authorised agencies. I am aware that I may opt out of the survey at the time of being contacted;
- I am aware that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy 2020 and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

- I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia;
- I agree to advise Tr4in Right if there are any changes to the information I have provided in this application;
- I understand that by completing this application, I am giving a written consent to Tr4in Right to independently verify the information supplied by me in this application;
- I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department Home Affairs (formerly DIBP);
- I am aware of the estimated total course fees at Tr4in Right and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified;
- I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront;
- I have read and understood Tr4in Right's polices and procedures, Student handbook, website information, marketing material, and have received full information from Tr4in Right's Education Agent (in case of enrollment through education agent) before making the decision to enroll in the course; and I agree and will abide by all these information and guidelines;
- I understand that Tr4in Right also reserves the right to vary courses, subjects, and the mode of delivery, assessment and admission requirements at any time at its discretion;
- I understand that I will be required to take Pre-Training Review Interview (PTR) with Tr4in Right staff and also appear for Language, Learning and Numeracy Assessment (LLN) prior to my course enrollment.
- I have read and understood the Tr4in Right's policies on "Student Fee and Refund Policy", "Attendance Policy", "Course Progress monitoring Policy" "Complaints and Appeals Policy", "Deferment and Suspension Policy", "Transfer between Registered Provider Policy" and other policies that are published on Tr4in Right website www.tr4inright.edu.au;
- I understand that Tr4in Right will monitor my attendance and course progress to complete my course in the given duration. I am responsible to attend timetabled classes and maintain at least 80% attendance in every term. I understand that if my course progress is below 50% in two consecutive terms, or my attendance is below 80% in ELICOS courses without any compassionate grounds, Tr4in Right will follow the Course Monitoring Policy and report this to the DHA via PRISMS;
- I authorise Tr4in Right to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service as and when required;
- I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.

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.

Applicant's Signature _____ **Date** _____

(Must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

Parent / Legal guardian Signature _____ **Date** _____

OFFICE USE ONLY

Application Received Date: / /

Application Received by: _____ Decision on Application: ☐ Accepted

☐ Rejected

Name: _____ Signature: _____ Date: _____