

**APPLICATION FOR ENROLMENT**

**PERSONAL DETAILS**

Family Name: ..... Given Name: .....  
 Date of Birth: ..... USI No: ..... Gender: .....

**CONTACT DETAILS**

Current Address: ..... Post Code: .....  
 Telephone: ..... Email: .....

**PASSPORT, VISA AND HEALTHCARE**

Passport No: ..... Expiry Date: .....  
 Nationality: ..... Visa Type: .....  
 Are you currently in Australia?  Yes  No      Do you already have a student visa?  Yes  No  
 Do you currently have Overseas Student Health Care (OSHC)? .....

**AGENCY DETAILS**

Are you applying through an Educational Agency?  Yes  No  
 Agency Name: ..... E-mail: .....

**COURSE SELECTION & SHIFT TIME**

Which course would you like to apply for? *Please check course availability on [VIA Course Guide](#).*  
*All shifts are subject to availability.*

- |   |   |
|---|---|
| BSB41015 Certificate IV in Human Resources 094142G                | <input type="checkbox"/> AM1 <input type="checkbox"/> PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM3 |
| BSB50618 Diploma of Human Resources Management 098672E            | <input type="checkbox"/> AM1 <input type="checkbox"/> PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM3 |
| BSB60915 Advanced Diploma of Management (Human Resources) 095290K | <input type="checkbox"/> AM1 <input type="checkbox"/> PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM3 |
| BSB41515 Certificate IV in Project Management Practice 096032J    | <input type="checkbox"/> PM1 <input type="checkbox"/> PM2   |
| BSB51415 Diploma of Project Management 096033G                    | <input type="checkbox"/> PM1 <input type="checkbox"/> PM2   |
| BSB51918 Diploma of Leadership and Management 098878B             | <input type="checkbox"/> AM1 <input type="checkbox"/> AM2 <input type="checkbox"/> PM2 <input type="checkbox"/> PM3 |
| BSB61015 Advanced Diploma of Leadership and Management 096035F    | <input type="checkbox"/> AM1 <input type="checkbox"/> AM2 <input type="checkbox"/> PM2 <input type="checkbox"/> PM3 |

Which commencement date would you like?  22 Apr 19,  20 May 19,  15 Jul 19,  12 Aug 19  
 7 Oct 19,  4 Nov 19,  3 Feb 20,  2 Mar 20

**CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING**

Would you like to apply for Credit Transfer or Recognition of Prior Learning?  Yes  No  
 Please see our website for full details or request an information sheet from our information desk.



**STUDENT SELF-ASSESSMENT**

This self-assessment assists VIA Education to determine if the course you wish to enrol is the most suitable one for you based on your educational history, existing skills and capabilities, aspirations, interests and career goals. The information you provide in this form will also assist VIA Education to identify any learning needs you have and provide the support services to meet those needs.

**PART A: AGE REQUIREMENTS**

Are you aged 18 or over? Yes No

**PART B: ACADEMIC SUITABILITY**

All intending students must meet VIA Education course entry requirements to ensure that they are academically suitable. Tick only ONE option which is the most appropriate:

- I have successfully completed Australian Year 12 qualification or its overseas equivalent
- I have successfully completed Certificate III or higher-level qualification in Australia (taught in English)
- I will complete a Language Literacy and Numeracy (LLN) test and any follow-up assessment required by VIA Education
- I have relevant work experience in the area relevant to the course I wish to enrol

Based on your selection above, please specify what evidence of meeting VIA course entry requirements you provide to this application (e.g. copies of certificates and transcripts, up-to-date resume, copies of work experience letters if prior work experience is used to meet academic requirements): .....

**PART C: ENGLISH PROFICIENCY**

Are you an international student? Yes No

If yes, is English your first language? Yes No

If no, please tick only ONE option which is the most appropriate to demonstrate your English language proficiency:

- Completion of an accredited English language course at Upper Intermediate level
- IELTS 5.5 or higher
- TOEFL 527 or higher
- Pearson Test of English (Academic) with a score of 42 or higher
- Successful completion of Australian Qualifications Framework (AQF) Certificate III or higher qualification
- Successful completion of VIA Education English placement test
- Others, please specify.....



## PART D: QUESTIONNAIRE

ABOUT YOU	WRITE YOUR RESPONSE
How do you think this course will assist you to achieve your career goals?	
Have you ever worked or volunteered in an area relevant to the course you wish to enrol (e.g. if you choose a human resources management course, this question is asking if you have worked or volunteered in human resources area before)? (existing skills)	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details
Do you hold any formal qualifications relevant to the course you wish to enrol? (knowledge)	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details
What do you hope to achieve from undertaking this course/pathway? (e.g. be job ready, undertake further training, assisting family business etc.)	
Do you have any special needs that may make it difficult for you to successfully complete this course (e.g. disability)?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details
How do you learn best (you can select more than one option)?	<input type="checkbox"/> Attending face-to-face classes and interacting with the trainer and other students <input type="checkbox"/> Researching, reading and discussing <input type="checkbox"/> Completing self-paced learning activities in my own time
Are there any aspects of a learning environment that makes you uncomfortable?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details

**PART E: DIGITAL CAPABILITY**

All courses at VIA Education require students to work on computers to research, prepare documents and present information. Tick appropriate option:

SKILLS	COMPETENT	NEED SUPPORT
Computer operation (switch on/off, using USB disks, file and folders management, saving documents etc.)		
Using programs such as MS Office, Excel, Power Point		
Using internet to search and access information		
Download and save/print materials from the internet		
Upload documents onto a website on the internet		
Using emails for correspondence		
Attach files to emails, open attachments store/print attachments		

**PRIVACY NOTICE**

The information you provide to VIA Education will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training, assessment and other support services requested by you. Your personal information will not be released unless required by law or approval is provided by you.

Under the Data Provision Requirements 2012, VIA Education 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), may be used or disclosed by VIA Education for statistical, administrative, regulatory and research purposes. VIA Education may disclose your personal information for these purposes to: Commonwealth and State or Territory government departments and authorised agencies; and NCVER. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes: populating authenticated VET transcripts; facilitating statistics and research relating to education, including surveys and data linkage; pre-populating RTO 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

Information from international students is collected during enrolment in order to meet VIA Education obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018; and to ensure international student compliance with the conditions of their student visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about international students during the enrolment can be provided, in certain circumstances, to an agency of the Commonwealth, or of a State, that is responsible for or otherwise concerned with immigration or the regulation of providers; or the Tuition Protection Service (TPS) Director; or the Overseas Students Ombudsman. In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law. Information disclosed to the above Government agencies may be used or disclosed, in accordance with the Privacy Act 1988, for the purposes of promoting compliance with the ESOS Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students 2018; assisting with the regulation of providers; promoting compliance with the conditions of a student visa.



## STUDENT DECLARATION

*"I declare the information and responses provided on this form are true and accurate. I have been given all required pre-enrolment information, accessible via <http://www.via.edu.au/pre-enrolment-info/read-me-first/>, to enable me to make an informed decision about the course I wish to enrol. I acknowledge that I have read the information contained on VIA Education website [www.via.edu.au](http://www.via.edu.au), and understand the location of studies, the enrolment process, the course requirements, course and non-compulsory fees, refund policy and other student related policies. I understand, agree and consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice detailed above."*

Student Name: .....Signature as passport: .....

Date: ...../...../ .....

## SUPPORTING DOCUMENTATION CHECKLIST

Ensure you complete all relevant questions in this enrolment application form and attach all relevant supporting documentation as listed below. **Note:** it is important that you provide an original or certified copy <sup>1</sup>. Incomplete or poorly documented applications may be refused.

- original or certified passport identity page
- original or certified passport signature page
- evidence of meeting English language entry requirements, e.g. original or certified certificates of courses completed, or original or certified result record of tests taken
- evidence of meeting academic entry requirements, e.g. original or certified copies of certificates and transcripts of previous qualifications obtained in Australia or from overseas.

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<sup>1</sup> A certified copy is a copy of an original document that has been verified as being a true copy after the original document has been sighted by an authorized person (e.g. VIA Education authorized education agent, VIA Education Staff member, notary or justice of the peace).

