

INTERNATIONAL STUDENT APPLICATION FORM

Instructions to Applicants: Please use BLOCK LETTERS when completing this form. Return the completed form to Queensberry College of Vocational Education **Post:** Level 9, 601 Bourke Street, Melbourne, VIC 3000 or **Email:** admin@qcve.edu.au

APPLICATION INFORMATION

	Preferred Intake (MM/YYYY)	Course Code	Course Name	CRICOS Code	Duration
		BSB50420	Diploma of Leadership and Management	104148D	52 Weeks
		BSB60420	Advanced Diploma of Leadership and Management	111564G	78 Weeks
		BSB80120	Graduate Diploma of Management (Learning)	111565F	60 Weeks
		SIT50421	Certificate IV in Kitchen Management	109649J	60 Weeks
		SIT50422	Diploma of Hospitality Management	113355M	60 Weeks
		SIT60322	Advanced Diploma of Hospitality Management	118174J	96 Weeks
		AUR30620	Certificate III in Light Vehicle Mechanical Technology	103665B	60 Weeks
		AUR40226	Certificate IV in Automotive Mechanical Diagnosis	102549C	34 Weeks
		AUR50216	Diploma of Automotive Technology	102550K	36 Weeks
		CPC31020	Certificate III in Solid Plastering	119452F	54 Weeks
		CPC50220	Diploma of Building & Construction (Building)	119453E	56 Weeks

PERSONAL DETAILS

Given Name: Family Name: One name only

If you have only one name, you must enter it under Family Name and tick the box labelled "Only One Name".

Date of Birth: Gender: Male Female

Passport Number:

Do you have a Student Visa? Yes No VISA Number:
Have you been denied a visa for Australia? Yes No If No, Date of Arrival:
Are you currently living in Australia? Yes No

*Enter your Unique Student Identifier (USI)

Do you require Overseas Student Health Cover Yes No (If No, please arrange OSHC prior to Visa)

If yes, Please Specify, Single Dual Family

Duration:

AUSTRALIAN CONTACT DETAILS (IF KNOWN)

Address:

Contact Phone no.: Email:

Postal Address (If different to the Address above):

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: Relationship:

Address:

Mobile: Email:

HOME COUNTRY DETAILS

Address:

Contact Phone: Email:

SCHOOLING

1. What is your highest COMPLETED school level ? (Tick ONE box only)

If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.

Year 12 or equivalent	12
Year 11 or equivalent	11
Year 10 or equivalent	10
Year 9 or equivalent	09
Year 8 or equivalent	08
Never attended school	02

Are you still enrolled in secondary or senior secondary education?

Yes No

LANGUAGE & CULTURAL DIVERSITY

In which country were you born? Australia Other, please specify

Is English your first language? Yes No My first language is:

Have you taken an English proficiency test (e.g. IELTS, OET, Cambridge, TOEFL, or PTE) in the past 2 years? Yes No

If Yes, Name of Test: Date of Test: Test Score:

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

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

EDUCATION

Qualification Level

Recognition

Australian Qualification

Australian equivalent

International

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma

Certificate IV

Certificate III

Certificate II

Certificate I

Miscellaneous Education

Have you enrolled in the same or a similar course elsewhere?

Yes

No

Are you seeking Credit Transfer / recognition of prior learning?

Yes

No

(If yes, complete credit transfer / recognition of prior learning form and provide relevant supporting documents along with this application form)

DISABILITY INFORMATION

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

Yes

No

Hearing

Physical

Intellectual

Mental Illness

Acquired Brain Impairment

Vision

Learning

Medical Condition

Other

STUDY REASON

Tell is the reason you want to take our course

To get a job

To develop my existing business

Start my own business

To get a better job or promotion

Requirement of my job

Develop my skills

Pre-requisite of another course

Self development

Other reasons

EMPLOYEMENT

Which BEST describes your current employment status?

Full-time

Part-time

Self employed - not employing others

Self employed - employing others

Employed - unpaid worker in a family business

Unemployed - seeking full time work

Unemployed - not seeking employment

Where did your hear about us?

Agent

Website

Search Engine (Google/Yahoo, Bing etc)

Friend

Other, specify

PRE-ENROLMENT INFORMATION

Admission Process

Entry Requirements:

1. 18 years and above
 2. Minimum IELTS band 6.0 or equivalent.
 3. Schooling equivalent to Australian Year XII.
- Student must demonstrate their competence in language, literacy, numeracy and digital knowledge prior to commencing the course. This is achieved by undertaking the LLND test.

- Complete the Application Form and along with required documents (as per checklist on page 4), email to admin@qcve.edu.au or post the application to Level 9, 601 Bourke Street, Melbourne, VIC 3000
- Offer Letter and Agreement will be sent to you within 14 days of receiving a duly completed and verifying the details.
- You need to meet certain requirements before you can enter your course. These will be outlined in your Letter of Offer. Your Letter of Offer will also state that if you need to provide further information.
- The student qualifications and English Level Proficiency are assessed according to the Entry Requirements Policy, to determine the appropriateness of these qualifications for entry into the course in which enrolment is sought.
- Read the QCVE policies and Procedures in the student handbook /website
- Completed all sections of the Acceptance of Offer and Payment Form, Signed and dated the declaration
- Completed the airport reception and accommodation form (if required).
- Make the Initial Payment required
- QCVE will issue Confirmation of Enrolment(eCoE)
- Obtain OSHC
- Organise your student Visa
- Commence study at QCVE on the scheduled day

UNIQUE STUDENT IDENTIFIER (USI)

* From 1 January 2015, we QCVE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not 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 <https://www.usi.gov.au/your-usi/create-usi> on your 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.

PRIVACY POLICY STUDENT DECLARATION

I [NAME],..... understand and acknowledge the following

- Under the Data Provision Requirements 2012, QCVE 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 and your training activity data) may be used or disclosed by QCVE for statistical, regulatory and research purposes. QCVE may disclose your personal information for these purposes to third parties, including, Commonwealth and State or Territory government departments and authorised agencies, NCVER, Organisations conducting student surveys, Researchers.
- Personal information disclosed to NCVER may be used or disclosed for
- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts,
- facilitating statistics and research relating to education,
- understanding how the VET market operates, for policy, workforce planning and consumer information,
- administering VET, including program administration, regulation, monitoring and evaluation.
- You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 at www.ncver.edu.au).

I also have been informed about and understand the following

- Have read and understood QCVE's student prospectus, policies and procedures, website, marketing material, and received full information from QCVE's Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course.
- Understand that the institute also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion
- Authorise QCVE to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)

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.

STUDENT SIGNATURE

DATE

.....

PARENT SIGNATURE^

DATE

(^ Only required, if candidate is below 18 years of age at the time of application)

Completed all sections of this application form

Attached copy of Australian Visa and/or eCoE

(if applicable)

Attached certified academic transcripts

(English translation together with original, if it is not in English)

Attached relevant employment details

(if applicable)

AUTHORISED COLLEGE EMPLOYEE APPROVING / REJECTING AN OFFER

Name:

Signature:

Date:

Comments (Optional):