



Anderson College  
Address: Level 6, 190 Queen Street  
Melbourne, VIC 3000  
Contact: (+61) 411 333 327  
www.andersoncollege.vic.edu.au

## **APPLICATION FORM (DOMESTIC STUDENTS)**

Thank you for expressing your interest in enrolling with our Registered Training Organization (RTO). This enrolment form must be completed in English. Should you require any assistance during the completion process, please do not hesitate to contact us via phone or email.

Upon completion, the form may be submitted by post or email. Please ensure that you include all required supporting documents, including a copy of your passport, visa (if applicable), High School Certificate, proof of English language proficiency as specified in the course entry requirements, and any additional documentation referenced in the relevant course brochure. [info@andersoncollege.au](mailto:info@andersoncollege.au)

### **Diversity and Inclusion Statement – Anderson College**

Anderson College values diversity and is committed to fostering a culturally safe, inclusive, and respectful learning environment for all students.

We recognise and celebrate the contributions of people from all backgrounds, including First Nations peoples, culturally and linguistically diverse communities, people with disability, LGBTIQ+ communities, and those from varied faiths, genders, and socio-economic groups.

We are dedicated to ensuring every learner feels supported, valued, and empowered to succeed

### **Applicant Details:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Gender:  Male  Female  Non-Binary

Prefer to self-describe  Prefer to self-describe

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### **If you are not an Australian citizen, please answer the following:**

Do you hold a permanent Residency?  Yes  No

If yes, please provide a copy along with the following Details

**Visa Type** \_\_\_\_\_

**Visa Grant Number** \_\_\_\_\_

**Visa expiry Date:** \_\_\_\_\_

(dd/mm/yyyy)

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RTO can be prevented from issuing you with a nationally recognized 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/students/create-your-usi/> on computer or mobile device.

**Do you have a USI (Unique Student Identifier) from the Australian Government?**

*If yes, please provide your USI no.*

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**Current Residential Address:**

*Please provide your full physical residential address, including street number and name. This should be your usual place of residence, not a temporary address used for study, work, or travel purposes. If you live in a rural area, use the official address format recognized by your state*

**Details in Australia**

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

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Emergency Contact Details:**

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

**Courses:**

I Wish to Apply for The Following Course(s):

Course	Please Tick
CHC33021 Certificate III in Individual Support	<input type="checkbox"/>
CHC43121 Certificate IV in Disability Support	<input type="checkbox"/>
115189D Diploma of Community Services	<input type="checkbox"/>
BSB80120 (115190M) Graduate Diploma of Management (Learning) (Entry Requirements: Australian equivalent to Diploma or Higher Qualifications)	<input type="checkbox"/>
ELICOS – General English	<input type="checkbox"/>

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### English Language Proficiency:

Is English your first language? **Yes / No** (please circle)

IELTS / PTE/TOEFL Score: \_\_\_\_\_  
(Attach certified copy of certificate)

Other English language Qualification: \_\_\_\_\_  
(Attach certified copy of certificates)

### Disability:

Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies?  No  Yes

If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail. (You may indicate more than one area)

Hearing/Deaf  Physical  Vision  Learning Other

Your answers to the following questions will enable Anderson College Australia to advise you about whether the training product being applied for is appropriate to meet your needs, taking into account your existing skills and competencies prior to enrolment.

### Career and Course Goals

Briefly describe what your career goals are in relation to your chosen Industry.

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What are your objectives for pursuing your chosen program at Anderson College?

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What potential difficulties, if at all, do you anticipate encountering while pursuing your chosen course/s of study?

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### Previous Educational Qualifications:

Please specify any prior qualifications you have obtained, including your highest level of education completed.

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

### Credit Transfer

A student may be granted exemption from studying Unit/s of Competency due to previously completed Units of Competency or Qualifications. The student must submit an original Certificate and/or Statement of Attainment demonstrating their competence for Unit/s of Competency. The RTO will validate the Certificate/ Statement of Attainment and keep a copy of the document as evidence. Credit Transfer will be granted on a direct Unit-for-unit basis. If you wish to apply for CT, the documentation must be lodged within 14 business days of application.

Do you wish to apply for CT?      No       Yes

*Please attach any relevant testamurs to support your application for Credit Transfer*

### Recognition of Prior Learning

All applicants will have the chance to seek Recognition of Prior Learning (RPL), which recognises skills and knowledge acquired through formal training, work experience, and life experience, especially in relation to specific Units of Competency.

To apply for RPL, please request an RPL Application form. As the student, it's your responsibility to collect the required documentation to support your RPL Application. This documentation may encompass testimonials, references, logbooks, interviews, evidence reviews, skills assessments, written evaluations, and verbal reviews.

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Do you wish to apply for RPL?  No  Yes

Please attach copy of your curriculum vitae and any relevant documents that support your experience and intention to apply for RPL. A separate RPL application form shall be provided if your intention is to apply for RPL.

### Employment History:

If you have significant industry experience, you can apply for Recognition of Prior Learning(RPL) to potentially shorten your course by receiving credit for specific units. If interested, complete the section below for RPL consideration and list any applicable work experience/employment details:

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

### Applicant Checklist

Anderson College warmly welcomes overseas students. For us to process your application without delay, can you please make sure that you have completed all sections of this Application Form and have attached the following:

- Certified copies of all your academic qualifications (translated into English)
- Certified IELTS score / Proof of English Language Proficiency (6 IELTS or equivalent or above)
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)

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## Privacy Notice

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

### 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

We are 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 (Department of Education (DET)), 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:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

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](http://www.ncver.edu.au/privacy)

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

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If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

Department of Education (DET) 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 Department of Education (DET) will handle your personal information, please refer to the Department of Education (DET) VET Privacy Notice at [Department of Education privacy policy | vic.gov.au](http://www.vic.gov.au)

### 1. 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 RTO) 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

### Applicant Declaration

I understand that by completing and sending the required application fee with this form I am applying for enrolment into the course indicated above and if successful in this application will receive a Letter of Offer and Written Agreement confirming my enrolment details.

I also understand that this is an application to study, and the fees associated with it only relate to the application to study, not the tuition fees. Arrangements for the payment of tuition fees will be included in the 'Written Agreement', which will be issued once the application has been assessed. I understand the RTO has the right to reject my application prior to issuing a 'Letter of Offer' and 'Written Agreement' and that the application fee paid is non-refundable.

I have read and understood the 'Student Handbook,' which includes information on tuition fees and associated costs, the refund arrangement of course fees, general information and conditions of studying in Australia as an international student.

### APPLICANT'S SIGNATURE

DATE...../...../.....

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