

# INTERNATIONAL STUDENT APPLICATION FORM

**It is important that you complete all the details on this enrolment form.**

This will be used to enrol you in the qualification you are seeking. Some of the information contained here will be keyed into a student database and used for statistical and other reporting to State/Territory Registering Authorities and the National Centre for Vocational Education Research (NCVER). Please ask your training representative for assistance to fill out this form if you require help.

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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.

### 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 (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:

- 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 your RTO using the contact details listed below.

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 *Alana Kaye College* 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 – Please note, Alana Kaye College's Privacy Policy is located on our webpage and in your Student handbook.

## 1. Training required

Individual Qualifications	Packaged Qualifications
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care  <input type="checkbox"/> CHC33021 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> HLT43021 Certificate IV in Allied Health Assistance  <input type="checkbox"/> CHC52021 Diploma of Community Services <input type="checkbox"/> CHC62015 Advanced Diploma of Community Sector Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice <input type="checkbox"/> BSB50820 Diploma of Project Management <input type="checkbox"/> BSB50120 Diploma of Business (Entrepreneurial) <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> TAE40122 Certificate IV in Training and Assessment <input type="checkbox"/> CPC40120 Certificate IV in Building and Construction	<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care <u>and</u> CHC50121 Diploma of Early Childhood Education and Care <input type="checkbox"/> CHC33021 Certificate III in Individual Support <u>and</u> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC33021 Certificate III in Individual Support <u>and</u> CHC52021 Diploma of Community Services <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <u>and</u> CHC52021 Diploma of Community Services <input type="checkbox"/> CHC52021 Diploma of Community Services <u>and</u> CHC62015 <u>and</u> Advanced Diploma of Community Sector Management <input type="checkbox"/> CHC33021 Certificate III in Individual Support <u>and</u> CHC43015 Certificate IV in Ageing Support <u>and</u> CHC52021 Diploma of Community Services <input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice <u>and</u> BSB50820 Diploma of Project Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <u>and</u> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <u>and</u> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> BSB50120 Diploma of Business <u>and</u> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> CPC40120 Certificate IV in Building and Construction <u>and</u> BSB50820 Diploma of Project Management <input type="checkbox"/> CPC40120 Certificate IV in Building and Construction (Site Management specialisation <u>and</u> Building specialisation)
<b>Campus:</b> <input type="checkbox"/> Darwin <input type="checkbox"/> Gold Coast	
<b>Course intake:</b> <input type="checkbox"/> January 2024 <input type="checkbox"/> April 2024 <input type="checkbox"/> July 2024 <input type="checkbox"/> October 2024 <input type="checkbox"/> January 2025 <input type="checkbox"/> April 2025 <input type="checkbox"/> July 2025 <input type="checkbox"/> October 2025 <input type="checkbox"/> January 2026 <input type="checkbox"/> April 2026 <input type="checkbox"/> July 2026 <input type="checkbox"/> October 2026	
<b>Recognition of Prior Learning (RPL) / Credit Transfer (CT) Application</b> Are you seeking Recognition of Prior Learning (RPL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If you ticked yes above, please submit your CT/RPL application form, along with your relevant supporting documents (certified academic transcripts and unit outlines), with your enrolment application form.	

## 2. Personal Details

<b>First Name:</b>		<b>Middle Name:</b>	
<b>Family Name (Surname):</b>		<b>Title: (Dr/Mr/Mrs/Ms /Miss)</b>	

<b>Date of Birth:</b> DD/MM/YYYY		<b>Nationality:</b>			
<b>Passport Number:</b>		<b>Date of issue:</b>		<b>Expiry Date:</b>	
<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)				

**Please attach a true copy of your passport with this application form**

### 3. Visa details

Have you held an Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, visa subclass _____
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**Please attach a copy of any above-mentioned visa with this application form.**

### 4. Overseas Student Health Cover (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, what is your OSHC Membership Number? _____
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**Please attach a copy of your OSHC with this application form.**

### 5. Unique Student Identifier

All students studying in Australia will require a Unique Student Identifier (USI). If you are in Australia, please apply for a USI directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device. Please enter your USI below.  <b>Enter your Unique Student Identifier (USI)</b> _____
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**Please note that you can only apply for a USI after arrival in Australia.**

### 6. Contact Details

<b>Home phone:</b>		<b>Work email:</b>			
<b>Work phone:</b>		<b>Personal email:</b>			
<b>Mobile:</b>		<b>Town/City of birth:</b>			

### 7. Home Country Address

Please provide your home country physical address where you usually reside rather than any temporary address at which you reside for training, work or other purposes.

<b>Building/property name</b>					
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>			
<b>Street name</b>					
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>	

**8. Local address in Australia (if known)**

Please provide the physical address where you will be living, or currently reside in Australia.

<b>Building/property name</b>					
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>			
<b>Street name</b>					
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>	

**9. Postal address (if different from above)**

<b>Building/property name</b>					
<b>Flat/unit details</b>		<b>Street or lot number (eg. 205 or Lot 118)</b>			
<b>Street name</b>					
<b>Suburb, locality or town</b>		<b>State / Territory</b>		<b>Postcode</b>	

**10. Emergency Contact Details**

<b>Name:</b>				
<b>Relationship:</b>				
<b>Home phone number</b>		<b>Mobile phone</b>		
<b>E-mail</b>				

**11. Australian Study Details**

Have you studied or are you currently studying in Australia?  <input type="checkbox"/> Yes  <input type="checkbox"/> No	If Yes: Please list name of Training Organisation _____  Year of study: _____  <i>Note: If you are currently studying in Australia and you want to study at Alana Kaye College, you may need a Letter of Release from your other Training Provider.</i>
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**12. English Language Proficiency**

<b>All international students must demonstrate an acceptable level of English proficiency to gain admission into an Alana Kaye College program. An overall score of 5.5 IELTS, OR equivalent, is required for all courses. Please tick the appropriate box to indicate any English test you have completed within the last 2 years.</b>	
<input type="checkbox"/> International English Language Testing System (IELTS) IELTS score: _____  <input type="checkbox"/> Test of English as a Foreign Language (TOEFL) TOEFL score: _____  <input type="checkbox"/> Cambridge English: Advanced (Certificate in Advanced English) score: _____	<input type="checkbox"/> Pearson Test of English Academic score: _____  <input type="checkbox"/> Other (i.e. Upper Intermediate General English Course) Please list name of Course, Training provider, Completion Date and results _____ _____ _____
Is English the language spoken at your permanent home address?	<input type="checkbox"/> Yes <input type="checkbox"/> No Other- please specify which language _____

**Please attach a copy of your result with this application form.**

**13. Employment Status**

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<input type="checkbox"/> Full time employee <input type="checkbox"/> Part – time employee <input type="checkbox"/> Self-employed not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Unemployed seeking part-time work <input type="checkbox"/> Not employed – not seeking employment

**14. Schooling**

What was the highest COMPLETED level of schooling? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school	In which year did you complete that level of schooling? _____  Are you still attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**15. Disability**

Do you consider yourself to have a disability, impairment or a long-term health condition? <input type="checkbox"/> Yes <input type="checkbox"/> No – go to next question 16.  Do you require adjustment to your training or assessment due to your disability? Please note that this information is only asked for the purpose to offer support and arrange reasonable adjustment. <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: _____	If yes, please indicate the area(s) of disability, impairment or long-term conditions: (You may indicate more than one area)  <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Other <input type="checkbox"/> Food allergies
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**16. Previous qualifications achieved**

Have you successfully completed any of the qualifications listed? <input type="checkbox"/> No <input type="checkbox"/> Yes – select the applicable boxes.  In which country did you complete your qualification? _____	If yes, select the applicable boxes  <input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Advanced Diploma or associate degree <input type="checkbox"/> Diploma or associate diploma <input type="checkbox"/> Certificate IV or advanced certificate/technician <input type="checkbox"/> Certificate III or trade certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate other than above
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**17. Study reason**

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons – Please explain

## 18. Education Agent

Is an education agent assisting you with your application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details below:
Counsellor's name:		
Agency's name:		
Email address:		
Phone number:		

## 19. Applicant Declaration and signature

Please tick	By ticking these boxes below, I confirm the following:
	I wish to be considered for admission to the course(s) I have shown on this application form. I declare that to the best of my knowledge the information supplied within this application and the documentation supporting it is correct and complete.
	I acknowledge that I have read and understood the information provided above and certify that the details are accurate and complete
	I acknowledge that I have read and understood Alana Kaye's International Student Handbook and information available on <a href="http://www.alanakaye.edu.au/international">www.alanakaye.edu.au/international</a> and the requirements of the course including Student Fee Refund information.
	I acknowledge that the provision of false or misleading information may result in non-acceptance of the application and forfeiture of any tuition fees paid to Alana Kaye College
	I declare that I am aware of and understand my financial obligations relating to studying in Australia, and certify that I have access to the total funds required to cover all cost associated with my study at Alana Kaye College
	I authorise Alana Kaye College, where necessary to obtain from any other educational institution evidence of my academic records or seek other corroborating evidence with respect to my application
	I also understand that Alana Kaye College is required under Section 19 of the ESOS Act 2000, to inform the Department of Home Affairs about changes to my course enrolment and any breach of my student visa conditions relating to satisfactory attendance and academic performance. I also understand that under the provision of the ESOS Act 2000 Alana Kaye College may release my information to Commonwealth and State agencies and as required under the ESOS Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students, Tuition Assurance Fund Manager and ESOS Fund Manager. For more information, visit <a href="https://international.education.gov.au">https://international.education.gov.au</a>
	Alana Kaye College is bound by the Australian Privacy Principles. It collects and uses any personal information you provide us in accordance with those Principles. The type of information it collects, the use made of the information and the disclosure of that information without your prior approval is set out in the detailed privacy Policy which can be found at the <a href="http://www.alanakaye.edu.au/international">www.alanakaye.edu.au/international</a> webpage. By signing this application I acknowledge that I have read the Privacy Policy and consent to the use and disclosure of my personal information as set out in the Privacy Policy.
	By ticking this box, I give permission to Alana Kaye College to use any photos/videos of me taken at Alana Kaye College for their website or any marketing purposes.
Signature:	Date:

## 20. How did you hear about Alana Kaye College?

- Alana Kaye staff       Education Agent       Conference or event  
 Internet       Employer or manager       Friend or family       Social media  
 LinkedIn       Newspaper       TV, radio or other media

## 21. Application Checklist

Have you:

- completed all sections of this Application?  
 attached a true copy of your passport?  
 attached a copy of your visa, if available?  
 attached a copy of your English Language Proficiency?  
 read and understood Terms and Conditions of Enrolment including Refund Policy?

**22. Supporting documents**

Thank you for completing your application form. Please submit the completed form along with the supporting documents listed below to [international@alanakaye.edu.au](mailto:international@alanakaye.edu.au)

1. PASSPORT – Your photo ID page
2. ENGLISH LANGUAGE TEST SCORE – IELTS test results OR evidence of English language equivalent to an IELTS 5.5 Competency
3. TRANSCRIPTS – All education transcripts and certificates equivalent to Australia Year 12 or higher (translated)
4. GTE FORM
5. RESUME/CURRICULUM VITAE
6. EVIDENCE OF FINANCIAL CAPACITY (may apply for some offshore applicants)

If you are applying from within Australia, you will also need to provide copies of the following documents:

7. VISA – a copy of your Australian visa grant letter
8. OSHC – If you have Overseas Student Health Cover (OSHC), proof of insurance such as a copy of your insurance card or receipt of payment for coverage.

Once your complete application has been received (form and supporting documents) it will be processed by our admission team. You/your agent will receive notification of your application status and outcome by email. If you have any questions regarding this form or the application process, please contact our international programs division at [international@alanakaye.edu.au](mailto:international@alanakaye.edu.au)

**Office Use Only**

Date Application Received

Received by:

Decision on Application: Accepted/Rejected

Staff member name:

Staff member signature: