



APPLICATION FORM FOR INTERNATIONAL STUDENT

Please use BLOCK LETTERS when filling out this form and ensure that all sections are completed, and appropriate tick boxes are marked as applicable. All fields marked with asterisks (*) are required mandatory fields in the application form. Information collected on this enrolment form is confidential and will not affect you as an individual in your studies.

PERSONAL DETAILS (including full legal name)					
Title	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Other				
* Family Name(s)				Middle Name	
* First Name(s)				Mobile	
* Date of Birth (DD/MM/YY)			Gender	☐ Male ☐ Female ☐ Others	
Marital Status	☐ Married ☐ Single ☐ Other (Please specify)				
Nationality				Country of Residence	
* Passport No.				Country of Issue	
Passport Date of Issue (DD/MM/YY)			Passport Date of Expiry (DD/MM/YY)		
Visa type				Visa Date of Expiry (DD/MM/YY)	
Visa refused for Australia or any other country?	☐ Yes ☐ No (If yes, please provide the details below)				

CURRENT RESIDENTIAL ADDRESS			
Address			
Suburb/Town/City			State
Country			Post Code
Telephone Number	(+)	Email	

OVERSEAS RESIDENTIAL ADDRESS			
Address			
Suburb/Town/City			State
Country			Post Code
Telephone Number	(+)	Email	

YOUR EMERGENCY CONTACT DETAILS			
Name			Relationship
Home Phone		Mobile Phone	Work Phone

EDUCATIONAL BACKGROUND			
Your highest level of qualification COMPLETED School/College/University			
Highest Qualification Achieved			Date Achieved (DD/MM/YY)
(e.g., High School Certificate, Diploma, Bachelor, etc.) certified copies of evidence of qualifications, statement of attainment and/or results must accompany your application. If you are currently studying in Australia, please attach your current electronic Confirmation of Enrolment (eCoE).			
Approved by: Compliance and Quality Department Review Date: June 2024 CRICOS No. 03962C RTO Code: 45774 V5.0 Page 1			
visit: www.swanston.edu.au, refer student handbook ABN: 86 625 463 970 Category Australian VET Provider Copyright 2022 Prospect Education Group PTY LTD T/A Swanston Institute (Melbourne)			

SELECT ONE OR MORE OF THE FOLLOWING TRAINING PRODUCT/S

- * ☐ **ICT50220 - Diploma of Information Technology (52 Weeks)**
(Telecommunications Network Engineering)
- * ☐ **ICT60220 - Advanced Diploma of Information Technology (104 Weeks)**
(Telecommunications Network Engineering)
- * ☐ **SIT30821 - Certificate III in Commercial Cookery (52 weeks)**
- * ☐ **SIT40521 - Certificate IV in Kitchen Management (68 weeks)**
- * ☐ **SIT50422 - Diploma of Hospitality Management (68 weeks)**
- * ☐ **SIT60322 - Advanced Diploma of Hospitality Management (80 weeks)**
- * ☐ **RII60520 - Advanced Diploma of Civil Construction Design (104 weeks)**
- * ☐ **CHC30121 - Certificate III in Early Childhood Education and Care (52 weeks)**
- * ☐ **CHC50121 - Diploma of Early Childhood Education and Care (52 weeks)**
- * ☐ **CHC33021 - Certificate III in Individual Support (52 weeks)**
- * ☐ **CHC43015 - Certificate IV in Ageing Support (28 weeks)**
- * ☐ **116159B - General English (Elementary to upper Intermediate (56 weeks)**
- * ☐ **BSB80120 - Graduate Diploma of Management (Learning) (104 weeks)**

Do you accept to pay over 50% of tuition fee? ☐ YES ☐ NO

Preferred Intake (month)

Do you have a USI?

- ☐ Yes, please provide details.
- ☐ No, please apply for USI on the USI website (www.usi.gov.au) and provide details to the College.

APPLYING FOR CREDIT TRANSFER?

Do you wish to apply for Credit Transfer (CT) ☐ YES ☐ NO

If yes, please provide a certified copy of an academic transcript certificate or statement of results for these courses/units of competency you wish to apply for Credit Transfer failure to provide may result in credit transfer disapproval.

DO YOU WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING (RPL)?

Do you wish to apply for Recognition of Prior Learning (RPL)? ☐ YES ☐ NO

If yes, you must complete RPL forms to determine your eligibility to proceed with RPL and certified copies of evidence of qualifications, work experience, statement of attainment and/or results must accompany your application.

ENGLISH PROFICIENCY

Name of English Proficiency Test ☐ IELTS ☐ PTE ☐ TOEFL PB ☐ TOEFL IBT ☐ CAE SCALE ☐ Others

Specify:

Result:

Test Date Achieved (DD/MM/YY)

SPECIAL NEEDS

Do you have a disability, impairment or long-term medical condition that may affect your studies? ☐ YES ☐ NO

If YES, please indicate the area/s of impairment. ☐ Hearing ☐ Mobility ☐ Vision ☐ Learning ☐ Medical

Other

Support Requirements (if known)

ACCOMMODATION	
Do you require accommodation?	☐ YES ☐ NO If YES, please specify.
Type of accommodation	☐ Homestay ☐ Hostel ☐ Shared Room ☐ Single Room

AIRPORT PICK-UP	
Do you require airport pick-up?	☐ YES ☐ NO If YES, please provide flight details at least 2 weeks prior to arrival
Airline Company	Flight Number Arrival Date (DD/MM/YY)

OVERSEAS STUDENT HEALTH COVER (OSHC)	
* Do you require OSHC?	☐ YES ☐ NO
If YES,	☐ Single ☐ Couples ☐ Family

PRE-TRAINING REVIEW

INFORMATION AND INSTRUCTION FOR COURSE APPLICANTS	
The Pre-training Review form assists Swanston Institute staff and yourself to determine whether this course is the most suitable for you and to identify any support needs you may have once you commence your studies and to help you succeed in your chosen course. The review also helps to identify skills recognition and credit transfers when applying for a vocational education course. This assists to determine your competencies, including your literacy and numeracy skills prior to you commencing the training.	
Course Information	
What Course/Qualification have you applied for?	
Course title	

SKILLS RECOGNITION				
Relevant Employment/Work Experience Have you any relevant employment or work experience? ☐ YES ☐ NO If Yes, please complete the table below				
Dates	Position	Company	Duties	Hours/week

*** GOALS, PREFERRED LEARNING STYLE AND ADJUSTMENTS

1.	What are your interests in this area and how do you hope this course will assist you to achieve new skills and knowledge?										
2.	What existing knowledge do you have of the industry you are applying to study in?										
3.	Why do you want to do this course? (Please tick all applicable) <table border="0"> <tr> <td>☐ I am progressing from a lower-level course.</td> <td>☐ I'm exploring career options</td> </tr> <tr> <td>☐ to find employment</td> <td>☐ I'm an apprentice or a trainee.</td> </tr> <tr> <td>☐ As a steppingstone to further study,</td> <td>☐ I want to learn more in this area for personal interest</td> </tr> <tr> <td>☐ Required for my current employment</td> <td>☐ It will give me useful skills that may help me find work</td> </tr> <tr> <td>☐ other reason:</td> <td></td> </tr> </table>	☐ I am progressing from a lower-level course.	☐ I'm exploring career options	☐ to find employment	☐ I'm an apprentice or a trainee.	☐ As a steppingstone to further study,	☐ I want to learn more in this area for personal interest	☐ Required for my current employment	☐ It will give me useful skills that may help me find work	☐ other reason:	
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☐ other reason:											
4.	How do you prefer to learn? (Tick one or more) <table border="0"> <tr> <td>☐ Being shown, how to do something, and then trying it myself with some supervision</td> </tr> <tr> <td>☐ Researching, reading, and discussing.</td> </tr> <tr> <td>☐ A mix of being shown how to do something, trying it out, and talking to someone who has done it</td> </tr> <tr> <td>☐ Working with others on the same problem - I do not like doing it alone.</td> </tr> <tr> <td>☐ Finding information on the Internet at a time and place that suits me, so learning can fit in with my lifestyle</td> </tr> </table>	☐ Being shown, how to do something, and then trying it myself with some supervision	☐ Researching, reading, and discussing.	☐ A mix of being shown how to do something, trying it out, and talking to someone who has done it	☐ Working with others on the same problem - I do not like doing it alone.	☐ Finding information on the Internet at a time and place that suits me, so learning can fit in with my lifestyle					
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5.	Where do you prefer to learn? (Tick one or more) <table border="0"> <tr> <td>☐ Outside, doing practical things with a result that I can see.</td> </tr> <tr> <td>☐ In libraries, lecture theatres and places where I can discuss, read, and research ideas.</td> </tr> <tr> <td>☐ In a relaxed environment with lots of discussion, where I can ask the teacher when I need help or guidance</td> </tr> <tr> <td>☐ in a family-friendly environment where I learn from others' life experiences.</td> </tr> <tr> <td>☐ At my laptop or home computer, in an online/blended environment and at a time that suits me</td> </tr> </table>	☐ Outside, doing practical things with a result that I can see.	☐ In libraries, lecture theatres and places where I can discuss, read, and research ideas.	☐ In a relaxed environment with lots of discussion, where I can ask the teacher when I need help or guidance	☐ in a family-friendly environment where I learn from others' life experiences.	☐ At my laptop or home computer, in an online/blended environment and at a time that suits me					
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* DIGITAL LITERACY

	Beginner	Limited	Capable	Advanced																									
1. How would you rate your skills in the use of digital technologies?	☐	☐	☐	☐																									
2. Do you use any of the following digital technologies? (Tick all the applicable option/s) <table border="0"> <tr> <td>☐ Smart phone</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>☐ Laptop/computer/notebook computer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>☐ Applications Microsoft Word, Excel, PowerPoint, and Email</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ Internet</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>☐ Other (List below)</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	☐ Smart phone					☐ Laptop/computer/notebook computer					☐ Applications Microsoft Word, Excel, PowerPoint, and Email	☐	☐	☐	☐	☐ Internet					☐ Other (List below)								
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	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree																								
3. I am comfortable communicating with others?																													
4. I am comfortable problem-solving on my own?																													
5. I am comfortable learning something new?																													
6. I am comfortable watching videos (YouTube, etc.) & using social media																													
7. I am comfortable in creating, editing different documents.																													

8. I am comfortable researching on the internet and sending emails.					
9. I am comfortable in using different applications and programs.					
10. Do you have access to a computer at home with a reliable internet connection to study?	☐ Yes ☐ No				

PRIVACY STATEMENT & STUDENT DECLARATION

Privacy Notice

Under the Data Provision Requirements 2012, Swanston Institute 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 Swanston Institute for statistical, administrative, regulatory and research purposes. Swanston Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorized 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 Swanston Institute 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 authorized 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).

Consent/authority to release information and view documents.

Please be assured that any discussions held with this representative will be for the purposes of your assessment and for your skills development.

During the process we do not plan to discuss your evidence or work practices with other trainees unless we have your written permission to do so.

- You are required to give permission in writing for any of these discussions or viewing of evidence to occur.

I will be required to participate in the completion of a National Students Outcomes Survey [NCVER], during my training program.

Declaration of Information Accuracy

In signing or emailing this form I acknowledge and declare that.

- I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment forms.
- Arrangements have been made to pay all fees and charges applicable to this enrolment.
- I have read and understand the Swanston Institute Information for Learners Handbook
- I declare that I have read and understood the Swanston Institute student handbook and their policies & procedures.
- I am 18 years of age or older or have permission to access the internet from my parent(s) or guardian(s).
- My participation in this course is subject to the right of Swanston Institute to cancel or amalgamate courses or classes. I agree to abide by all the rules and regulations of Swanston Institute.
- I understand and have been provided with information by Swanston Institute in relation to Credit Transfer and Recognition of Prior Learning (RPL).
- I confirm that I have been informed about the training, assessment, and support services to be provided, and about my rights and obligations as a student at Swanston Institute.
- I have also visited the Swanston Institute website to review Training and Assessment options available to me including but not limited to duration, location, mode of delivery and work placement (if any), fees, refunds, complaints, and withdrawals.

Declaration of Information Accuracy

In signing or emailing this form I acknowledge and declare that.

- I authorize Swanston Institute or its agent, in the event of illness or accident during any Swanston Institute organized activity, and where emergency contact next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- My academic results will be withheld until my outstanding tuition fee including application fee, material fee and other costs associated is fully paid and any property belonging to Swanston Institute has been returned.
- I acknowledge that from time-to-time Swanston Institute may send me information regarding course opportunities and other promotional offers and that I could opt out.
- 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.

* ☐ I declare the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Swanston Institute ('The Institute') of any place which may be offered. I agree to release and indemnify the Institute and its officers, employees, agents, partners, and contractors from and against any liability, claim, action, demand, loss, or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that an LLN assessment will be undertaken to assess my suitability to the program during the enrolment process.

NAME OF APPLICANT

SIGNATURE

(DD/MM/YY)

PARENT/GUARDIAN

SIGNATURE

(DD/MM/YY)

*Parental/guardian consent is required for all students under the age of 18.

Were you referred to us by an education representative? ☐ YES ☐ NO

If YES,

Name

Stamp of Representative

Signature