

# DOMESTIC STUDENT APPLICATION FORM

## 1. INSTRUCTION

The Application form must be completed in English. Information should be typed in or written in block capitals. Please ensure all fields are filled in on the form. Missing or incorrect information may cause delays in the application process.

## 2. TYPE OF ENROLMENT (TICK THE APPROPRIATE BOX)

Do you live or work in south Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years or older	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you enrolled in high school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to do an apprenticeship or traineeship	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you undertaken subsidised training previously (IF yes, please provide details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you being referred by a job services Australian provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you provided the ESP referral form from your employment provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you referred by a disability employment service provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you provided the ESP Referral form from your employment provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to undergo an Upfront assessment of need assessment (UAN)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to the condition of access determined through the UAN	<input type="checkbox"/> Yes <input type="checkbox"/> No



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### 3. COURSE SELECTION

Select	Course	Duration	SA Govt Subsidy	Subsidised Fee	Concession Fee
<b>HOSPITALITY</b>					
<input type="checkbox"/>	Certificate III in commercial cookery (SIT30821)	56 Weeks	Available	\$500	\$500
<input type="checkbox"/>	Certificate III in Patisserie (SIT31021)	52 Weeks	Available	\$500	\$500
<input type="checkbox"/>	Certificate IV in Kitchen Management (SIT40521)	33 Weeks	Available	\$750	\$750
<input type="checkbox"/>	Diploma of Hospitality Management (SIT50422)	26 Weeks	Available	\$600	\$600
<input type="checkbox"/>	Advanced Diploma of Hospitality Management (SIT60322)	114 Weeks	Unavailable	NA	NA
<b>AUTOMOTIVE</b>					
<input type="checkbox"/>	Certificate III in Light Vehicle Mechanical Technology (AUR30620)	52 Weeks	Available	\$600	\$600
<input type="checkbox"/>	Certificate IV in Automotive Mechanical Diagnosis (AUR40216)	26 Weeks	Available	\$300	\$300
<input type="checkbox"/>	Diploma of Automotive technology (AUR50216)	31 Weeks	Available	\$375	\$375
<input type="checkbox"/>	Certificate III in Automotive Electrical Technology (AUR30320)	52 Weeks	Available	\$500	\$500
<input type="checkbox"/>	Certificate IV in Automotive Electrical Technology (AUR40620)	52 Weeks	Unavailable	NA	NA
<input type="checkbox"/>	Diploma of Automotive Management (AUR50116)	52 Weeks	Unavailable	NA	NA
<b>BUSINESS &amp; MANAGEMENT</b>					
<input type="checkbox"/>	Diploma in Business (BSB50120)	52 Weeks	Available	\$375	\$375
<input type="checkbox"/>	Advance Diploma of Business (BSB60120)	52 Weeks	Unavailable	NA	NA
<input type="checkbox"/>	Diploma of leadership Management (BSB50420)	52 Weeks	Available	\$375	\$375
<input type="checkbox"/>	Advance Diploma of Leadership and Management (BSB60420)	52 Weeks	Unavailable	NA	NA

**Preferred Commencement Date:** Click or tap to enter a date.

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16. Have you successfully completed any of the qualification listed below in Australia?

Yes

No

If YES, tick any applicable boxes.

Bachelor's degree or higher degree

Certificate II

Advance diploma or associate degree

Certificate I

Diploma (or associate diploma)

Certificate III (or trade certificate)

Other education (including certificate or overseas qualification not listed above)

## 8. Employment

17. Which one of the following categories best describes your current employment status? (Tick one box only?)

Full time employee (35+ hours per week)

Part-time employee (less than 35 hours per week)

Self-employment-not employing others.

Self-employment-employing others

Employed-unpaid worker in a family business.

Unemployed-seeking full-time work.

Unemployed-seeking part-time work.

Not employed – not seeking employment

18. Employer Details  
(Apprenticeship/traineeship student must complete this section) (If applicable)

Company Name:

Address:

Email Address:

Phone No:

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19. In the following categories select one or more main reasons you are undertaking this course /traineeship/or apprenticeship.

- To get job
- I needed extra skills for my job.
- To develop my existing business
- To get into another course of study
- To start my own business
- For personal interest or self-development
- To try for a different career
- To get skills for community/voluntary work
- To get better job or promotion
- It was a requirement of my job.

### 9. Government funding eligibility

For subsidised courses, participant eligibility criteria will be applicable. It is strongly recommended that you visit <https://www.skills.sa.gov.au/subsidised-eligibility> for the criteria information. Participants must pay the minimum Student Contribution fees to access the government funding. For full fee student please contact us.  
\*Duration depends on the students' previous qualifications/competences

20. Are you eligible for government funding for your course?

- Yes                       No                       Unsure

If YES, did you understand that there is a student contribution amount to be paid?

- Yes                       No                       Unsure

If NO, are you paying for your fees without accessing government funding?

- Yes                       No                       Unsure

If UNSURE, do you wish to be assessed for eligibility under SA Government funding?

- Yes                       No                       Unsure

21. Are you referred to us from an employment service provider or a disability service provider?

- Yes                       No                       Unsure

If yes, please provide employment services details and provide the ESP Referral Form from your employment services provider.

Employment Service Provider:

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Job Seeker ID:

### 10. Concession Eligibility Test:

22. Do you have any of the following government concession :

Health Care Card Veterans  Yes  No  NA

Affairs concession card  Yes  No  NA

Pensioners concession card  Yes  No  NA

Concession Card expiry date (if applicable)

Click or tap to enter a date.

Does any of these concession criteria applies to you.

Prisoner in a South Australian correctional institution

Aged 16 years or over and under Guardianship of the responsible minister (GOM)\*

*\*To receive this exemption, the guardianship order must be verified by the department of child protection You need to submit the application for exemption as a person under Guardianship of the minister form to [skillscontracts@sa.gov.au](mailto:skillscontracts@sa.gov.au) or mail to: Department for Innovation and skills*

**Contract Support Services**

**GPO Box 320**

**Adelaide, SA 5001**

*The application form is available on the Skills SA website, or you can ask us for that.*

23. Do you have an approved training contract?

NO

YES - School based training contract.

Training contract number (if any)

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### 11. Recognition of Prior Learning (RPL)/Credit Transfer

24. Are seeking recognition of prior learning (RPL)/Credit Transfer?

Yes  No  Unsure

If YES, please contact Student Admin Manager for RPL application form and more details.

### 12. Unique Student Identifier (USI)

The USI gives you access to an online record of your nationally recognized training in the form of a VET transcript.

25. Do you already have a USI?

YES

Please Record:

NO

If NO- please create your USI at [www.usi.gov.au](http://www.usi.gov.au) on a computer or on a mobile device

### 13. Documents to be provided before Enrolment

CHECKLIST	DOCUMENTS
Eligibility- Identification	<input type="checkbox"/> Driver's License <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Passport <input type="checkbox"/> Non-Australian Passport with visa grant letter
Fees Concession	<input type="checkbox"/> Health Care Card Pensioner Concession Card <input type="checkbox"/> Veteran Affairs Gold Card
Academic- Prior Qualification	<input type="checkbox"/> Certificate <input type="checkbox"/> Academic results/Transcript
RPL-Employment Evidence	<input type="checkbox"/> Current Resume/Employment evidence/Experience evidence

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### Student Declaration

1. I acknowledge that I have read and understood the information provided to me which includes all the information available on the AAIC website, AAIC handbook, course guide and understand the requirement of the course(s)
2. I declare that the information given in this form to the best of my knowledge is true and accurate.
3. I understand that false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
4. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email, or other electronic means by AAIC.
5. I confirm that I have read and understood the terms and conditions, and Fees payment and refund procedures.
6. I understood that AAIC collects, stores and use personal information only for the purpose of administering prospective, current and graduate admissions, enrolment and education and the information collected is confidential and will not be disclosed to the third parties without my consent except to meet government, legal or other regulatory requirements.
7. By signing this agreement, I acknowledge and understand my obligation and responsibilities to myself, the school, AAIC and my vocational placement provider
8. I understand and consent that this information may also be shared with any contractor's engaged by AAIC to provide advice or service regarding any aspect of AAIC program or operation.

Student Name

Signature

Date

Click or tap to enter a date.

### Documents to provided

Please make sure you have provided the document below. Please tick the box next to the document that you have provided.

Checklist	Document
Eligibility-Identification	<input type="checkbox"/> Drivers' license <input type="checkbox"/> Medicare Card <input type="checkbox"/> Birth certificate <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport with visa
Academic-Prior Qualification	<input type="checkbox"/> Parchment /Qualification <input type="checkbox"/> Statement of attainment/Transcript
Fees Concession	<input type="checkbox"/> Health Care Card/pensioner concession card <input type="checkbox"/> Veteran Affairs gold card
Course Credit	<input type="checkbox"/> Current Resume/CV

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## Disability Supplement

The purpose of the disability supplement is to provide additional information to assist with answering the disability section.

***If you have indicated the presence of disability, impairment, or long-term condition, please select the areas in the following list.***

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### ***'11 – Hearing/deaf'***

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### ***'12 – Physical'***

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### ***'13 – Intellectual'***

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behavior, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### ***'14 – Learning'***

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### ***'15 – Mental illness'***

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

### ***'16 – Acquired brain impairment'***

Acquired brain impairment is an injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

### ***'17 – Vision'***

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This

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may be present from birth or acquired because of disease, illness, or injury.

**'18 – Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma, or diabetes.

**19 – Other**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

**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. This is a requirement of enrolment at the Institute.

***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.

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The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf. The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at [www.ncvet.edu.au/privacy](http://www.ncvet.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 NVET 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>.

If students are receiving funding through a South Australian Government program information will be shared with the relevant government departments. All Personal Information received, created or held by the Government for the purposes of this training, must comply with:

- The Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles established under that Act; and
  - The South Australian Government Information Privacy Principles (a copy of which can be found on the Department of the Premier and Cabinet website [www.dpc.sa.gov.au](http://www.dpc.sa.gov.au)) ("IPPs")
- Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 AAIC 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.

The full Privacy Policy is available on the Institutes' website at <https://aaic.edu.au/aaic-privacy-statement/>

**Student declaration and consent**

Tick here to confirm you have declared and consented to the above-mentioned

Student Name:

Signature:

Date: Click or tap to enter a date.

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