




Please note the following symbols are used throughout this form:

-  means to refer to your Student Handbook for additional information and/or explanations
-  means to refer to your Course Guide for additional information and/or explanations
-  indicates where you must attach evidence / supporting documents with your application

School of Health Course Enrolment

Course Code CHC33015 **Qualification** Certificate III Individual Support (Ageing, Home and Community)

Which State / Campus do you wish to attend? Adelaide, South Australia Perth, Western Australia

Preferred Intake / course session dates _____

Month and Year

Have you previously undertaken studies with us? Yes No Campus Location _____

Personal Details

Title Mr Miss Mrs Ms Other **Gender** Male Female Gender X / Unspecified

Family Name  _____ **Date of Birth**  _____
State Name as listed on your Entry Evidence documents *DD/MM/YYYY*

Given Name  _____ **Middle Name(s)** _____
State Full Name(s) as listed on your Entry Evidence documents

Preferred Name (if different from Given Name) _____

Unique Student Identifier (USI)*  _____ ** essential*

A USI is exactly 10 characters long. If you do not already have a USI please visit www.usi.gov.au to create one

Contact Details

Residential Address

Building or Property Name _____

Flat or Unit details _____ Street or Lot number _____

Street Name _____

Suburb _____ State _____ Postcode _____

Postal Address *(if same as residential address write "as above")*

Suburb _____ State _____ Postcode _____

Phone and Email

Mobile _____ Work _____ Home _____

Email _____

Alternative Email (optional) _____

Please ensure you provide at least one phone number and email address

Emergency Contact Details

Name _____ Relationship to you _____

Mobile _____ Work _____ Home _____

Please ensure you provide at least one phone number

Disability, Impairment or Long-term Conditions

Do you consider yourself to have a disability, impairment or long-term condition? YES NO

If YES, then tick all that apply

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Hearing / deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Vision | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Other Please specify _____ | | | |

Will you be requesting any special assistance in relation to the disability(s)?

YES NO

If YES, please specify _____

Cultural Diversity

Country of birth _____ City of Birth _____

If born overseas but now residing in Australia, year of arrival into Australia _____

What is your AUSTRALIAN Citizenship Status? 

- | | |
|--|---|
| <input type="checkbox"/> Australian Citizen | <input type="checkbox"/> Australian Permanent Resident |
| <input type="checkbox"/> New Zealand Citizen | <input type="checkbox"/> Temporary Resident Visa |
| <input type="checkbox"/> Permanent Humanitarian Visa | <input type="checkbox"/> Overseas – No current Visa or Australian Citizenship |
| <input type="checkbox"/> Other Visa (please specify) _____ | |

Do you consider yourself to be of Australian Aboriginal and/or Torres Strait Islander origin?

YES, Australian Aboriginal YES, Torres Strait Islander NO

Language and Literacy

Do you speak a language other than English at home?

YES, please specify _____ NO, English only

If more than one language, please indicate the one that is spoken most often

How well do you speak English? Very well Well Not well Not at all

Will you be requesting help with 'English' in your studies?

YES NO

Schooling and Previous Qualifications

Please indicate your highest COMPLETED school level:

Please select only one box

- | | |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 8 or below |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Never attended school |

In which YEAR did you complete that school level? _____

Please indicate if you have SUCCESSFULLY completed any of the following qualifications:

Please select all that apply

- | | |
|--|--|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Certificate III (or trade certificate) |
| <input type="checkbox"/> Advanced diploma or associate degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or advanced certificate / technician) | <input type="checkbox"/> Certificates other than above (miscellaneous education) |

Skills Recognition

Do you wish to apply for Credit Transfer (CT) for previous study in Australia? YES NO

If YES, you will be required to provide certified copies of official results when accepting a Letter of Offer

Do you wish to apply for Skills Recognition (RPL, RCC)? YES NO

If YES, you will be asked to complete an RPL / CT Application Form when accepting a Letter of Offer

Statistical Information

Employment

Of the following categories, which BEST describes your current employment status? *Please select only one box*

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Not employed – not seeking employment |

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course? *Please select only one box*

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons: _____ | |

Marketing

How did you learn about Open Colleges School of Health

- | | | |
|--|--|---|
| <input type="checkbox"/> Internet search (e.g. Google, Bing) | <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> Education Agent |
| <input type="checkbox"/> School of Health Website | <input type="checkbox"/> Transit Ad (Bus, Tram) | <input type="checkbox"/> Employer recommendation |
| <input type="checkbox"/> Social media (Facebook, YouTube) | <input type="checkbox"/> Expo (Education, Careers, Health) | <input type="checkbox"/> Friend / Family recommendation |
| <input type="checkbox"/> Other (please specify) _____ | | |

Supporting Documents

Compulsory Entry Evidence Documents

Applications will be assessed based on the information provided. Applications that are submitted without necessary supporting documents will not be processed. The following documents are required as part of your initial Application for Enrolment.

- Completed Application for Enrolment (*this form*)
- Photographic evidence that you are aged 18 years or over (one of the following):

<input type="checkbox"/> Driver's License	<input type="checkbox"/> Passport	<input type="checkbox"/> Proof of Age ID
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- Evidence of your Australian Citizenship status (one of the following):

<input type="checkbox"/> Australian Passport (<i>this can be used to evidence both Age and Citizenship entry requirements</i>)	<input type="checkbox"/> Visa stating study rights
<input type="checkbox"/> Australian Birth Certificate	<input type="checkbox"/> Citizenship Papers
- Certified copies of your completed education (Year 10 and above).

Terms and Conditions of Enrolment

Before you apply to study with us you must read through these Terms and Conditions of Enrolment, your [Student Handbook](#) and relevant Course Guide. Students of YourLife Health & Learning Inc trading as Open Colleges School of Health (the School) can find the Policies and Procedures referred to in these Terms and Conditions of Enrolment on our website www.opencolleges.edu.au/school-of-health

It is very important that you read and understand these before you apply to study with us so that you fully understand your responsibilities as a student at the School. It is also important that we make clear our responsibilities as your education provider. These Terms and Conditions of Enrolment will form part of your enrolment contract with the School.

Privacy Notice

The School is committed to protecting student privacy including all personal information and is bound by the privacy laws of Australia. The law requires us to take all reasonable steps to ensure that information we collect and hold about our students is relevant for intended purpose and correct and current.

All information is collected in accordance with the provisions of the Australian Privacy Principles set out in the Privacy Act 1998. This information will also be provided, in certain circumstances, to agents, officers and employees of the School and work placement hosts in connection to the provision of training and assessment services and/or compliance. No further access to your personal information will be provided to other organisations or persons without your consent, or unless authorised by law. For more information in relation to how your information may be used or disclosed please refer to our [Privacy Policy](#) available on our website.

It is an obligation for information collected about you and your enrolment with the School to be submitted to the Australian Government to inform the Government and its agencies about our participation in the Vocational Educational Training (VET) sector. Under the Data Provision Requirements 2012, Open Colleges School of Health 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 Open Colleges School of Health for statistical, administrative, regulatory and research purposes. Open Colleges School of Health may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised 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 RTO 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 authorised 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).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Information in this form is correct at time of publication, however, we reserve the right to alter courses, prices and terms and conditions.

Unique Student Identifier (USI)

Open Colleges School of Health is 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/students/create-your-usi/> on computer or mobile device.

Code of Practice

The School is a Registered Training Organisation (RTO) registered with the Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector and complies with the Standards for Registered Training Organisations (RTOs) 2015 issued by ASQA. The School is also a registered provider of courses for International Students and is committed to meeting educational standards outlined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) issued by the Australian Government. The School's [Code of Practice](#) sets out the guidelines for the ethical conduct of our registered training organisation in providing courses to both International and Domestic Students.

Code of Conduct

The School's [Code of Conduct Policy and Procedure](#) outlines our acceptable guidelines of behavior. Our students and staff have the right to work and study in an environment free from harassment, bullying, discrimination and threatening behavior. Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated. The Code of Conduct Policy and Student Misconduct Procedure defines behavioural and academic conduct which we deem unacceptable. It also outlines the potential consequences for misconduct, up to and including cancellation of enrolment.

Course Fees and Refunds

If you are paying your course fees in full upfront, you must pay on or before the due date specified in your enrolment or on your Tax Invoice. If you are paying your course fees by Direct Debit Payment Plan, you must:

- Complete and provide a Direct Debit Request (DDR) Form
- Pay all instalments on or before the due date specified in your Direct Debit Request (DDR) Service Agreement

It is your responsibility to ensure that on the due date for any direct debit payment, clear funds are available in your nominated account to meet the direct debit payment.

Failure to pay tuition fees, have a third party pay fees on your behalf, or pay a required payment under an approved DDR Service Agreement, within the timeframe nominated on your student invoice or DDR Service Agreement, the School may enact any of the following courses of action:

- Restrict access to course content (i.e. aXellerate);
- Restrict attendance to classes;
- Pursue any outstanding fees as a debt;
- Withhold any results and/or qualifications;
- Terminate your enrolment in a course(s);
- Refuse any further enrolment with the School;
- Should you pay the outstanding amounts and be allowed to re-enrol, preclude you from entering into further Direct Debit Payment Plan arrangements.

The School's [Fees and Refunds Policy for Domestic Students](#) sets out detailed information on the fees we charge for services and the refund arrangements we have in place as a Registered Training Organisation (RTO) and an approved VET Student Loans provider. We advise you to think carefully about how you are going to manage course costs before enrolling. The [Fees and Refunds Policy for Domestic Students](#) will assist you to understand your options, rights and obligations around the payment of fees for training products and services.

Deferment, Suspension and Cancellation of Enrolment

The School will assess applications from students for the deferment (delayed commencement), suspension (leave of absence) or cancellation (withdrawal) of their enrolment in compliance with the rules of the School, the Standards for Registered Training Organisation 2015.

- A student may apply to defer the commencement of their studies for up to six (6) months by submitting an Application to Change Enrolment Form to Defer the Commencement of Study, up to twenty (20) working days before the commencement of their course.
- A student who has commenced their course of study at the School and wishes to suspend their enrolment must lodge an Application to Change Enrolment Form to Suspend Enrolment, and pay any applicable administrative fee. Applications to suspend enrolment should be submitted as soon as practical and preferably at least ten (10) working days prior to the commencement date of the next study period.
- A student who is unable to continue their course of study and wishes to cancel their enrolment must lodge an Application to Change Enrolment Form to Cancel their Enrolment.
- Where a student has failed to obey policies and procedures of the School, pay outstanding tuition fees or not met course progress or attendance requirements, the School may issue either a Notice of Intention to Suspend Enrolment or a Notice of Intention to Cancel Enrolment.

The School will assess and respond to all completed applications to defer, suspend or cancel enrolment within ten (10) to fifteen (15) working days of receipt. Students should refer to the [Fees and Refunds Policy and Procedure for Domestic Students](#) for further detail of any refund they may receive if they defer, suspend or cancel their enrolment.

If the School activates a suspension or cancellation of enrolment the student has the right to appeal the decision within twenty (20) working days and in accordance with the [Complaints and Appeals Policy and Procedure](#).

Please refer to the School's [Deferment, Suspension and Cancellation of Enrolment Policy and Procedures](#) for further detail.

Complaints and Appeals

All students have the right to effective, timely, fair and equitable complaints and appeals handling system. Students are encouraged, wherever possible, to resolve concerns or difficulties informally with the person(s) concerned or discuss informally with our staff initially. Should a student wish to raise a complaint, either academic or non-academic, they may do so by submitting a Formal Complaint Form. If a student is dissatisfied with the outcome of a formal complaint process, they may lodge an Appeals Review Form requesting an internal appeal within twenty (20) working days of receiving notification of the outcome. If students are dissatisfied with the outcome of the internal appeal, they may lodge an external appeal to an external mediator within twenty (20) working days of receiving notice of the Appeals Panel outcome. Further detail is outlined in the [Complaints and Appeals Policy and Procedure](#). Nothing in our [Complaints and Appeals Policy and Procedure](#) limits student rights to take action under Australian Consumer Law or circumscribe student rights to pursue other legal remedies.

Applicant Declaration

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I understand that submission of incomplete information may delay my application or lead to my application being refused.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above and the School's [Privacy Policy](#).
- I also understand and consent to my personal information being made available to any contractor(s) engaged by the School or work placement hosts in connection to the provision of training and assessment services and/or compliance.
- I understand the School may ask me to provide further information and/or supply documentary evidence in respect of my application, including to verify my English language proficiency and/or previous academic credentials.
- I have read and understood the Terms and Conditions of Enrolment and I agree with these conditions.
- I have read and understood the [Student Handbook](#), and the policies and procedures referred to therein relating to my enrolment, including, but not limited to the [Privacy Policy](#), [Code of Conduct Policy and Procedure](#), [Complaints and Appeals Policy and Procedure](#).
- I agree to pay all fees associated with my enrolment (including any administration fees) and have been provided payment information relating to my course and have read and understood the [Fees and Refunds Policy and Procedure for Domestic Students](#).
- I have read and understood the Course Guide for the course I am enrolling in, including the entry requirements and any placement pre-requisites.
- I understand that submitting this Application for Enrolment does not represent a confirmed enrolment. I acknowledge that the School will only offer a place to me after assessing my application and completing any other course entry checks. I also understand that I am not committed to accepting a Letter of Offer if one is offered to me, and that I will not incur any tuition fees until I do accept a formal offer and my enrolment is confirmed.
- I understand that my enrolment is upon my successful completion of the Language Literacy Numeracy (LLN) skills test against the standard exit 2 for both reading and numeracy.

Applicant Name _____

Applicant Signature _____

Date _____

- If completing and submitting this application electronically, please tick this box to acknowledge that by including your name in place of a signature above, it is deemed to be your signature for the purpose of this application.*

YourLife Health & Learning Inc t/a **Open Colleges School of Health**

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