



# AUSTRALIAN NATIONAL COLLEGE

## Enrolment Application Form For Domestic Students (This form can also be used for Government Funded Courses)

### Important Information

1. Complete all parts of the application form:

- Part 1 – personal and statistical details;
- Part 2 – self declaration.

2. Submit your application:

- In person, by making an appointment with Admission Officer on 03 9662 3300; or
- eMail to [enrol@anc.vic.edu.au](mailto:enrol@anc.vic.edu.au); or
- Post to:

**The Admission Team**

**Australian National College**

Level 1, 58 Franklin Street,  
Melbourne, Victoria 3000 AUSTRALIA

3. Include with your application certified copies (or bring originals to enrolment interview) of either:

- Australian birth certificate; or
- Australian passport; or
- Green Medicare Card
- Naturalisation certificate; or
- Visa showing residency; or
- New Zealand passport

4. If the document provided at 3 doesn't show your age, provide a copy of either:

- current drivers licence; or
- current learner permit; or
- Proof of Age card; or
- 'Keypass' card

**After ANC receives your application form and supporting document, the following steps take place:**

1. You will be contacted for an enrolment interview to:

- Show you the training facilities
- Check your Language, Literacy and Numeracy (LLN) skills to determine whether you may need learning support
- Calculate your Course Fees based on your eligibility and concession entitlements
- Make a support plan with you in the case of disability or impairment
- Give you either an Individual or Group Training Plan, detailing information about the training and assessment services.

2. Attend the Induction and Orientation program at a later date.

3. Commence your course on the specified date.

If relevant to you, include the following information with your application:

5. Concession eligibility.

If you have either a:

- Commonwealth Health Care Card (or are a dependant of a person holding this card); or
- Pensioner Concession Card (or are a dependant of a person holding this card); or
- Veteran's Gold Card

6. Job seeker referral.

If you have:

- A Job Seeker Referral Form from an Employment Services Provider

7. If you wish to apply for Course Credit, please include information about your previous studies:

- A statement of attainment; or
- A qualification

8. If you are applying with the following special referrals, please note:

- Asylum Seekers – referral from the Asylum seekers resource centre
- Victims of human trafficking – referral from the Australian Red Cross
- Workers in Transition Program – eligibility letter from DEECD

**PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:**

**Admission Team: [enrol@anc.vic.edu.au](mailto:enrol@anc.vic.edu.au)**

**Australian National College**

Level 1, 58 Franklin Street, Melbourne, Victoria 3000 AUSTRALIA

Tel (+61 3) 9662 3300

[www.anc.vic.edu.au](http://www.anc.vic.edu.au)

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## G. Schooling

• What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent     
  Year 11 or equivalent     
  Year 10 or equivalent     
  Year 9 or equivalent  
 Year 8 or below     
  Never attended school

• In which YEAR did you complete that school level? \_\_\_\_\_

• Are you still attending secondary school?  Yes  No

• Is this course you are applying for higher than the qualifications you have had?  Yes  No

## H. Previous Qualifications Achieved

• Have you successfully completed any of these qualifications?

Yes  No

• If YES, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.

A	Australian	E	Australian equivalent	I	International
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Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. A: Australian

2. E: Australian Equivalent

3. I: International

If YES, tick ANY applicable boxes	Year Completed	A	E	I
Bachelor Degree or Higher Degree				
Advanced Diploma or Associate Degree				
Diploma or Associate Diploma				
Certificate IV or Advanced Certificate/Technician				
Certificate III or Trade Certificate				
Certificate II				
Certificate I				
Certificates other than the above				

## I. Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- Full-time employee   
  Part-time employee   
  Self employed - not employing others   
  Employer   
  Employed - unpaid worker in a family business  
 Unemployed - seeking full-time work   
  Unemployed - seeking part-time work   
  Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)

- 1 – Managers   
  2 – Professionals   
  3 – Technicians and Trade Workers   
  4 – Community and Personal Service Workers  
 5 – Clerical and Administrative Workers   
  6 – Sales Workers   
  7 – Machinery Operators and Drivers   
  8 – Labourers  
 9 – Other   
  10 – Never Employed

Which of the following classifications BEST describes the industry of your current or previous Employer? (Tick ONE box only)

- A - Agriculture, Forestry and Fishing   
  B - Mining   
  C - Manufacturing   
  D - Electricity, Gas, Water and Waste Services  
 E - Construction   
  F - Wholesale Trade   
  G - Retail Trade   
  H - Accommodation and Food Services  
 I - Transport, Postal and Warehousing   
  J - Information Media and telecommunications   
  K - Financial and Insurance Services  
 L - Rental, Hiring and real Estate Services   
  M - Professional, Scientific and Technical Services   
  N - Administrative and Support Services  
 O - Public Administration and Safety   
  P - Education and Training   
  Q - Health Care and Social Assistance  
 R - Arts and recreation Services   
  S - Other Services   
  T - Never Employed

## J. Special Needs / Disability

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

If YES, then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)

- Hearing/Deaf   
  Physical   
  Intellectual   
  Learning   
  Mental Illness   
  Acquired Brain Impairment   
  Vision  
 Medical Condition   
 Other - Please Specify \_\_\_\_\_

## K. Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

- To get a job   
  It was a requirement of my job   
  To develop my existing business   
  To start my own business   
  To try for a different career  
 To get a better job or promotion   
 I wanted extra skills for my job   
 To get into another course of study   
 For personal interest or self-development  
 Other reasons

## L. Cancellation Policy (For fee for service students)

ANC makes every effort to run courses as advertised but occasionally they may have to be cancelled. In such cases a full refund is made. Please refer to ANC's Domestic Student Withdrawal and Refund Policy and Procedures for more details.

## M. Declaration

In signing Australian National College's Enrolment Form, I understand and declare that:

- The Information contained in this application and supporting documentation is complete and true. Giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I can view current Policies and Procedures online at [www.anc.edu.au](http://www.anc.edu.au) and I can request ANC for a hard copy.
- I understand that ANC reserves the final right to issue a letter of offer consideration of the information provided by me in this form.
- I have read and understood ANC policies and procedures.
- I consent ANC to apply for the USI on my behalf and may use the USI to access my electronic VET record to assist in assessing pre-requisites and credit transfers.
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.

### STUDENT ENROLMENT PRIVACY NOTICE:

Under Victorian and federal privacy legislation, students must be provided with a privacy notice informing them about the ways their personal information will be collected and handled when they enrol for VET.

As part of this process, the following Victorian Government VET Student Enrolment Privacy Notice has been prepared for your use. It must be incorporated into your enrolment forms for all students commencing or re-enrolling from 2011. It should be customised to include your training provider contact details, as relevant.

At the same time, you will need to insert your own Student Enrolment Privacy Notice, describing how your training organisation collects and handles student data following enrolment. As necessary, this should include any relevant privacy notifications relating to Commonwealth initiatives and/or federal privacy requirements (e.g. Commonwealth VET Fee Help or the Unique Student Identifiers scheme). Preferably, privacy notice information should be presented to students in a coordinated way.

Where electronic enrolment forms are provided, appropriate electronic confirmation should be obtained from each student to ensure that the student details provided are correct and that the student has acknowledged the Victorian Government VET Student Enrolment Privacy Notice.

### Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

#### Collection of your data

ANC is required to provide the Department with student and training activity data. This includes personal information collected in the ANC enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

ANC provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

#### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by ANC; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

#### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

#### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

#### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

#### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

#### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact ANC's Privacy Officer in the first instance by phone 03 9662 3300 or email [enrol@anc.vic.edu.au](mailto:enrol@anc.vic.edu.au).

#### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student signature: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Details** • Title  Mr.  Mrs.  Ms.  Miss  Other

• Surname/Family Name \_\_\_\_\_ • Given Name \_\_\_\_\_

• Residential address *(if different from that of student)* \_\_\_\_\_

• Home Tel \_\_\_\_\_ Mobile \_\_\_\_\_ Work Tel \_\_\_\_\_

• Email \_\_\_\_\_

• On signing this form, I agree to collect or make arrangement for the collection of the young person under 18 years of age if he/she becomes unwell at the Institute; and

• On signing this form, I also consent to the staff of the Institute seeking, or where appropriate administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Institute.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### N. Employer Details (if applicable)

• Legal name of employer \_\_\_\_\_

• Australian Business Number (ABN) of your legal entity \_\_\_\_\_

• Trading Name \_\_\_\_\_

• Postal Address \_\_\_\_\_

• Business Address \_\_\_\_\_

• Telephone number \_\_\_\_\_ • Facsimile number \_\_\_\_\_

• Email Address \_\_\_\_\_ • Contact Name \_\_\_\_\_

### O. Australian Apprenticeship Centre (if applicable)

• Name of Australian Apprenticeships Centre \_\_\_\_\_

• Telephone number \_\_\_\_\_ • Contact officer \_\_\_\_\_

### P. Course Credit or Recognition of Prior Learning (RPL)

• I wish to apply for Course Credit

- No  
 Yes (Evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided)

• I wish to apply for RPL

- No  
 Yes (A separate process will be conducted to assess prior learning)

### Q. Concessions and Payment (If applicable, tick the relevant box and attach appropriate documentation to confirm your concession)

Health Care Card

Pensioner Concession Card

Veterans Gold Card

Concession Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Payment Method**  Cheque (made payable to ANC)  Money Order  Visa  MasterCard

Card Number \_\_\_/\_\_\_/\_\_\_/\_\_\_ Expiry \_\_\_/\_\_\_ Card Check Value (CCV) \_\_\_\_\_

Card Holder's Name (please print) \_\_\_\_\_ Card Holder's Signature \_\_\_\_\_

**If payment is made by your employer or another third party, complete this section and attach payment.**

**Full fee applies:**

Business/Third Party Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Checklist (Please tick to confirm)**
**Eligibility Checks -This section to be completed by an authorised delegate of the RTO**
**Section A- Citizenship/Residency**
**Part A1: Citizenship/Residency**

- Australian Birth Certificate; or
- a current Australian Passport; or
- a current New Zealand Passport; or
- a naturalization Certificate; or
- a Temporary Protection Visa; or
- a green Medicare Card; or
- formal documentation issued by the Australian Department of immigration and citizenship confirming permanent residence; or
- a signed declaration by a relevant referee

i) Does the applicant meet Part A of the Citizenship/Residency requirements and, the documents provided were originals or certified (ref procedure) copies?

- Yes ► Continue to Section B: Proof of Age
- No ► Continue to Part A2: Exemptions from Citizenship/Residency

**Part A2: Exemption from Citizenship/Residency requirements – Asylum Seeker/Victim of Human Trafficking**

i) Does the applicant hold a Referral form from the:

- Asylum Seeker Resources Center; or
- Australian Red Cross
- Yes ► Continue to section B: Proof of Age
- No ► Applicant is **NOT ELIGIBLE** under the Victorian Training Guarantee

**Section B –Proof of Age**
**Part B1 Age**

i) Was the applicant under the age of 20 on the 1st of January in the year of scheduled commencement?

- Yes ► Go to Section B2 proof of Age
- No ► Applicant is **MAY BE ELIGIBLE** under the Victorian Training Guarantee ► Go to Section C Proposed course

**Part B2: Proof of Age**

i) If the documents at Part A1 Citizenship/Residency do not show the Applicant's age can they prove age with one of the following?

- Provided at section A1 Citizenship/Residency
- A current driver's license; or
- A current learner permit; or
- A proof of age card; or
- A 'Key pass' card; or
- Yes, Applicant **MAY BE ELIGIBLE** under the Victorian Training Guarantee ► Go to Section D proposed course of study
- No, Applicant **MAY BE ELIGIBLE**, continue to Section C Qualifications already held (Check for upskilling of study)

**Section C Qualifications already held**
**Part C 1: Non–Australian Qualification**

i) Does the applicant have any completed non-Australian qualifications?

- Yes ► Continue to ii)
- No ► Continue to Part C2 Australian Qualifications

ii) Has equivalency formally been established between the completed non- Australian Qualification and the AQF?

- Yes ► Continue to iii)
- No ► Continue to Part C2 Australian qualifications

iii) Of the applicant's non –Australian qualifications, what is the highest AQF level of the applicant's proposed qualification?  
 AQF Level:  
 .....

iv) Is the AQF equivalency of the applicant's non Australian qualification equal to or lower than the AQF level of the applicant's proposed qualification?

- Yes ► Continue to part C2 Australian qualifications
- No ► Applicant is **NOT ELIGIBLE** under the Skills First

**Part C 2 Australian Qualification**

i) Has the applicant completed any of the following Australian Qualifications?

- Qualifications listed on the foundations course list (Refer procedure)
- The Victorian certificate of education; Victorian certificate of applied learning (Intermediate or senior); international Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
- Qualifications with the title 'course in' and are not aligned to a specified level with the AQF
- Vocational education and training (VET) qualifications undertaken as part of the applicant's senior secondary qualification
- Yes ► These qualifications are not to be taken into consideration when determining applicants eligibility for the Skills First—continue to ii)
- No ► continue to ii)

ii) Has the applicant successfully completed any of the following qualifications? (Please tick where appropriate)

Refer to the list on Knowledge NET for equivalent pre-AQF

- Vocational graduate Diploma (AQF 8)
- Vocational Graduate certificate (AQF 8)
- Bachelor degree (Pass) (AQF 7)
- Advanced Diploma (AQF 6)
- Diploma (AQF 5)
- Certificate IV (AQF 4)
- Certificate III (AQF 3)
- Certificate II (AQF 2)
- Certificate I (AQF 1)
- None ► continue to iii)

iii) Of the completed qualifications what is the highest Australian qualification AQF level:

.....

**Part C3 assessment of highest qualification against proposed course of the study for eligibility**

i) Given evidence presented in Part C1 Non-Australian qualifications and Part C2 Australian qualification the highest qualification (AQF level or qualification title) the applicant has completed is:

.....

(Title and AQF level of highest completed qualification)

**Section D-Proposed Course of Study**
**i) What is the applicant's Proposed Course of Study:**

.....

ii) Is the applicant's Proposed Course of Study a Foundation Level Course as per the Foundation Category list (refer procedure)?

- No – continue to iii)
- Yes – (complete following 3 checks )

- Prior qualification lower than Diploma (AQF5)?; and
- Not enrolled in any form of school and
- Not enrolled in a skills for Education and employment program.

Yes – Applicant **MAY BE ELIGIBLE** under the Victorian training Guarantee – go to Section E.

No – Applicant is **NOT ELIGIBLE** to undertake a foundation level qualification.

iii) Is the applicant's highest prior qualification lower than the applicant's proposed Course of study?

- Yes ► Applicant **MAY BE ELIGIBLE** under the Victorian Training Guarantee ► go to Section E.
- No, is the applicant under 20 on the 1st of January in the year of scheduled commencement?  
 Yes ► Applicant **MAY BE ELIGIBLE** under the Victorian Training Guarantee – Go to Section E
- No ► Applicant is **NOT ELIGIBLE** under the Victorian Training Guarantee.

**Section E number of courses student is eligible for under the Skills First Program:**

**Two commencements in 2017, and no more than two courses at any one time.**

**1. How many courses has the applicant commenced or is the applicant scheduled to commence in 2017?**

**[Do not count this application, count actual enrolments]**

**Include** courses that the applicant has:

- Already commenced, and
- Has enrolled in and will commence at a later date in 2017

**Exclude** courses that commenced prior to 1 January 2017 and are continuing in 2017

**Exceptions (ref SAN2013-03):**

- A student commences in 2017, withdraws and then recommences in same years – counts as one commencement; or
- A student commences in 2017 and transitions to a new version of the qualification in an updated training package – counts as one commencement, provided the training package mapping document states equivalency

Number of courses =

**2. How many courses is the applicants currently undertaking?**

**Include** courses that

- commenced in 2017, and are still being undertaken ; and
- commenced prior to 1 January 2017, and are still being undertaken.

**Exclude** courses that are now completed

Number of courses =

**E1 How many courses has the applicant enrolled or is the applicant scheduled to commence in 2017?**

		0	1	2
<b>E2 How many courses is the applicant currently undertaking?</b>	0	Eligible ^ to commence: Two new courses	Eligible ^ to commence : One new course	Not eligible in 2017: Applicant has already commenced two courses this year
	1	Eligible^ to commence: One new course	Not currently eligible for any new courses.  Eligible ^ to commence one additional new courses after other courses are completed.	Not eligible in 2017: Applicant has already commenced two course this year.
	2 or more	Not currently eligible for any new course.  Eligible ^ to commence two additional new courses after other courses are completed.	Not currently eligible for any new courses.  Eligible ^ to commence one additional new courses after other courses are completed.	Not eligible in 2017: Individual has already commenced two courses this year.

^ Subject to applicant meeting all other Skills First eligibility criteria.

**3) How many government subsidised courses at the same level within the Australian Qualifications Framework (AQF) has the applicant commenced in their lifetime ?**

[eg: Student has commenced 2 X Certificate III s in their lifetime and they are applying to enroll in a Certificate III]

**Consider an individual's entire educational history, with the following exceptions: [Contract Notification No 2014-14]**

- Training undertaken in course/qualifications on the Foundation Skills Lists (and their predecessors) do not count toward the '2 at level' limit i.e. Foundation Skills remain accessible to all students up to the existing two per year and two at a time limits.
- Where a student changes course code as a result of transitioning from a superseded qualification into the current version of the qualification then that should not be counted towards the '2 at level' limit.
- If the student is recommencing training in the same qualification at the same or a different provider then this should not be counted towards the '2 at level' limit.

Number of courses =  less than 2 – PROCEED TO THE STUDENT ELIGIBILITY AND DECLARATION  
More than 2 – STUDENT NOT ELIGIBLE.

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