



Domestic Student Application Form

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

A - PERSONAL DETAILS

Family Name: _____ Given Name: _____

Gender: Male Female

Country of Birth: _____ Date of Birth*: _____

First Language: _____ Languages spoken at home: _____

*Student must be at least 18 years of age at the time of arrival in Australia.

Residential Address:

Street Address: _____

Suburb: _____ State: _____ Postcode: _____

Mailing Address (if different)

Street Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: () _____ Mobile: _____ Fax: _____

Email: _____

Do you have a Unique Student Identifier Number? YES NO

If Yes; Please specify: _____

If NO: I will create myself I authorise IIA to create on my behalf.

PART B - NEXT OF KIN/EMERGENCY CONTACT

These are people that IIA may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to IIA.

Name: _____ Relationship to you: _____

Street Address: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____ Phone: _____

B - IDENTIFICATION DETAILS

ID Type / Name: _____ ID Number: _____ Expiry Date: _____

ID Type / Name: _____ ID Number: _____ Expiry Date: _____

ID Type / Name: _____ ID Number: _____ Expiry Date: _____



C - COURSE OF STUDY

Please tick the course/s you are applying for, to study at IIA.

- SIT30821 - Certificate III in Commercial Cookery
- SIT40521 - Certificate IV in Kitchen Management
- SIT50422 - Diploma of Hospitality Management

Please tick the intake month:

- January April July October

D - PERSONAL DETAILS AND EDUCATION

Language and cultural diversity

1. In which country were you born?

- Australia 1101 Other - please specify _____

2. Do you speak a language other than English at home?

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

- No, English only 1201 Yes, other - please specify _____

3. How well do you speak English?

- Very well 1
- Well 2
- Not well 3
- Not at all 4

4. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

5. Disability

Do you have any disabilities or medical condition? YES NO

If Yes; Please specify: _____

Will it impact your ability to study? YES NO

If Yes; Please specify: _____

6. If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)

- Hearing/deaf 11
- Physical 12
- Intellectual 13
- Learning 14
- Mental illness 15
- Acquired brain impairment 16
- Vision 17
- Medical condition 18
- Other 19

Schooling

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

- Year 12 or equivalent 12
- Year 11 or equivalent 11



- Year 10 or equivalent 10
- Year 9 or equivalent 09
- Year 8 or below 08
- Never attended school 02

8. In which YEAR did you complete that school level?

9. Are you still attending secondary school? Yes No

10. Have you SUCCESSFULLY completed any of the following qualifications? Yes No

If YES, then tick ANY applicable boxes.

- | | | | |
|--|-----|---|-----|
| <input type="checkbox"/> Bachelor's degree or higher degree | 008 | <input type="checkbox"/> Certificate III (or trade certificate) | 514 |
| <input type="checkbox"/> Advanced diploma or associate degree | 410 | <input type="checkbox"/> Certificate II | 521 |
| <input type="checkbox"/> Diploma (or associate diploma) | 420 | <input type="checkbox"/> Certificate I | 524 |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | 511 | <input type="checkbox"/> Certificates other than the above | 990 |

Employment

11. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

- | | | | |
|---|----|--|----|
| <input type="checkbox"/> Full-time employee | 01 | <input type="checkbox"/> Employed - unpaid worker in a family business | 05 |
| <input type="checkbox"/> Part-time employee | 02 | <input type="checkbox"/> Unemployed - seeking full-time work | 06 |
| <input type="checkbox"/> Self-employed - not employing others | 03 | <input type="checkbox"/> Unemployed - seeking part-time work | 07 |
| <input type="checkbox"/> Employer | 04 | <input type="checkbox"/> Not employed - not seeking employment | 08 |

E - REASON FOR CHOOSING THIS COURSE/S TO STUDY

- to get a job
- to develop my existing skills
- to start my own business
- to try a different career
- to get a better job promotion
- it is a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest
- Other reason: _____

Where did you hear about us? Website Agents Advertisements Friends

Other: _____ If Agent please specify name: _____

F - ENGLISH LANGUAGE PROFICIENCY

Please tick (☐) which of the following applies to you. Attach relevant evidence / documentation to support your selections.

- English is my first language
- English was the language of instruction in my secondary / tertiary studies.
- I have completed a recognised English language test.

Name of the test (e.g., IELTS / TOEFL / PTE): _____ Score: _____

- I intend to complete an ELICOS course in Australia.
- Other: _____

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus.



G - EDUCATION HISTORY

Please provide details and documentation of your past education including the highest qualification reached or completed.

Year Completed	Name of Institution	State / Country	Name of Qualification	Course Duration

H - EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed	Name of Employer	State / Country	Position	Duties

I - REQUESTS AND REFERENCES

Please indicate your preference timetable choices for classes. Weekdays Weekends
(Note: Timetable choice is not guaranteed. IIA will do best to meet this request)

J - MEDIA CONSENT

From time to time, IIA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at IIA campus or at places where the student is involved in an activity. These creations may be used in a classroom or on-the-job work activities or could be published by IIA in print, digital or broadcast media such as documents, student magazine, website, TV, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request students provide any of the above of the students' own creation for the same purposes.

- I do give consent to IIA using any of the above materials involving me for the purposes outlined above.
- I do not give consent to IIA using any of the above materials involving me for the purposes outlined above.

K - STUDENT DECLARATION

Student Declaration:

I understand that it is my responsibility to be familiar with the contents of the IIA Student Handbook, and to ask questions on any matters I do not understand.

I understand that this declaration will be recorded in my student file.

I confirm that the following has been discussed with me during my enrolment process:

- My enrolment and the Qualification details
- My training plan (If applicable)
- My assessment process
- Evidence requirements
- Who to contact for support and advice
- How Recognition of Prior Learning (RPL) can be integrated into my training plan
- Resources required for my enrolment
- Any special needs I have which need to be taken into consideration
- IIA appeals and complaints procedure
- Fees, charges, and method of payment available
- Confidentiality of records and access to my records
- Information contained in the Student Handbook.

IIA has permission to use of my image and or testimonial in the Marketing and Advertising materials of IIA.



Student Name: _____

Student Signature: _____ Date: _____

IIA Officer Name: _____

IIA Officer Signature: _____ Date: _____

PART L - PRIVACY NOTICE

IIA follows the Privacy Act 1988 that guides the collection, storage, use and disclosure of information.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at IIA are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that IIA may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to IIA.

PERSONAL INFORMATION

Under the Data Provision Requirements 2012, IIA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

COLLECTION OF YOUR DATA

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

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 IIA; 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).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by IIA for statistical, regulatory and research purposes. IIA may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing statements of attainment or qualification and populating authenticated VET transcripts.
 - facilitating statistics and research relating to education, including surveys.
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including programme administration, regulation, monitoring and evaluation.



You may receive an NCVER student survey which may be administered by an NCVER employee, agent, or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

LEGAL AND REGULATORY

The Department's collection and handling of enrolment data 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, IIA's registering body, Australian Skills Quality Authority (ASQA) or a department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. This provides valuable feedback on the delivery of VET programs in SA.

Please note you may opt out of the NCVER survey at the time of being contacted.

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 qualification in IIA.

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.

FURTHER INFORMATION

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

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if your phone number, residential, postal or email address change during your enrolment with IIA.

STUDENT DECLARATION AND CONSENT

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY (FOR STAFF ONLY)

Student File No: _____ Offer Number: _____

Application Assessed by: _____ Signature: _____ Date: _____