

Student Application Form

INSTRUCTIONS

You should use this form if you are an international applicant applying for the programs at Innovative Institute of Australia.

- Please fill this form in **BLOCK** letters using black or blue pen only.
- Only a completely filled form with attached supporting documents will be accepted for assessment.
- All documents must be certified as true copies of originals.
- Ensure that you complete the Checklist and sign the declaration at the bottom of this form.
- For all fee & charges and refund procedures, please visit the website www.innovative.edu.au

I: PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other: _____

Family Name: _____

Given Name: _____

(Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want IIA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation)

Date of Birth: (DD/MM/YYYY) ____/____/____ (eg. 16/08/1999)

Gender: Male Female

Passport No: _____

Place and Country of Birth: _____

Nationality: _____

Are you currently studying in Australia? Yes No

If Yes, Name of Institution _____

Expiry Date of your Visa: (DD/MM/YYYY) _____

Are you transferring from another education provider in Australia? Yes No

II. CONTACT DETAILS

Current Residential Address which you usually live?

Building / Property Name.....

Flat/Unit Detail:_Street Number:

Street Name: _____ Suburb: _____

Postcode: _____ State / Territory: _____

Contact Details

Telephone: _____ Mobile Phone: _____

Applicant's email address: _____

Postal Address same as Residential Address? Yes No

If no, please complete details below.

Building / Property Name: _____

Flat/Unit Detail: _____ Street Number: _____

Street Name: _____ Suburb: _____

Postcode: _____ State / Territory: _____

PO Box or roadside delivery box: _____

Name of person who is your Emergency Contact

	In Australia	In Home Country
Name:		
Phone:		
Relationship:		

III: COURSE PREFERENCE

- AUR30620** – Certificate III in Light Vehicle Mechanical Technology
- AUR40216** – Certificate IV in Automotive Mechanical Diagnosis
- AUR50216** – Diploma of Automotive Technology
- SIT30821** - Certificate III in Commercial Cookery
- SIT40521** - Certificate IV in Kitchen Management
- SIT50422** - Diploma of Hospitality Management
- BSB40120** – Certificate IV in Business
- BSB50120** – Diploma of Business (Leadership)
- BSB60120** – Advanced Diploma of Business
- BSB80120** – Graduate Diploma of Management (Learning)

→ You may choose more than one course

→ Preferred month and year of commencement: (e.g., **Jan 2023**): _____

→ Please read through course description and fee structure from Institute's website prior selecting the course.

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IV: OVERSEAS HEALTH COVER

Do you have Overseas Health Cover (OSHC)? Yes No

If Yes, OSHC Provider: _____ Expiry date: _____

If no, please tick the type of OSHC that you require

Single Cover Family Cover

V: PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification Yes No

<input type="checkbox"/> Bachelor or above	<input type="checkbox"/> Certificate III
<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma	<input type="checkbox"/> Year 12
<input type="checkbox"/> Certificate IV	

In case of overseas qualification, has the qualification been skill assessed in Australia Yes No

Most recent or current qualification:

Name of Qualification:	
School/ Institution:	
Country:	
Year was/to be completed:	
<i>Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. Academic records not in English must also be accompanied by a certified translated copy</i>	

VI: COURSE CREDITS

Are you seeking for applying for Credit transfers? Yes No

Are you seeking for applying for

Recognition of Prior Learning (RPL)? Yes No

If you have answered 'Yes' to any of the question above, you are required to submit your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.). Once your documents are assessed either a Credit Transfer or RPL form will be prepared for your signature.

Is English your first language? Yes No

VII LANGUAGE PROFICIENCY

If no, your first language is? _____

IELTS/TOEFL Score _____

• Note: please refer to the College's website www.innovative.edu.au for the

latest information on the English language proficiency requirements.

• Please attach your documentary evidence that can demonstrate your

English language proficiency (e.g. IELTS score).

VIII: CHECKLIST

I have attached original or certified copies of the following documents with my application:

Valid passport bio page copy

Valid student visa or VEVO copy (if you have one)

High School certificate (Year 11 or 12 completion certificate) or another relevant certificate

Proof of English Language Proficiency (please provide IELTS or PTE or any other form of proof)

OSHC card or evidence of OSHC insurance mentioning the start & end date

Statutory Declaration/timetable (current study) if student willing to study concurrent study with your existing course.

Any other relevant documents to support your application which help IIA admission team to make decision

IX: AGENT DETAILS

APPOINTMENT OF AGENT (to be completed by the student/applicant):

I _____ (student/applicant name)

appoint the following IIA authorised agent to manage my application and I authorise the IIA to release personal information and visa documentation relevant to my application to this agent:

AGENT DETAILS. PLEASE STAMP BELOW (if applicable)

(To be completed by the agent):

Agent contact name: _____

Email address: _____

X: 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.

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

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(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.

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

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.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 NVETR 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>.

Surveys: You may receive a student survey which may be run by a government department or an NCVER 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 Innovative Institute of Australia Pty Ltd 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

On info@innovative.edu.au or Ph: +61 3 9973 9110 | M: 0404 280 909

Or to read / download Institute privacy policy please click on https://innovative.edu.au/wp-content/uploads/2019/12/Privacy_and_Personal_Information_converted.pdf

XI: USI

From 1 January 2015, all education providers 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 by visiting www.usi.gov.au.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before trying to create a new one. You must not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website: www.usi.gov.au/faws/i-have-forgotten-my-usi

Your USI: _____

USI application through Innovative Institute of Australia (if you do not already have one)

If you would like Innovative Institute of Australia to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy policy information at www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf

I (Name) _____ authorise Innovative Institute of Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

We need to verify your identity to create the USI. We will use your personal details as provided in Section I of this enrolment form.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from clients solely for the purpose of applying for a USI on your behalf as soon as is practicable after the USI application has been made of the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

XII: STUDENT DECLARATION AND CONSENT

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 have read and understood IIA's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing info@innovative.edu.au or calling IIA.

I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at IIA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

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XIII: Use of personal information:

I understand that IIA may distribute my personal details as indicated in the statement:

“Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law.”

Student Name: _____

Signature: _____ **Date:** ____/____/____

Please either: Email an electronic copy (Scanned copy) to info@innovative.edu.au

Or print out this form and mail the hard copy of the document to:

Suite 2-4 1A Palmerston Gr Oakleigh VIC 3166