

APPLICATION FORM (NON-ACCREDITED COURSES)

The following form is to be completed by students wishing to study with Australian Institute of Engineering. All potential students must complete the following form to initiate their enrolment process. Complete the form with as much information as possible.

Once you have completed this application form ensure this form, registered copies of all supporting documentation is to be returned to Australian Institute of Engineering.

Applicant Details:

Title: _____ First Name: _____ Middle Name: _____

Surname: _____

Previous Legal Name(s): _____

Gender: Male Female Date of Birth: _____

Are you currently studying in Australia?

Yes / No (please circle)

If Yes, please provide your USI no.

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Courses:

I Wish To Apply For The Following Course(s):

Course	Please Tick
Welding Short Course	
Introduction to SolidWorks: 2D/3D CAD Design Short Course	

Personal Details:

Address: _____

State/Province/Region: _____ Post Code: _____ Country: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Next of Kin/Guardian or Financial Guardian Contact Details

Contact Name: _____ Relationship to you: _____

Telephone Number: _____ Mobile Number: _____

REASON FOR STUDY

Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Please tick one box only)

- | | |
|---|---|
| <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 want 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"/> Other reasons |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For personal interest/self development |

CITIZENSHIP / CULTURAL DIVERSITY

Status of citizenship/residency?

- 1. **Australian Citizen** or
- 2. A qualifying **New Zealand Citizen** or
- 3. Australian Permanent Resident
Date Residency Granted _____
- 4. Hold a **Permanent Humanitarian Visa** and usually reside in Australia
Date Residency Granted _____
- 5. Australian Temporary Entry Permit *
Year of Entry to Australia _____
- 6. Overseas Student Residing Overseas- *
Country of Citizenship: _____
Country of Birth: _____

***If selecting option 5 or 6 an overseas address is required below:**

Australian Institute of Engineering

ABN: 13 612 727 143

Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G

60 Belfast Street, Broadmeadows, VIC 3047, Australia

www.auie.edu.au | Tel: +61 3 9302 1296



Start Date: (Please note: This is to identify your preferred option and is no guarantee of a start date.)

When would you best like to start your course: _____

Course needs to be completed within three months of commencement.

English Language Proficiency:

Is English your first language? **Yes / No (please circle)**

How well would you rate your ability to speak (including reading and writing) English?

- Very well Well Not well I Don't Speak English at all

Do you speak a language other than English at home?

- YES NO
If Yes, other language spoken: I speak English only

In which country were you born?

- AUSTRALIA OTHER _____

Please specify year of arrival in Australia _____

Are you Aboriginal or Torres Strait Islander origin?

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

Disability:

Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies? No Yes

If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail. (You may indicate more than one area)

Hearing/Deaf Physical Vision Learning Other

Your answers to the following questions will enable Australian Institute of Engineering to provide advice to you about whether the training product being applied for is appropriate to meet your needs, taking into account your existing skills and competencies prior to enrolment.

Learning Difficulties:

Do you have any special learning requirements or needs? (I.e. difficulty reading / writing, access to specific equipment / learning aids, etc)

Learning Styles

How do you prefer to learn (Choose from the items below?)

- Being shown how to do something, and then trying it myself with some supervision
- A mix of being shown how to do something, trying it out, and talking to someone who has done it
- Working with others on the same problem- I don't like working alone

Where do you prefer to learn? (Choose from the items below)

- Outside, doing practical things with an end result that I can see
- At my laptop or home computer, in an environment and at a time that suits
- In a family friendly environment where I learn from others life experiences

Career and Course Goals

Briefly describe what your career goals are in relation to the Engineering Industry?

What do you want to achieve form studying your selected course with Australian Institute of Engineering?

What challenges do you think you might face when studying this course?

Previous Educational Qualifications:

SECONDARY SCHOOL EDUCATION

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? TICK ONE BOX ONLY.

- COMPLETED YEAR 12 – FORM 6
- COMPLETED YEAR 11 – FORM 5
- COMPLETED YEAR 10 – FORM 4
- COMPLETED YEAR 9 – FORM 3
- COMPLETED YEAR 8 OR BELOW – FORM 2 OR BELOW
- DID NOT GO TO SCHOOL

In which YEAR did you complete that school level? _____

Are you still attending secondary school?

- No. If NO, and you're 17 years of age or under, you **MUST** provide to AIE a copy of your 'Transition from School Form or correspondence or certificate signed by the School Principal for sighting purposes only'
- Yes. Please provide name of school: _____

Victorian Student Number (To be completed by students up to the age of 24 years)

Enter your Victorian Student Number: _____

Have you attended any Victorian school since 2009 or done any training with a vocational

education and (VET) registered training organisation or an Adult and Community

Education provider in Victoria since 2011?

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

Yes – I have attended a Victorian school Since 2009.

Most recent school attended: _____

Yes – I have participated in training at other training organisation since the beginning of 2011. **List the most recent training organisations with which you have participated in training in Victoria since 2011. (List up to 3 training organisations)**

Identify any previous qualifications that you have attained including highest level of schooling:

Award / Qualification: _____

Year Awarded: _____

Institution Attended: _____

Country/ State: _____

Award / Qualification: _____

Year Awarded: _____

Institution Attended: _____

Country/ State: _____

Award / Qualification: _____

Year Awarded: _____

Institution Attended: _____

Country/ State: _____

Credit Transfer

A student may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The student will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. The RTO will validate the Certificate/ Statement of Attainment and kept a copy of the document as evidence. Credit Transfer will be granted on a direct Unit for Unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.

Do you wish to apply for CT? No Yes

Please attach any relevant testamurs to support your application for Credit Transfer

Of the following categories which BEST describes your current employment status:

- Full-time employee
- Part-time employee
- Self-employed - Employing others
- Self-employed - Not employing others
- Employed - Unpaid worker in the family business
- Unemployed - Seeking full-time work
- Unemployed - Seeking part-time work
- Not employed - Not seeking employment

Employment History:

If you have already had significant work experience in the engineering industry you may be able to apply for Recognition of Prior Learning. Where credit is provided for specific Units of Competency your course duration may be able to be shortened. If you believe that you have experience that is relevant you should complete the following section and indicate your intention to apply for Recognition of Prior Learning below.

List any applicable work experience / employment details below:

Occupation: _____
Organisation: _____
Time Frames: _____
Duties: _____

Occupation: _____
Organisation: _____
Time Frames: _____
Duties: _____

Recognition of Prior Learning

All applicants will be given the opportunity to apply for Recognition of Prior Learning (RPL). RPL is the acknowledgment of your skills and knowledge obtained through formal training, work experience and/or life experience (relating to specific Unit/s of Competency).

If you wish to apply for RPL you must request an RPL Application form below. It is the student's responsibility to gather the necessary documentation to support the RPL Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of evidence, skills testing, written assessment and verbal reviews.

Do you wish to apply for RPL? No Yes

Please attach copy of your curriculum vitae and any relevant documents that support your experience and intention to apply for RPL. A separate RPL application form shall be provided if your intention is to apply for RPL.

MARKETING DETAILS

How did you find out about us?

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Radio | <input type="checkbox"/> TV |
| <input type="checkbox"/> Print | <input type="checkbox"/> Outdoor |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Online |
| <input type="checkbox"/> Other, please specify: | |
-

Agent Use Only

As an approved agent of **Australian Institute of Engineering**, I am certifying that I have verified all the original documents of the student.

Agent representative signature:

Agent stamp:

Applicant Checklist

Australian Institute of Engineering warmly welcomes domestic students. In order for us to process your application without delay can you please make sure that you have you completed all sections of this Application Form and have attached the following:

- Certified copies of all your academic qualifications (translated into English)
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)

Payment Details:

The administration fee of \$300.00 (non-refundable) is payable with this application form. Please include your name (Student Name) for reference when making direct deposit or net banking.

Payment can be made by cash, cheque, EFTPOS, direct deposit or net banking and Visa / Master card (2% additional surcharge applies to all payments made via visa or master card). Offer letter will only be issued upon receiving evidence of fee deposit and funds are cleared in the College accounts.

Our designated bank account details for student fee are as follows

Bank Name: ANZ Bank

Account Name: Australian Institute of Engineering

BSB - 013 276

Account Number – 406 171 336

Applicant Declaration

I understand that by completing and sending this form I am applying for enrolment into the course indicated above and if successful in this application will receive a Letter of Offer confirming my enrolment details.

I also understand that this is an application to study. Arrangement for the payment of tuition fees will be included in the 'Letter of offer' which will be issued once the application has been assessed. I understand the RTO has the right to reject my application prior to issuing a 'Letter of Offer'.

I have read and understood the 'Student Course Guide' including the information relating to tuition fees and associated costs, the refund arrangement of course fees, and general information.

By signing this Enrolment Form I acknowledge I have read and understand the following:

- agree to abide by the Policies, Procedures and Standards of Conduct and rules of AIE.
- will abide by the Social Media Policy and the Student Code of Conduct.
- agree to pay all fees and charges applicable to and arising from any enrolment. (Attendance in class is also deemed as acceptance to fees and charges payable)
- am aware that AIE will endeavour to conduct all courses as promoted and acknowledge the right of the Institute to cancel classes as it deems necessary.
- authorise AIE, or its agent, in the event of illness or accident, where next of kin / emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- authorise AIE to release my result information where applicable; to my sponsor, employer (if apprentice or trainee), school (if the course is related to my school program).
- declare, that to the best of my knowledge and belief, the information provided on this form is correct and complete.

Permission for use of images by AIE

AIE celebrates the achievements of our students. Throughout the year, AIE may take images, recordings or statements of students and activities. These images, recordings or statements may appear in AIE publications, including, but not limited to, the AIE website, newsletters, brochures, flyers, social media, or mass media outlets.

- By signing this enrolment form I provide permission for the use of my image, recording or statement to be used by AIE
- I authorise the use or reproduction of any image, recording or statement referred to above for the purposes of the promotion of AIE without acknowledgement and without being entitled to remuneration or compensation.
- I acknowledge that ownership of any image, recording or statement will be retained by AIE.
- I understand and agree that the limit of use of relevant images, recording or statement will be up to 5 years

As a student of AIE, you have a right to opt out of inclusion in images, photographs and videos used for marketing, communications, and public relations purposes. If you do not choose to opt out, you are aware that your image recorded on AIE campuses or at AIE related activities in photographs and/or video may be used by AIE for the purposes stated above.

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If you choose to OPT OUT, please check the box below:

- PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY IMAGE/PHOTO AND/OR VIDEO FOR MARKETING, COMMUNICATIONS, OR PUBLIC RELATIONS PURPOSES.

APPLICANT'S SIGNATURE

DATE _____ / _____ / _____

Students under 18 years of age must have this form counter signed by a parent/guardian:

Parent / Guardian signature

DATE _____ / _____ / _____

Office Use:

Review of Application and details to ensure suitability for course offer:

- Potential RPL and CT identified Yes No
- Qualification student wishing to enrol in is:
 - The most suitable Qualification considering the students employment aspirations Yes No
 - The course duration is appropriate to the students existing skills and knowledge indicated in this application form. Yes No
- A course offer can be made through the provision of a Letter of Offer?
 Yes No

AIE RTO Enrollment Officer:

AIE RTO Enrollment Officer's
Signature: