



DOMESTIC STUDENT APPLICATION FOR ENROLMENT

Sydney

Melbourne

Application for Enrolment

Which course would you like to enroll into?

Select	Course Code	Course name	Duration (weeks)	Intake date
☐	BSB50820	Diploma of Project Management	52	
☐	SIT40521	Certificate IV in Kitchen Management	86	
☐	SIT50422	Diploma of Hospitality Management	104	

Have you ever studied with Stellar College before?

☐ Yes ☐ No

Do you wish to apply for **Credit**?

If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.

☐ Yes ☐ No

☐ Maybe - I'd like more information

Do you wish to apply for **Recognition of Prior Learning**?

If you indicate YES, you will be contacted to discuss this further.

☐ Yes ☐ No

☐ Maybe - I'd like more information

Personal Details

1. Enter your full name*

Surname:

Given names:

*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 Stellar College 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.

2. Enter your birth date

Day/month/year: __ / __ / __

3. Gender (Tick ONE box only)

☐ Male ☐ Female ☐ Other

4. Country of Birth

Nationality

Enter your contact details

Home phone:

()

Work phone:

()

Mobile:

Email address:			
Alternative email address (optional)			
5. What is your address			
House Number			
Street Name			
Suburb		State:	Post Code:
6. Language, Literacy, Numeracy and Digital Skills			
Provide details and documentation confirming your English language level:			
☐ English is my first language ☐ I have completed schooling in English ☐ I may require LLND support			

7. LLND Assessment Acknowledgement
Stellar College may require students to complete a Language, Literacy, Numeracy and Digital (LLND) assessment before enrolment.
☐ I understand that I may be required to complete an LLND assessment.

8. Academic record and Previous Qualification Achieved
Have you previously studied with another RTO for this qualification?
☐ Yes ☐ No
If yes, please state: _____

Language and cultural diversity	
9. In which country were you born?	☐ Australia ☐ Other, please specify: _____
10. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	☐ No, English only ☐ Yes, other, please specify: _____
11. Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Support Services	
12. Do you consider yourself to have a disability, impairment or long-term condition which may affect your studies?	☐ Yes ☐ No – <u>go to question 16</u>
13. 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		☐ Physical		☐ Intellectual	
☐ Learning		☐ Mental Illness		☐ Acquired brain impairment	
☐ Vision		☐ Medical Condition		☐ Other	

Schooling

14. What is your highest COMPLETED school level (tick one box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

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

15. Are you still enrolled in secondary or senior secondary education?

☐ Yes ☐ No

Previous qualification achieved

16. Have you SUCCESSFULLY completed any of the qualifications listed in question 19?

☐ Yes – indicate below Question 19
☐ No – Go to Question 20

17. If yes, tick ANY applicable boxes

☐ Bachelor's degree or Higher Degree	☐ Advanced Diploma or Associate Degree	☐ Diploma
☐ Certificate – IV	☐ Certificate – III	☐ Certificate – II or Certificate – I

Employment

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

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

☐ Full-time employee	☐ Part-time employee	☐ Self-employed – not employing others
☐ Self-employed – employing others	☐ Employed – unpaid worker in a family business	☐ Unemployed – seeking full-time work
☐ Unemployed – seeking part-time work [07]	☐ Not employed – not seeking employment	

Study reason

19. Of the following categories, select the one 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	☐ I wanted extra skills for my job
☐ To start my own business	☐ To get into another course of study
☐ To try for a different career	☐ For personal interest or self-development
☐ To get a better job or promotion	☐ Other reasons

Pre Training Review

20.

Do you understand the course structure, duration and assessment

1. Australian Driver's License State: _____ License Number: _____ 2. Medicare Card Medicare card number _____ Individual reference number (next to your name on Medicare card): Card color (circle one): Green / Yellow / Blue Expiry date ____ / ____ / ____ (format DD/MM/YYYY) 3. Australian Passport Passport number _____	4. Immicard Immicard Number _____ 5. Citizenship Certificate Stock number _____ Acquisition date (day/month/year) ____ / ____ / ____ 6. Certificate of Registration by Descent Acquisition date (day/month/year) ____ / ____ / ____
--	---

USI APPLICATION DECLARATION

- ☐ I authorise Stellar College to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.
- ☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature: _____		Date: ____ / ____ / ____	
Student Name: _____			

Next of kin/emergency contact

These are people that Stellar College 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 Stellar College.

Name:		Relationship to you:	
Address:			
Home phone:	()	Work:	()
Mobile:		Email:	

Student Support Needs

Do you require any additional support to successfully complete this course? ☐ Yes ☐ No	If yes, please specify:
--	-------------------------

Document Check list

☐ Have you completed all sections of this application
☐ Read and signed the declaration
☐ Attached certified true copies of your qualifications
☐ Provided USI

PRIVACY NOTICE

Why we collect your personal information

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

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 (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 us 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.desegov.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 Stellar College 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
-

Student Declaration and Consent, please tick all

- ☐ I declare that the information I have provided is to the best of my knowledge and is true and correct.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I consent to the use of my photograph for college marketing, newsletters or social media (optional).
- ☐ I confirm that I have read and understood the Student Handbook and key policies including Refund Policy, Complaints and Appeals Policy, Course Progress Policy and Attendance Requirements.

Student Signature:

Date:

/ /

Student Name:

Office Use Only

Application reviewed by:

Entry requirements verified:

☐ Yes ☐ No

LLND completed:

☐ Yes ☐ No

Documents verified:

☐ Passport ☐ English Requirement ☐ Academic

Approved by:

Notes: