

ENROLMENT APPLICATION FORM

Please complete all sections and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that VIITE will not be accepting students under 18 years of age at the time of enrolment.

☐ **INTERNATIONAL STUDENT (Onshore)** ☐ **INTERNATIONAL STUDENT (Offshore)**

CHOOSE YOUR CAMPUS (for Vocational Educational Training (VET) courses) : ☐ **Melbourne** ☐ **Gold Coast** ☐ **Sydney**

1 PERSONAL DETAILS

Please select your title: ☐ Mr. ☐ Mrs. ☐ Miss

Family name: _____ Given name(s): _____

Date of Birth: _____ Gender: ☐ Female ☐ Male ☐ Others Country of Birth: _____

Nationality: _____ Passport number: _____ Passport Expiry Date: _____

Are you living in Australia? ☐ Yes (Onshore) ☐ No (Offshore) ☐ Are you an Australian resident? ☐ Yes (Onshore) ☐ No (Offshore)

2 CONTACT DETAILS (Australian Residential Address)

Unit/Flat/Suite: _____ Street number: _____ Street name: _____

City/Suburb/Town: _____ State/Province/Region: _____ Postal/Zip Code: _____ Country: _____

Phone number - Home: _____ Work: _____ Mobile: _____

Email Address: _____ Alternate Email Address (optional): _____

Do you give permission to VIITE to contact you by e-mail or SMS for marketing purposes? ☐ Yes ☐ No

Emergency Contact Details

Name: _____ Relations: ☐ Family ☐ Friend ☐ Others

Mobile Number: _____ Email: _____

Address: _____

Country of Origin Address

Unit/Flat/Suite: _____ Street number: _____ Street name: _____

City/Suburb/Town: _____ State/Province/Region: _____ Postal/Zip Code: _____ Country: _____

Phone number - Home: _____ Work: _____ Mobile: _____

Email Address: _____ Alternate Email Address (optional): _____

3 VISA DETAILS

Current Visa you hold for Australia: _____ Expiry Date (current Visa): _____

Do you need to apply for an overseas student visa for Australia? ☐ Yes ☐ No

Have you ever been denied an Australian visa? _____

Do you give VIITE permission to complete a VEVO check? ☐ Yes ☐ No

4 DISABILITY / MEDICAL / LEARNING NEEDS

Support Needs Assessment and Assistance

Information disclosed in this section is used to identify any learning, access, wellbeing, or support requirements. This information is reviewed by Victorian International Institute of Technical Education Student Support staff to determine appropriate support strategies and reasonable adjustments to assist you during your studies.

☐ I consent to Victorian International Institute of Technical Education sharing my disclosed information internally with relevant staff for the purpose of assessing, planning, and providing appropriate student support.

A Student Support Officer may contact you prior to or after enrolment to discuss your support needs and available assistance.

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

5 PLEASE SELECT THE AREA/S IN THE FOLLOWING LIST, IF YOU TICKED ON "YES" ON THE BOX IN THE PREVIOUS SECTION

☐ Hearing/Deaf ☐ Intellectual ☐ Physical ☐ Learning ☐ Acquired Brain Impairment
☐ Mental illness ☐ Vision ☐ Medical Condition

Other : _____

Do you suffer from any medical problems? ☐ Yes ☐ No

If yes, please provide further information below: _____

6 GENUINE STUDENT (GS)

Are you aware of the Genuine Student (GS) requirement by the Department of Home Affairs?

☐ Yes ☐ No

7 EDUCATIONAL BACKGROUND *(Please attach evidence of previous studies undertaken E.g., High School, Diploma, Degree)*

What is your highest completed Qualification in Australia?

Name of school/Institution: _____

State/Country: _____ Years of study: _____

Name of qualification: _____

What is your highest completed Qualification from overseas?

Name of school/Institution: _____

State/Country: _____ Years of study: _____

Name of qualification: _____

8 Employment of The Following Categories Which Best Describes Your Current Employment Status (Tick One Box Only)

☐ Full-time employee ☐ Part-time employee ☐ Self-employed

9 ADVANCED STANDING

Credit Transfer and Recognition of Prior Learning (RPL)

Do you wish to apply for Course Credit/RPL? ☐ Yes ☐ No

Please attach a copy of your academic transcripts or other evidence of your studies or work experience, and complete a copy of the Application for Recognition Form from our website (enquiries@viite.edu.au). If any documents are not in English, please include a certified translation.

10 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI? ☐ Yes ☐ No

If yes, please provide your USI number in the box below-

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If you do not have a USI number, you can visit www.usi.gov.au to create your USI. You can also contact our Student Support Officers to guide you on how to create your USI using the website.

11 OVERSEAS STUDENT HEALTH COVER (OSHC)

Yes (I authorise VIITE to organise OSHC on my behalf) ☐ Single ☐ Couple ☐ Family

No (Please provide the name, duration and expiry date of your OSHC).

12 ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation? ☐ Yes ☐ No

Do you wish to be met at the airport and transferred to your accommodation? ☐ Yes ☐ No

How did you hear about our course? _____

13 PREFERRED INTAKE DATE

For Courses :

14 Student Support Services

Victorian International Institute of Technical Education provides a range of support services to assist students throughout their studies, including but not limited to:

- Academic support and study skills assistance
- Language, Literacy and Numeracy (LLN) support
- Wellbeing and welfare support
- Administrative and course-related support
- Referral to external support services where required

Students may access support services by contacting Student Support staff via email, phone, or in person at their campus.

Student Support Contact Details:

Email: enquiries@viite.edu.au

Phone: 1300 318 747

Further information is available in the Student Support Policy and Student Handbook.

15 VET COURSES DETAILS

What is your course selection?

Course Code	Course Name	Duration	Melbourne	Gold Coast	Sydney
RII60520	Advanced Diploma of Civil Construction Design	104 weeks	☐	☐	☐
SIT60322	Advanced Diploma of Hospitality Management	104 weeks	☐	☐	☐
CPC33020	Certificate III in Bricklaying and Blocklaying	52 weeks	☐	☐	☐
MSF30322	Certificate III in Cabinet Making and Timber Technology	52 weeks	☐	☐	☐
CPC30220	Certificate III in Carpentry	52 weeks	☐	☐	☐
CHC33021	Certificate III in Individual Support	52 weeks	☐	☐	☐
CPC31220	Certificate III in Wall and Ceiling Lining	52 weeks	☐	☐	☐
CHC43015	Certificate IV in Ageing Support	52 weeks	☐	☐	☐
CPC40120	Certificate IV in Building and Construction	52 weeks	☐	☐	☐
SIT40521	Certificate IV in Kitchen Management	78 weeks	☐	☐	☐
CPC50220	Diploma of Building and Construction (Building)	52 weeks	☐	☐	☐
CHC52025	Diploma of Community Services	104 weeks	☐	☐	☐
CPC40122	Diploma of Hospitality Management	78 weeks	☐	☐	☐
BSB80120	Graduate Diploma of Management (Learning)	104 weeks	☐	☐	☐

Note: Certificate IV in Kitchen Management, Certificate IV in Ageing Support, Certificate III in Cabinet Making and Timber Technology, Certificate III in Carpentry courses will have mandatory placement.

16 PRE-TRAINING REVIEW

Why have you chosen to enrol in this course? (tick ONE box only):

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

What outcomes are you seeking from completing this course (e.g., career/ better employment/ further academic pathways etc.)? _____

Do you have any learning difficulties for which we could provide extra support?

- ☐ Reading support
 ☐ Writing support
 ☐ One-on-one guidance
 ☐ Additional resources

Others (please specify):

All students are required to complete a Language, Literacy and Numeracy (LLN) assessment prior to final enrolment.

LLN assessment outcomes are used to determine course suitability and may result in enrolment being confirmed, additional support being provided, or enrolment being deferred where appropriate.

White Card

Students undertaking trade courses that require training on a live construction site must hold a valid General Construction Induction Card (White Card) in accordance with WHS legislation. This is a legislative requirement and not an academic entry requirement for the course.

The following courses may require a White Card where training involves access to a live construction site:

- CPC40120 Certificate IV in Building and Construction (Building)
- CPC50220 Diploma of Building and Construction (Building)
- CPC30220 Certificate III in Carpentry
- CPC33020 Certificate III in Bricklaying and Blocklaying
- CPC31220 Certificate III in Wall and Ceiling Lining
- MSF30322 Certificate III in Cabinet Making and Timber Technology
- CPC31320 Certificate III in Wall and Floor Tiling

Practical Attendance Requirement

While attendance at practical training sessions is not, in itself, a measure of competency, participation is critical to the development of required skills and knowledge. Where a student's non-attendance impacts their ability to demonstrate competency, VIITE will implement intervention strategies, which may include additional training, rescheduling of practical activities, or progression review.

17 LANGUAGE AND CULTURAL DIVERSITY

Do you identify as any of the following:

- ☐ Indigenous
 ☐ Aboriginal & Torres Strait Islander
 ☐ Aboriginal
 ☐ Torres Strait Islander
 ☐ No, none of the above

Do you have any special cultural requirements?

- ☐ Yes
 ☐ No
 ☐ Prayer room
 ☐ Other (please specify below): _____

18 STUDENT WELLBEING AND SAFETY

Victorian International Institute of Technical Education is committed to providing a safe, supportive, and inclusive learning environment.

Support is available for students experiencing personal, health, or wellbeing concerns. Students may seek assistance from Student Support staff or be referred to appropriate internal or external services, including counselling and welfare support.

In the event of a critical incident, Victorian International Institute of Technical Education will provide support in accordance with its Critical Incident Policy, including communication, welfare assistance, and referral to external services as required.

Emergency procedures and safety information are available at each campus and in the Student Handbook.

19 FEEDBACK

How did you learn about us?

- ☐ Google
 ☐ Parent
 ☐ Expo
 ☐ Magazine
 ☐ Internal memo
 ☐ Website
 ☐ Newspaper
 ☐ Facebook
 ☐ Internet
 ☐ Friend
 ☐ Teacher

Agent (Please provide further info) _____

Agent name : _____

20 SUMMARY CHECKLIST

Please ensure that you submit the following:

- ☐ Completed signed Application Form ☐ Proof of other studies or employment (if required)

21 COMPLAINTS, APPEALS, AND FEEDBACK

Students have the right to lodge a complaint or appeal regarding any aspect of their enrolment, training, assessment, or services provided by Victorian International Institute of Technical Education.

Complaints and appeals are handled fairly, confidentially, and without fear of disadvantage. Information on how to lodge a complaint or appeal, including timeframes and procedures, is available in the Complaints and Appeals Policy and Student Handbook.

- ASQA (Australian Skills Quality Authority)
- Overseas Students Ombudsman
- Tuition Protection Service (TPS)

22 PRIVACY POLICY

Why do we collect your personal information and how do we use and maintain it?

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. We use your personal information to enable us to deliver VET courses to you and as needed to comply with our obligations as an RTO. We are required by law (under the National Vocational Education & Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you for 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 DESE, who is authorised by law, including the Privacy Act and the NVETR Act, to collect, use, and disclose your personal information to fulfill 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.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 Victorian International Institute of Technical Education 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.

Victorian International Institute of Technical Education

Website: www.viite.edu.au

Address: Level-5, 271 William St, Melbourne, VIC 3000

204, Level 2, 9 Bay Street, Southport QLD 4215

Suite 2, Level 9, 27-29 Argyle Street, Parramatta,

NSW 2150

Student Declaration and Consent

- ☐ I acknowledge that I have read and understood VIITE Privacy Policy.
- ☐ I confirm that I have read & understood VIITE current International Student Prospectus and/or information provided on VIITE website (www.viite.edu.au) which details information about the ESOS framework, course entry and progress requirements, English entry requirements, and LLN requirements. I also understand the fee payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered. I agree that my temporary entry to Australia, if granted, will be for study purposes only.
- ☐ I understand that OSHC health cover is compulsory for all international students, and I will be responsible for arranging my own.
- ☐ I understand that if I have appointed an education agent, I have authorised VIITE to release personal information and visa documentation relevant to my application to that agent.
- ☐ I authorise VIITE to obtain official records from any educational institution previously attended by me in Australia.
- ☐ I confirm that I have received and/or been given access to the Victorian International Institute of Technical Education Student Handbook prior to enrolment.
- ☐ I understand the student support services available to me, including academic, wellbeing, LLN, and administrative support, and how to access these services.
- ☐ I acknowledge that the complaints and appeals process has been explained to me and I understand how to lodge a complaint or appeal.
- ☐ I understand that further information regarding student support, complaints, appeals, and student rights and responsibilities is available in the Student Handbook and relevant policies.

Applicant Acknowledgement and Signature

Student Full Name:															
Student Signature:									Date:						
										Day		Month		Year	

Applicant Checklist

Please ensure you attach the following documents with your application.

- ☐ Completed all sections of the International Student Application Form
- ☐ Certified copy of personal details page of your passport
- ☐ Certified copy of your English language qualification or provide details of your English proficiency
- ☐ Certified copy of all academic qualifications, including secondary school studies
- ☐ CoE document(s) for all courses enrolled - if you are currently studying in Australia
- ☐ Certified official translation of any document not in English
- ☐ I acknowledge that I have been informed of my rights, responsibilities, available support services, and complaint and appeal options prior to enrolment and provide my informed consent to proceed.