Ivory Institute
Level 8, 90 King William Street, Adelaide 5000
W: www.ivoryinstitute.edu.au
E: admissions@ivoryinstitute.edu.au
T: 08 8123 4995

Application for Enrolment Form – International Students

About this form

Thank you for your interest in seeking enrolment into Ivory Institute. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Course details

Course you wish to enrol in				
	CRICOS Code	**National Code**	**Course Name**	**Duration**
☐	**115001K**	**SIT30821**	**Certificate III in Commercial Cookery**	**52 Weeks**
☐	**115002J**	**SIT40521**	**Certificate IV in Kitchen Management**	**78 Weeks**
☐	**115003H**	**SIT50422**	**Diploma of Hospitality Management**	**104 Weeks**
☐	**117268M**	**CPC30220**	**Certificate III in Carpentry**	**104 Weeks**
☐	**120816F**	**CPC40120**	**Certificate IV in Building and Construction**	**52 Weeks**
☐	**117269K**	**SHB30416**	**Certificate III in Hairdressing**	**52 Weeks**
Requested start date				

Student details

Given name/s (including middle name if any)			
Surname			
Date of birth		Gender	☐ Male ☐ Female ☐ Other
Preferred first name if different to the above		Preferred title	
Current residential address			

Overseas residential address	
Phone number/s	
Email address	
Nationality	
Emergency contact (name, relationships and mobile)	
Country of Passport	
Passport Number	
Passport Expiry	
Do you hold a current Australian visa?	☐ Yes ☐ No
Type of visa and expiry date	SC visa expiring on
For SC 500 visa holders only	Are you transferring from another Australian education provider? No ☐ **Go to the next section** Yes ☐ **Answer the following questions:** **Your principal course details:** • Course Name: • Course Provider: • Course start date: • Course end date: • Current COE status: ☐ Active ☐ Cancelled ☐ Other Briefly state the reason for transfer: ***Note:*** *The course may not be offered to you if you haven't completed minimum 6 months study of your principal course.*

Unique Student Identifier (USI):

Ivory Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we 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 at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device.

Health Cover

Do you have current Overseas Student Health Cover (OSHC)	☐Yes ☐ No		
If yes, please provide Name of the insurance company			
What is your membership number?		OSHC Expiry Date	

English Language Level

Provide details and documentation confirming your English language level:

☐ I have taken a recognised English language test in the last two years (e.g., IELTS, PTE, TOFEL and/or Cambridge)

Name of the test

Score

Date of test

☐ I have successfully completed an English course in Australia (Please attach certificate)

☐ English is my first language

☐ Other:

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Language and cultural diversity

In which country were you born?	☐ Australia [1101] ☐ Other; please specify:
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:
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

Disability

Do you consider yourself to have a disability?	☐ Yes ☐ No – go the question about schooling
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	☐ Hearing/deaf 11 ☐ Physical 12 ☐ Intellectual 13 ☐ Learning 14 ☐ Mental illness 15 ☐ Acquired brain impairment 16 ☐ Vision 17 ☐ Medical condition 18 ☐ Other 19

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Schooling

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
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	☐ Yes ☐ No
If YES, tick ANY applicable boxes	☐ Bachelor degree or higher degree 008 ☐ Advanced diploma or associate degree 410 ☐ Diploma (or associate diploma) 420 ☐ Certificate IV (or advanced certificate/technician) 511 ☐ Certificate III (or trade certificate) 514 ☐ Certificate II 521 ☐ Certificate I 524 ☐ Other education (including certificates or overseas qualifications not listed here) 990

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Employment

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 01 ☐ Part-time employee 02 ☐ Self-employed – not employing others 03 ☐ Self-employed – employing others 04 ☐ Employed – unpaid worker in a family business 05 ☐ Unemployed – seeking full-time work 06 ☐ Unemployed – seeking part-time work 07 ☐ Not employed – not seeking employment 08

Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	☐ To get a job 01 ☐ To develop my existing business 02 ☐ To start my own business 03 ☐ To try for a different career 04 ☐ To get a better job or promotion 05 ☐ It was a requirement of my job 06 ☐ I wanted extra skills for my job 07 ☐ To get into another course of study 08 ☐ For personal interest or self-development 12 ☐ To get skills for community/voluntary work 13 ☐ Other reasons 11
Why do you want to enrol in this course?	
What are your future career/study goals?	
Do you have any existing skills and knowledge that relate to this course?	

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RPL and credit transfer application

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer. *Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.*	I want to apply for a credit transfer for the following unit/s: I want to apply for RPL for the following unit/s: If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

Agent Details

Agency name	
Agent name	
Agency email	
Agency telephone number	

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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. 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.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 RTO 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

Our contact details are:

Email: info@ivoryinstitute.edu.au

Phone: 08 8123 4995

You may also request our privacy policy if you wish.

Student declaration

I declare that the information provided is true and correct	☐ Yes ☐ No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	☐ Yes ☐ No
Name of applicant	
Signature	
Date	

☐ Have you completed all sections of this application

☐ Attached copies of your qualifications

☐ Attached copies of visa (if available)

☐ Attached copies of your English proficiency (if available)

☐ Attached copies of passport

☐ Release letter and COE of Principal Course (If applicable)

☐ Read and signed the declaration