



# Australian Vocational Learning Centre

(RTO Provider Code: 91683)

Level 2, 16-18 Wentworth St Parramatta NSW 2150

Phone: (02) 9687 0620

Email: [admissions@avlc.edu.au](mailto:admissions@avlc.edu.au)

[www.avlc.edu.au](http://www.avlc.edu.au)

## VET FEE-HELP Application

### DOCUMENTS NEEDED TO COMPLETE YOUR APPLICATION

When coming to the college to gain admission or emailing through an application form please ensure that you bring or attach:

- Signed and completed application form
- Photo ID
- Proof of Australian Citizenship
- Proof of address
- USI Details completed and provided
- Academic transcripts from previous courses

**Please note** that the application will not be processed without the student's initials and date at the end of each page and USI details completed and provided.



**PERSONAL DETAILS (CLEARLY PRINT)**

Title: Mr Mrs Ms First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

(Please circle)

Gender:  Male  Female Country of Birth \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality \_\_\_\_\_

**Contact Details**

Street Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Postal address if different to home address**

P.O. Box / Street: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Emergency Contact Details (Next of Kin)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**LANGUAGE AND CULTURAL DIVERISTY**

Do you speak a language other than English at home?  No, English only  Yes, other please specify

\_\_\_\_\_

How well do you write English?  Very Well  Well  Not Well  Not at all

How well do you read English?  Very Well  Well  Not Well  Not at all

How well do you speak English?  Very Well  Well  Not Well  Not at all

**ELIGIBILITY FOR VET FEE-HELP**

To be eligible for the VET FEE HELP, you must meet the Australian citizen/residency requirements. Please tick one of the following:

Australian Citizen or  Holder of Permanent Humanitarian Visa (please see below for applicable sub-classes)

(Applicable Permanent Humanitarian Visa subclasses

200,201,202,203,204,205,206,207,208,209,210,211,212,213,214,215,216,217,803,807,809,810,817,851,866)

Please provide a certified copy of one of the follow items of evidence required for eligibility:

Copy of Australian Passport

Copy of Australian Birth Certificate or Citizenship Certificate

Copy of Permanent Humanitarian Visa

Have you previously accessed FEE-HELP at another College, University or Education Provider?  Yes  No

If yes, please provide your CHESSN number (if known): \_\_\_\_\_

For full terms and conditions visit [www.studyassist.gov.au](http://www.studyassist.gov.au)

Please Initial to indicate that you have read and understand the contents of this page Initial \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYMENT STATUS	REASONS FOR UNDERTAKING COURSE
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Which best describes your current employment (Tick one box only)

- Full time Employee
- Part time Employee
- Self-employed
- Employer
- Employed – Unpaid worker
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Of the following categories, which best describes your main reason for undertaking this course?

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

EQUITY AND DISABILITY
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Do you have any disability, impairment or long-term condition that may affect your studies?  Yes  No

If Yes, please select the area(s) in the following list:

- Hearing/deaf  Physical  Intellectual  Learning  Mental illness  Vision  Acquired brain impairment
- Medical condition  Other (please specify below)

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ACADEMIC QUALIFICATIONS
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Are you still attending secondary school?  Yes  No

What is your highest level of secondary school completed?

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below

What year did you complete that school level? \_\_\_\_\_

Have you successfully completed a Degree, Diploma or Certificate?  Yes  No

If yes, please tick below

- Bachelor Degree or Higher  Advanced Diploma or Associate Degree  Certificate IV or Advanced Certificate
- Certificate III or Trade Certificate  Certificate other than above

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete

Qualification level	Name of qualification	Institution	State/Country	Year completed

Credit Transfer (CT) is a process where the student's previous qualifications and statement of attainments is assessed to determine whether credit/exemptions can be granted. Recognition of Prior Learning (RPL) is a process where the student's non-formal and informal learning experiences are used to determine the extent of competency for a qualification.

Do you intend to apply for Credit Transfer (CT)? Yes  No

Do you intend to apply for Recognition of Prior Learning (RPL)? Yes  No

If Yes, please you must notify us prior to the commencement of your course



COURSE/S APPLYING FOR	
<input type="checkbox"/> BSB51915 Diploma of Leadership & Management	<input type="checkbox"/> BSB50215 Diploma of Business
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management	<input type="checkbox"/> BSB60215 Advanced Diploma of Business
<input type="checkbox"/> BSB51215 Diploma of Marketing	<input type="checkbox"/> FNS50215 Diploma of Accounting
<input type="checkbox"/> BSB60515 Advanced Diploma of Marketing	<input type="checkbox"/> FNS60215 Advanced Diploma of Accounting
<input type="checkbox"/> Dual Qualification BSB51215 Diploma of Marketing/ BSB60515 Advanced Diploma of Marketing	<input type="checkbox"/> Dual Qualification BSB50215 Diploma of Business / BSB60215 Advanced Diploma of Business
<input type="checkbox"/> Dual Qualification BSB51915 Diploma of Leadership & Management / BSB61015 Advanced Diploma of Leadership & Management	<input type="checkbox"/> 1 year FNS60215 Advanced Diploma of Accounting

Requested intake date: \_\_\_/\_\_\_/\_\_\_\_\_

More information on VET FEE-HELP can be found at the following webpage please follow the link:  
<http://studyassist.gov.au/sites/studyassist/helppayingmyfees/vet-fee-help/pages/vet-fee-help>

UNIQUE STUDENT IDENTIFIER (USI)			
Do you have a Unique Student Identifier Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, my USI Number is:	<input type="checkbox"/> I give AVLC permission to verify my USI
AVLC to create a USI on your behalf	<input type="checkbox"/> I would like AVLC to create a USI on my behalf <input type="checkbox"/> I give permission for AVLC to create a USI on my behalf and have signed the USI Privacy Notice included on this application form <input type="checkbox"/> I have provided AVLC with a copy of one of the following forms of personal identification (ID) to create (or verify) my USI		
	<input type="checkbox"/> Driver's License (Australian) <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Citizenship certificate	<input type="checkbox"/> Australian Passport <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Other	Document Identification Number:
Creating your own USI	<input type="checkbox"/> I will create my own USI account and provide my USI to AVLC prior to my course completion To create your own USI visit: <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a>		

**HOW DID YOU HEAR ABOUT AVLC**

AVLC would like to find out how you heard about us. Could you please tick the box the best describes how you found us? Thank you.

- |  |   |
|--|---|
| <input type="checkbox"/> Press or Media                | <input type="checkbox"/> Agent (please print) _____ |
| <input type="checkbox"/> Internet                      | <input type="checkbox"/> Family or Friends          |
| <input type="checkbox"/> Door Knock                    | <input type="checkbox"/> Shopping Centre Kiosk      |
| <input type="checkbox"/> Other (please specify): _____ |   |

**For more information on AVLC such as our student handbook, fee structure, course information and meeting our team please visit our website [www.avlc.edu.au](http://www.avlc.edu.au)**

**Refund of Fee**

A refund will be given to any units in which you have paid for and not yet received the learning materials or census date has not been reached and you will not incur a VET FEE-HELP debt. If you have received all the learning materials for each unit you have paid for or census date has passed no refund will be given and you will incur a VET FEE-HELP debt.

student is offered two such opportunities. The first one is free of charge. The second re-sit incurs a fee.

**Change of Personal details**

Students must notify AVLC within seven days about any changes to their street address, mobile phone numbers and email addresses.

Where a student has not achieved a satisfactory result in the third attempt of an assessment/assignment task and has therefore been deemed Not Yet Competent in the entire unit of competency the option of re-training and assessment for the entire unit of competency will be offered.

**Re-assessment policy**

Students are offered the opportunity to re-sit an assessment task that they have not performed satisfactorily on. The

There are limited options available for the retraining and assessment of a unit. Students will be provided an individual plan of how this option will be delivered and, if acceptable to the student, the student will be required to sign off on the plan.



**PRIVACY STATEMENT & STUDENT DECLARATION**

I declare and understand that the information provided by me on this application form is true and correct and that I am able to supply copies of all documentation listed on this application form also.

I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged to do so.

I understand by enrolling in a course with AVLC I agree that the staff of AVLC can access the personal information contained in your student file without written consent being obtained. You also agree that the representatives of Government, Australian Skills Quality Authority (ASQA) and other departments can have access to your student file.

The information requested in this form will be used by the relevant state department of education and training for research, statistical and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for those purposes.

During your training there may be circumstances that will require an AVLC trainer or assessor to discuss your progress with an authorised third party. Also there will be the need to examine workplace samples for the purpose of assessment. All discussions will be strictly confidential.

I understand giving false or misleading information is a serious offence under state and/or federal law.

I agree to advise the AVLC immediately if there is any change to the information I have provided in this application.

I understand that AVLC has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.

I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.

I have read and understood the full terms and conditions of VET FEE Help available at [www.studyassist.gov.au](http://www.studyassist.gov.au) and declare that I am an Australian Citizen and that I am eligible for VET FEE-HELP based upon requirements at time of making this declaration.

I understand if I don't have a USI AVLC can apply on my behalf if appropriate identification as indicated in this application has been supplied.

I understand that I will incur liability by enrolling and not withdrawing before the census date for each course/unit of study.

I declare that I have been given a copy of the VET FEE-HELP booklet and the VET Fee Help Information for 2015 which provides all details regarding VET Fee Help rights and obligations.

I declare that I have been given accurate information in regards to the total tuition fees for the course I am enrolling in.

I declare that the signature on this form is my signature and has not been signed on my behalf by another person including an agent or sponsor.

By signing this declaration, I accept and agree to AVLC's total tuition fees for the course I am enrolling in under the Australian Government's VET Fee Help program

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

### Unique Student Identifier Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Australian Vocational Learning Centre to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Australian Vocational Learning Centre will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

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

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Australian Vocational Learning Centre to make an application for a student identifier on your behalf, Australian Vocational Learning Centre will have to declare that the Australian Vocational Learning Centre has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Australian Vocational Learning Centre has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law



Australian Vocational Learning Centre Pty Ltd  
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 Phone No: (02) 9687 0620  
 RTO Provider Code: 91683 ABN: 24 136 522 506  
 Email: [admissions@avlc.edu.au](mailto:admissions@avlc.edu.au) Web: [www.avlc.edu.au](http://www.avlc.edu.au)

**Privacy policies and complaints**

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar at 13 38 73 or email them [usi@industry.gov.au](mailto:usi@industry.gov.au). The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of usis; and
- A failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf

For information about how the Australian Vocational Learning Centre collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Australian Vocational Learning Centre’s privacy policy which can be found at [www.avlc.edu.au](http://www.avlc.edu.au) or by visiting Student Services and requesting copy.

(Signature of acceptance by student) .....

Name of student .....