



## 1. PERSONAL DETAILS

Title:  Mr  Mrs  Ms  Miss  Other (Please specify) \_\_\_\_\_ Date of Birth:

Gender:  Female  Male  Other (Please specify) \_\_\_\_\_

Family Name:   
(As indicated in passport)

Given Name:   
(Leave spaces btw names)

Are you Aboriginal or Torres Strait Islander origin?  Yes, Aboriginal  Yes, Strait Islander  No

## 2. NATIONALITY / CITIZENSHIP DETAILS

Country of Birth:  Nationality:

Passport No.  Expiry Date:

Country of Issue:

If you do not hold Australian Passport, please enter your visa details:

Visa Type: \_\_\_\_\_ Grant Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## 3. CONTACT DETAILS

### Current Residential Address:

Number & Street:

Suburb/City:

State:  Postcode:

Country:

### Postal Address: (If different to residential

address)

Number & Street:

Suburb/City:

State:  Postcode:

Country

Telephone:  Mobile:

Email:

### Emergency/Next to Kin Contact Details:

Name:  Relation to the person:

Mobile:  Email:

USI:



## 4. COURSE PREFERENCES

Please indicate the intake you wish to apply for: Month / Year

Qualification:

BSB42615 – Certificate IV in New Small Business

Skill Set:

CHCSS00090 – Supporting Children and Families with Complex Needs

## 5. EDUCATIONAL DETAILS

Highest Level Achieved:

Qualification Name:

School/University

Attended:

Completion Year:

State/Country:

Schooling Level Achieved (If different from above):

School level (Year 10/11/12

etc.):

Completion Year:

State/Country:

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  Yes, other (Please specify) \_\_\_\_\_

How well do you speak English?

Very Well  Well  Not Well  Not at all

## 6. EMPLOYMENT STATUS

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

- Full-time Employee  Part-time Employee  Employer  Self Employed – Not employing others  
 Employed – Unpaid worker in a family business  Not Employed – Not seeking employment  
 Unemployed – Seeking full-time work  Unemployed – Seeking part-time work

## 7. Admission requirements

**Age Requirements:** All students must be aged 18 years or over at the time of applying for admission to the ALATA (all students)

**Academic Requirements:** Satisfactory completion of the year 11 or equivalent

**Pre-Enrolment Interview:** Selection for enrolment in our courses will be approved for applicants who meet the qualification selection criteria during the Pre-enrolment interview prior the confirmation of enrolment at ALATA.

**English Language/Literacy/Numeracy requirements:**

Provide satisfactory evidence that the student has the required level of literacy and numeracy skills (Australian core skills frame work (ACSF) level 3) to complete the qualification. Students are required to successfully test their LLN skills by completing an appropriate level LLN test which is online test with LLN Robot. *If a student is qualified in Australia at a Certificate III level or above, LLN is not a requirement for those students.*



## 8. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

No  Yes (If Yes, please specify the areas in the following list the describes the condition)

Hearing/Deaf  Physical  Intellectual  Learning  Mental Illness  Vision  Medical Condition

Acquired Brain Impairment  Other (Please specify) \_\_\_\_\_

## 9. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- To get a job  To develop my existing business  To start my own business  To get a better job or promotion  To try for a different career  To get extra skills for my job  It is a requirement of my job  To get into another course of study  For personal interest or self-development  Other reasons (Please specify) \_\_\_\_\_

## 10. FEES & REFUND POLICY

- ALATA will charge a nominal fee per course enrolled. An initial course fee must be paid in advance of course start date.
- We do not require students to prepay fees in excess of \$1000.
- Prepay means, payments made at any time made before, during or after the learner enrolls.
- An initial non-refundable enrolment fee of \$250 applies to all courses (\$200 for the Skill set).
- If a refund is requested more than 14 days before course commences, a full refund, less the enrolment fee will be provided
- If a refund is requested between 14 days of course commencement and the day of commencement, 50% of the initial course fee will be refunded, less the enrolment fee
- If a learner withdraws after the course commencement, no refund is eligible for the pre-paid course fee.
- If a place is not offered in the course, the student will receive a full refund including enrolment fee
- For Full details please refer to the Policy on Fees, Charges and Refunds policy.

## 11. PRIVACY STATEMENT

I understand that:

ALATA is required to provide the Victorian Government, through the Department of Education with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>)

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

ALATA will collect and disclose my personal information for a number of purposes including the allocation to me of USI number and updating my personal information to all regulatory bodies.



**12. STUDENT DECLARATION**

1. I declare that the information submitted with this application is true and complete.
2. I acknowledge and agree to the terms described in the privacy statement
3. I have understood the entry requirements for the course I am enrolling in.
4. I have read and understood ALATA’s policies and procedures including refund policy and other relevant information published in Learners handbook/ALATA’s website.
5. I authorize ALATA to process one-on-one transactions for functions such as collecting, verifying and viewing my USI.
6. I understand that all personal information collected by ALATA is confidential and may be made available for the relevant Commonwealth and State agencies. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of our policies.
7. I understand that as part of Student Survey, ASQA will utilise an electronic survey tool to administer the survey to students that have enrolled in or completed training with ALATA during the past 12 months.

**13. CHECKLIST OF DOCUMENTS**

Please email the documents to: [admissions@alata.edu.au](mailto:admissions@alata.edu.au) ( You will be required to show the original forms at the time of orientation, failing which your enrolment may be cancelled )

- Completed all sections of the Enrolment form
- ID – drivers licence/ Passport/ 18+ card
- Certificates/ Statements of Attainment
- Attached verified/certified copies of all necessary documents
- Signed and dated the application

Applicants’ Signature: \_\_\_\_\_ Date: DD / MM / YYYY

How did you hear about ALATA? You may tick more than one

- Friend  Family  Internet  Other: \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>	
Accepted <input type="checkbox"/>	Not Accepted <input type="checkbox"/>
Remarks: .....	
Name: _____	Admission Officers Signature: _____

*For any detailed policies, please refer to the ALATA’s website or seek information by writing to: [info@alata.edu.au](mailto:info@alata.edu.au)*