

Personal Details			
Family Name / Surname:		Title:	Mr / Mrs / Miss / Ms / Dr
Given / First Name:		Middle Name/s:	
Date of birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	()	Work:	()
Mobile:		Email:	
USI (Unique Student Identification):			
VSN (Victorian Student Number):			
What is the address of your usual residence? <i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i>			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory (if applicable):		Postcode:	
Country			
What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	
Enrolment Details			
Qualification / Course 1:		Preferred Intake:	
Qualification / Course 2:		Preferred Intake:	
Qualification / Course 3:		Preferred Intake:	
Qualification / Course 4:		Preferred Intake:	
General Information			
1. Have you ever studied with Ei before?		<input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes please provide Ei Id: _____	
2. In which country were you born?		<input type="checkbox"/> Australia <input type="checkbox"/> Other, If Others please specify: _____	
3. Nationality		4. Town / City of Birth	
5. Passport Number:		6. Passport Expiry Date:	

English Language Proficiency																																									
7. Do you speak a language other than English at home?	<input type="checkbox"/> No, English only - Go to question 11 <input type="checkbox"/> Yes, other, please specify: _____																																								
8. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all																																								
9. Do you hold a Current Certificate of English Proficiency?	<input type="checkbox"/> No, - Go to question 11 <input type="checkbox"/> Yes, if yes please complete question 10																																								
10. Test Type :- <input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOFEL <input type="checkbox"/> CAE <input type="checkbox"/> OTE Score _____ Test Date _____ Test Reference No _____																																									
Education																																									
11. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school – Go to question 15																																								
12. In which YEAR did you complete that school level in question 11 ? _____																																									
13. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No																																								
14. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No – Go to Question 15																																								
Please tick one of these Prior Education Achievement Recognition Identifiers if any applicable for qualification level achieved.																																									
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">A – Australian</td> <td style="text-align: center;">E – Australian equivalent</td> <td style="text-align: center;">I – International</td> <td></td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">E</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Bachelor Degree or Higher Degree</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Advanced Diploma or Associate Degree</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Diploma (or Associate Diploma)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate IV (or Advanced Certificate/Technician)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate III (or Trade Certificate)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate II</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificate I</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Certificates other than the above</td> </tr> </table>		A – Australian	E – Australian equivalent	I – International		A	E	I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above
A – Australian	E – Australian equivalent	I – International																																							
A	E	I																																							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above																																						
Please list any qualifications you have completed and the year of completion <i>Attach more pages if needed.</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">1.</td> <td style="border: none;">Year:</td> </tr> <tr> <td style="border: none;">2.</td> <td style="border: none;">Year:</td> </tr> <tr> <td style="border: none;">3.</td> <td style="border: none;">Year:</td> </tr> </table>	1.	Year:	2.	Year:	3.	Year:																																		
1.	Year:																																								
2.	Year:																																								
3.	Year:																																								
15. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander																																								
16. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long term condition. (tick as many as apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 17 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Medical condition <input type="checkbox"/> Other:																																								

Mark Experience	
Recognition of Prior Learning	
17. Have you ever been employed? :	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No – Go to Question 21
18. Of the following categories, which BEST describes your current employment status? (tick one box only)	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Part-time employee <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Employer <input type="checkbox"/> Not employed – not seeking employment	
19. Which of the following classifications BEST describes the Industry of your current or previous Employer?(tick one box only)	
<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Feed Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications	<input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
20. Which of the following classifications BEST describes your current or recent occupation?(tick one box only)	
<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers	<input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other
Study reason	
21. Of the following categories, which BEST describes your main reason for undertaking this course?	
<input type="checkbox"/> To get a job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To start my own business <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To try for a different career <input type="checkbox"/> Other reasons <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job	

22. Everest Institute in line with Standards for Registered Training Organisation (RTO'S) 2015 must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience. **Please tick the appropriate box/s :-**

Formal learning Yes Not Applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning Yes Not Applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

Informal learning Yes Not Applicable

Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

Fees

23. Do you wish to pay only the initial deposit before the start of the course? Yes No

24. Do you wish to pay initial deposit and additional tuition fees before the start of the course? Yes No

Student Information - Please refer to Everest Institute's Policy and Procedure for all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at www.everest.edu.au

25. Next of kin/emergency contact

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

Application Checklist:-

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification. **Please tick those that you are providing.**

- Photo Identification (Passport, Driver's License, Proof of Age card or Keypass)
- Copies of Academic certificates and transcripts (where applicable)
- Release Letter from previous education provider (where applicable)
- Evidence of Employment (where applicable)

Privacy Statement

I understand that: Everest Institute is required to provide the Victorian Government, through the Department of Education and Training, 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, 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 Everest Institute 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.

The Education and Training Reform Act 2006 requires Everest Institute to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed please contact Everest's Institute CEO Privacy on phone+61 3 8393 6550 or email info@everest.edu.au .

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Collection of your data

Everest Institute is required to provide the Department with student and training activity data. This includes personal information collected in the Everest Institute enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Everest Institute provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Everest Institute; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER). This may also include schools, employers, survey organisations and researchers.

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

I acknowledge and agree to the terms described in this privacy statement:

Student signature: Date

Declaration

In signing this Enrolment Application Form I agree:

- That the information I have provided on this form is true, correct and complete.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- That I have been provided with appropriate and sufficient information to make an informed decision about my enrolment in this course.
- That Everest Institute has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
 - If RPL is granted this will alter the course duration of my enrolment/s.
 - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- That I have read and understood Everest Institute of Education (Ei)'s Student Handbook including Ei's Privacy Policy, Access to Records Policy and Complaints and Appeals Policy.
- That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.
- To provide Ei with up to date and accurate contact details and notify them if anything changes.
- To be bound by Ei's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.

Student Signature:		Date:	/ /
Printed Name:			

OFFICE USE ONLY :-

Form Received By:		Date:	/ /
-------------------	--	-------	-----