

International Student Application Form

Intended Course

☐	BSB40520 Certificate IV in Leadership and Management (CRICOS Course Code: 116991C)
☐	BSB40920 Certificate IV in Project Management Practice (CRICOS Course Code: 116990D)
☐	BSB50820 Diploma of Project Management (CRICOS Course Code: 117301D)
☐	BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 117302C)

Proposed Start Date (/ /):

End Date (If have plan) (/ /):

Would you like us to arrange your OSHC?

Yes ☐

No ☐

OSHC Duration: Months

Cover Type: ☐ Single

☐ Couple

☐ Family

RPL/Credit

Are you seeking recognition of prior learning (RPL) or course credit transfer (CT)? ☐ Yes ☐ No

If 'Yes', then please contact training manager for further details about the RPL/CT process

Personal Details

Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Other

Gender: ☐ Male ☐ Female

Family name (as in passport):

Given name(s):

Date of Birth (dd/mm/yy):

Nationality (as per passport):

Contact Details in Home country

Address: Country: Post Code:

Telephone/ Mobile: Email:

Contact Details in Australia

Address: State: Post Code:

Telephone/ Mobile: Email:

Emergency Contact Details

Name: Phone Number:

Address: Relationship to Applicant:

Visa Information

Passport Number: Expiry Date:

What type of visa (or citizenship) will you be holding now?

☐ Australia Citizenship

☐ Australia Permanent Resident Visa Holder

☐ Student Visa

☐ Working Holiday Visa

☐ Others

Current Visa Expiry Date (dd/mm/yy):

Genuine Student Assessment:

Are you transferring from another education provider in Australia? ☐ Yes ☐ No
 If 'Yes', then have you completed the first 6 months of your principal course? ☐ Yes ☐ No
 Name of Institute: _____

Do you understand the course requirements, Expected training outcome and fee policy?
☐ Yes ☐ No ☐ Need more information.

How will you fund your study? ☐ Self-Funded ☐ Parent/family ☐ Sponsor.
 Estimated Available Fund: _____

Have you ever: had a Australian visa refused or visa cancelled? ☐ Yes ☐ No
 If Yes, please provide Detail: _____

USI Information (Unique Student Identifier)

USI Number: _____

If you do not have USI yet, please go to www.usi.gov.au to apply for it. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

I authorise Xpert Solutions Pty Ltd (RTO#45115) generate a USI for me: ☐ Yes ☐ No

Language and Cultural Diversity

In which country were you born? ☐ Australia ☐ Other – Please specify: _____
 Do you speak a language other than English at home? ☐ No ☐ Yes – Please specify: _____
 How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all
 Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes – Please specify: _____
 Have you taken an English test? ☐ Yes, please list below. ☐ No (go to next questions)
 Test type: ☐ IELTS ☐ PTE. ☐ TOEFL ☐ CAE ☐ LANGUAGECERT
 Score: _____
 Test date: __ / __ / ____ (dd-mm-yyyy)

Previous Education

Have you done your schooling? ☐ Yes ☐ No
 Highest Qualification: _____
 Name of Institute: _____ Completed Year: _____

Disability

Do you have any of the following disabilities, impairments or long-term conditions? ☐ Yes ☐ No
 If 'Yes', then please indicate the areas of disability, impairment or long-term condition:
☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Acquired Brain Impairment
☐ Mental Illness ☐ Vision ☐ Medical Condition ☐ Other

Employment

Of the following categories, which BEST describes your current employment status?
☐ Full-time employee ☐ Part-time employee ☐ Self-employed ☐ Employer



☐ Employed in a family business ☐ Unemployed - seeking work ☐ Not employed - not seeking employment

Study Reason

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 |
| ☐ To get into another course of study | ☐ For personal interest or self-development |
| ☐ Other reasons | |

Education Agent Details

If you were referred by an Education Agent, please provide details below.

Agent Name/Business Name:

As an approved agent of NC, I am also certifying that I have verified all the original documents of the student.

Signature _____

Privacy Notice

Under the Data Provision Requirements 2012, Workplace Health and Safety Services Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Xpert Solutions for statistical, regulatory and research purposes. Xpert Solutions may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. including:

- School: if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer: if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys
- Understanding how the VET market operates, for policy, workforce planning and consumer information, and
- Administering VET, including program administration, regulation, monitoring and evaluation

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET data policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I, Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on www.xpert.edu.au:



- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure *(All refunds will be in accordance with the policy and refund arrangements defined in Agreement)*
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure

ii. I understand that my information may be shared with the Department of Education, Department of Home Affairs, TPS, and other regulatory bodies for compliance purposes.

iii. I confirm that I am a genuine student and intend to comply with all visa conditions. I understand that providing false or misleading information may result in:

- refusal of my application
- cancellation of enrolment
- reporting to relevant authorities

Applicant Name

Applicant Signature

Date..... / /

Document Checklist

- ☐ **Passport bio-data pages**
- ☐ **IELTS (or other English Language test) Results (if applicable)**
- ☐ **Evidence of highest academic qualifications**
- ☐ **Copy of current Australian Visa (if applicable)**
- ☐ **Any other relevant documents to support your application, e.g Resume**

Application form and supporting document please email to: admin@xpert.edu.au