

## Ausphin International Institute

### Student Enrolment Form

#### Applicant details

<b>Family Name:</b>		<b>Title:</b>	
<b>First Given Name:</b>			
<b>Second Given Name:</b>			
<b>Preferred Name:</b>			
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Other	<b>Date of Birth:</b> 
<b>Phone Number:</b>		<b>Mobile Number:</b>	
<b>Home address:</b>			
<b>Postal address:</b>			

#### Course details

<b>Course selection</b> (please tick the box)	<a href="#">BSB40520</a> Certificate IV in Leadership and Management <a href="#">BSB50420</a> Diploma of Leadership and Management <a href="#">SIT30821</a> Certificate III in Commercial Cookery <a href="#">SIT31021</a> Certificate III in Patisserie <a href="#">SIT40721</a> Certificate IV in Patisserie <a href="#">SIT40521</a> Certificate IV in Kitchen Management <a href="#">SIT50422</a> Diploma of Hospitality Management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>(RPL only)</b> <input type="checkbox"/> <b>(RPL only)</b> <input type="checkbox"/> <b>(RPL only)</b> <input type="checkbox"/> <b>(RPL only)</b> <input type="checkbox"/> <b>(RPL only)</b>
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### Emergency contact details

<b>Full name:</b>	
<b>Phone Number (Day Time):</b>	
<b>Mobile Number:</b>	
<b>Relationship:</b>	

### Personal details

<b>In which country were you born?</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (Please specify):
<b>Do you speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify):
<b>How well do you speak English?</b> (tick)	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
<b>Are you of Aboriginal or Torres Strait Islander origin? (tick one)</b>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander	
<b>Do you identify yourself as having a disability?</b> (Please tick)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Hearing/Deaf	



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INTERNATIONAL INSTITUTE  
CULINARY ARTS & BUSINESS MANAGEMENT  
AUSTRALIA

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RTO Code: 41370

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1300 139 254

www.ausphininstitute.com

<input type="checkbox"/> Yes, Intellectual	<input type="checkbox"/> Yes, Vision
<input type="checkbox"/> Yes, Learning	<input type="checkbox"/> Yes, Mental Illness
<input type="checkbox"/> Yes, Acquired brain impairment	<input type="checkbox"/> Yes, Vision
<input type="checkbox"/> Yes, Medical condition	<input type="checkbox"/> Other (please specify below)
<b>Please specify:</b>	
<b>What is your highest COMPLETED school level? (Tick ONE box only.)</b>	
<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
<b>In which YEAR did you complete school?</b>	
<b>Are you still attending secondary school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you successfully completed any of the following qualifications?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - Bachelor Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above
<b>Of the following categories, which best describes your current employment status?</b>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Self-employed - employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work



	<input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
<b>Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)</b>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

Ausphin Institute requires that you provide us 100 points proof of identification. Please detail the proof of identification you can provide and attach a copy to this enrolment application form.

Please refer to the end of the enrolment form for guidelines for providing 100 points of identification.

### Your Personal Statement

**Why are you choosing this course?**

**Do you have a specific career aim or job in mind for the future?**

**Do you consider that you have adequate language, literacy and numeracy skills to undertake the course?**

- Yes  
 No

If no, please specify how Ausphin Institute may assist you to undertake this course.



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**Are you seeking credit transfers from your previous training or Recognition of Prior Learning (RPL) for certain units of competency?**

Yes, please attach your statement of attainment or record of results from your previous qualifications, please note that charges may apply as per schedule of fees and charges)

No

If you are applying for "**Assess only**" qualification, simply choose "No" as your assessment will be based on RPL for all the units of competency.

**Are there any individual needs you have that we should be aware of so we take these into account when planning your training and/or assessment services?**

Yes

No

If yes, please provide us a little more information:





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### Unique Student Identifier (USI)

From 1 January 2015, we, Ausphin 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.

#### Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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*Unique student identifier*

#### USI application through your RTO (if you do not already have one)

##### Application for Unique Student Identifier (USI)

If you would like Ausphin Institute to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise  
[Ausphin Institute] ..... to apply pursuant to  
sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.



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Please provide details for **one** of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

**1. Australian Driver's Licence**

State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

**2. Medicare Card**

Medicare card number \_\_\_\_\_  
Individual reference number (next to your name on Medicare card): \_\_\_\_  
Card colour: (select which applies)  
Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Yellow  Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

**3. Australian Birth Certificate**

State/Territory \_\_\_\_\_  
*Details vary according to State/Territory (see note above)*

**4. Australian Passport**

Passport number \_\_\_\_\_

**5. Non-Australian Passport**

Passport number \_\_\_\_\_

**6. Immicard**

Immicard Number \_\_\_\_\_

**7. Citizenship Certificate**

Stock number \_\_\_\_\_ Acquisition date  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Day / Month / Year

**8. Certificate of Registration by Descent**

Acquisition date \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Ausphin Institute will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

### **Privacy Notice**

Under the *Data Provision Requirements 2012*, Ausphin Institute 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), may be used or disclosed by Ausphin Institute for statistical, administrative, regulatory and research purposes. Ausphin Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.



## 100 Point Identification Guide

Each applicant MUST provide 100 points of identification from the list below.

### Use of Identity

Document	Explanation/description	Points
Defence Discharge Papers	Australian Defence Force discharge papers, in your name/former name.	70
Shooter or Firearm Licence	Current shooter or firearm licence showing signature and/or photo and same name as claim. <b>Cannot accept:</b> minor or junior permit and/or licence.	70
Security Licence	Current security protection industry or crowd control licence, showing signature and/or photo and same name as claim.	70
Bank/Financial Institution card, statement or passbook	Current ATM, credit or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as your claim. <b>Cannot accept:</b> cards issued by organisations other than banks, credit unions or building societies, ATM or Internet receipts/statements or account documentation issued by banks/financial institutions outside Australia.	40
Child's Birth Certificate	Australian birth certificate for a child showing your name as parent/guardian. <b>Cannot accept:</b> sibling's certificate.	40
Defence Force Identity Card	Identity Card issued by the Australian Defence Force, showing same name as claim, and photo or signature.	40
Australian Driver Licence – Motor Vehicle	Current state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name as claim.	40
Australian Divorce Papers	Australian divorce papers in your name/former name (e.g. Decree Nisi, Decree Absolute).	40
Educational Certificate	Up to 3 school/education qualification certificates for different years in your name/former name (school/TAFE/university/Registered Training Organisation [RTO]).	40
Australian Marriage Certificate	Marriage certificate issued by a state or territory government agency. <b>Cannot accept:</b> church or celebrant issued certificates.	40
Mortgage Papers	Legally drawn mortgage papers for an Australian residence in your name/former name.	40
Name Change	Legal change of name certificate or deed poll certificate.	40
Passport issued outside Australia	Current passport issued by a country other than Australia, with a valid entry stamp or visa.	40
Proof of Age Card	Current proof of age or photo identity card issued by a government agency in your name with photo and/or signature.	40
Registration Certificate from a Professional Board	Registration certificate from a national or state/territory professional registration board (e.g. doctors, nurses, dentists, physiotherapists, accountants).	40
Trade Certificate	Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant.	40
Veterans' Affairs Gold Card	Current Department of Veterans' Affairs Gold Card issued in your name.	40



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Reference from Indigenous Organisation	Reference from an Aboriginal/Torres Strait Islander organisation showing referee's full details and length of time they have known you.	20
Educational Report or Reference	Up to 3 school/education reports or references, including enrolment confirmations for different years or semesters, in your name/former name (school/TAFE/university/RTO).	20
Student ID Card	Current student ID card issued in your name with signature and/or photo (school/TAFE/university/RTO).	20
PAYG Payment Summary	PAYG payment summary, less than 2 years old, with tax file number. <b>Cannot accept:</b> Centrelink issued payment summaries.	20
Insurance Renewal	Current insurance renewal for house, contents, vehicle, boat, crop insurance in your name and showing same address as claim.	20
Tenancy Agreement or Lease	Current formal residential tenancy agreement or lease in your name and showing same address as claim.	20
Medicare Card	A current Medicare card showing your name.	20
Motor Vehicle Registration	Current motor vehicle registration showing your name, same address as claim and proof of payment.	20
Documents issued outside Australia	Up to 3 documents issued by a country other than Australia (equivalent to Australian documents listed of at least 20 points value), including lapsed foreign passports.	20
Other Licence	Up to 3 current Commonwealth, state or territory licence for coxswain, boat, aircraft etc. <b>Must have your photo and/or signature and same address as claim (if applicable).</b> <b>Cannot accept:</b> recreational fishing licence.	20
Rates Notice	Paid rates notice in your name and showing same address as claim, less than 12 months old.	20
Utility Account	Up to 3 paid utility accounts (e.g. gas, water, electricity or phone) in your name and showing receipt number and same address as claim, less than 12 months old.	20
Electoral Enrolment	Proof of electoral enrolment card issued in your name and same address as claim.	10
Other Financial Documents	Up to 3 current financial documents, such as superannuation, shares, life insurance, credit card statement or managed investment documents issued in your name. <b>Cannot accept:</b> hire or lease agreement.	10
Health Insurance Card	Current health insurance card showing your name.	10
Motoring Association Card	Current membership card or documents issued in your name.	10
Notice of Assessment	Taxation notice of assessment in your name less than 2 years old.	10
Employment Records	Termination notice, separation certificate, report or reference from employer in your name. <b>Cannot accept:</b> payslips.	10