

Students are to complete the following 'Student Information Form' and return to AIST with any supporting documents required.

Note:

No certification or qualification will be issued unless this form is completed fully and full payment of the course fee is received by AIST.

STEP 1: PERSONAL DETAILS

First name	Middle name					
Surname		Mr	Mrs	Ms	Miss	Other
Date of Birth / /	Organisation name (if applicable)	Job title				
Telephone (BH)	Mobile	Email				
Address						
Suburb	State	Postcode				
Postal Address						
Suburb	State	Postcode				

Unique Student Identifier (USI)

Collection of your USI is a **mandatory** requirement for all nationally recognised training.
If you do not have a USI, please create one at the following website before submitting this form: www.usi.gov.au

USI (10 alpha-numeric characters)

Victorian Student Number (VSN)

If you are aged 24 or younger at time of enrolment and have a Victorian Student Number then please provide it below:

Obtained / / Provided to Student / /

If you are not able to list a Victorian Student Number then please tick the reason why:

I am new to the Victorian Education System. I have never attended a Victorian School, TAFE or other training provider
VSN not known

Emergency Contact Person

First name	Surname
Relationship to Student	Phone Number

STEP 2: GENERAL INFORMATION

Please answer the following questions

Of the following categories which BEST describes your current employment status?

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Are you still attending secondary school?

- Yes
- No

What is your highest completed school level?

- | | |
|-----------------------|-----------------------|
| Year 12 or equivalent | Year 9 or equivalent |
| Year 11 or equivalent | Year 8 or below |
| Year 10 or equivalent | Never attended school |

In which year did you complete that school level?

List year:

In which country were you born?

- Australia
- Other – please specify

Have you successfully completed any qualifications or certificates?

- No
- Yes (tick appropriate boxes)
- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced)
- Certificate/Technician
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

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 | Not well |
| Well | Not at all |

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

- | | |
|--------------------------|------------------------------|
| No | Yes (tick appropriate boxes) |
| Hearing/Deaf | Mental Illness |
| Intellectual | Acquired Brain impairment |
| Physical | Learning impairment |
| Vision | Medical Condition |
| Other – please indicate: | |

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

Are you of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

What is your gender?

- Male
- Female

STEP 3: RECOGNITION OF PRIOR LEARNING (RPL)

All applicants will be given the opportunity to apply for Recognition of Prior Learning (RPL). RPL is the acknowledgment of your skills and knowledge obtained through formal training, work experience and/or life experience (relating to a Unit/s of Competency).

If you wish to apply for RPL you must fill in the table below and request an RPL Application on Enrolment. It is the student's responsibility to gather the necessary documentation to support the RPL Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of evidence, skills testing, written assessment and verbal reviews. Once RPL is agreed to, the student will have a maximum of 3 months to complete the RPL Application; otherwise they will be required to undertake training and assessment in the Unit/s of Competency originally nominated for RPL.

Do you wish to apply for RPL?

No

Yes

If 'Yes', please provide details below and download a RPL Application form from www.aist.asn.au or request a RPL Application from an AIST representative:

STEP 4: CREDIT TRANSFER (CT)

A student may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The student will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. AIST will validate the Certificate/ Statement of Attainment and kept a copy of the document as evidence. Credit Transfer will be granted on a direct Unit for Unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.

Do you wish to apply for CT?

No

Yes

If 'Yes', please provide details below and supply your original Certificate and/or Statement of Attainment to an AIST representative:

STEP 5: TERMS & CONDITIONS

ENROLMENT CONDITIONS

In completing this enrolment form the student is agreeing to a contract with AIST that stipulates the following:

- Once the student commences the nominated course, AIST will deliver the Training Program using competency based training principles and practices in accordance with the Standards for NVR Registered Training Organisations.
- AIST and the student agree to work together to produce a unified approach in the student achieving the relevant qualification.
- The course fees payable to AIST are for the provision of the following services:
 - Training and Assessment
 - Ongoing Administration Processes
 - Learning Resources when appropriate
 - Certification/Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment a maximum of two times. If they are deemed 'NYC' for a third time they are to re-enrol into that unit/ subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.
- For re-issuance of Certificates and Statements of Attainments the student is subject to a charge per document required.
- AIST reserves the right to accept or reject any application for enrolment at its discretion.
- AIST reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
- AIST reserves the right to withhold student results, certificates and statements of attainment if this form is incorrectly submitted.
- Refunds are made when a student application supports one of the reasons for refund. Any refundable amounts found to be due to the student will be made within 14 days.

STEP 6: STUDENT DECLARATION

In submitting this 'Student Information Form' the applicant acknowledges:

- That the information provided in the Student Information Form is complete and correct.
- Agrees to be bound by AIST's rules and regulations and any amendments made to the rules and regulations.
- Agrees to undertake Language, Literacy and Numeracy testing requirement prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process.
- Where a student's contact details change while studying with AIST the student must advise AIST of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and understood.
- If the information provided in Step 2 – General Information is incomplete, AIST can record this data on their system as "not specified".
- Agrees to the terms & conditions (listed above in this document).

Please tick this box if you DO NOT wish to receive electronic communications from AIST

SUBMIT FORM