

## ENR-F06 International Student Application for Enrolment Form

### Privacy Notice

#### Why we collect your personal information.

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. This is a requirement of enrolment at the Institute.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

#### How the NCVER and other bodies handle your personal information.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation.
- facilitation of statistics and research relating to education, including surveys and data linkage.
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If students are receiving funding through a South Australian Government program information will be shared with the relevant government departments. All Personal Information received, created or held by the Government for the purposes of this training, must comply with:

- The Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles established under that Act; and
- The South Australian Government Information Privacy Principles (a copy of which can be found on the Department of the Premier and Cabinet website [www.dpc.sa.gov.au](http://www.dpc.sa.gov.au)) ("IPPs")

#### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

#### Contact information.

At any time, you may contact Ironwood Institute to:

- request access to your personal information
- correct your personal information.
- make a complaint about how your personal information has been handled.
- ask a question about this Privacy Notice.

The full Privacy Policy is available on the Institutes' website at <https://ict.edu.au/policies-procedures/>

## Course Details

Place a tick ✓ next to the program/s you wish to apply for

Business, Leadership and Management	
	BSB50420 Diploma of Leadership and Management
	BSB60420 Advanced Diploma of Leadership and Management
Marketing	
	10904NAT Diploma of Social Media Marketing
	BSB60520 Advanced Diploma of Marketing and Communication
Agribusiness	
	AMP80215 Graduate Diploma of Agribusiness
Horticulture	
	AHC30716 Certificate III in Horticulture
	AHC31120 Certificate III in Nursery Operations
	AHC33719 Certificate III in Protected Horticulture
	AHC50416 Diploma of Horticulture

Preferred Course Start Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

## Personal Details

First name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Gender:  Male  Female

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Student under 18-year of age:** Ironwood institute does not enrol students less than 18 years of age. You can apply; however, you must be 18 years and above at the commencement of your first program at Ironwood

Current Residential Address: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone:(landline): \_\_\_\_\_ (mob.): \_\_\_\_\_

Email address: \_\_\_\_\_

## Special Needs Details

Do you have any condition or disability that Ironwood requires information about to best adjust for your learning and assessment requirements?

YES  NO If yes, which of the following best applies (please circle)?

Hearing/ Deaf  Physical  Learning Difficulty  Mental Illness  Vision

Medical  Other (please specify) \_\_\_\_\_

Please refer to the disability supplement at the end of this application form for more information

## Passport and Visa Details

Passport No.: \_\_\_\_\_ Country of Passport: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Do you hold an Australian Visa?  YES  NO

If yes type of Visa \_\_\_\_\_ Sub Class (eg 500, 570, 475,) \_\_\_\_\_

Visa Expiry Date \_\_\_\_\_

Have you ever had an Australian visa refused, cancelled, or been issued a non-compliance notice?

YES  NO If yes, please provide the decision record or notification correspondence.

Do you hold a current eCoE from another Australian CRICOS provider?  YES  NO

If yes attach a copy of your current eCoE.

## Overseas Student Health Cover

All student visa holders must have Overseas Student Health Cover (OSHC) for the entire duration of your visa which provides medical insurance in Australia. To find out the length of coverage you will require, see <https://www.homeaffairs.gov.au/>

You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you are in breach of student visa condition.

Ironwood Institute can organise your OSHC coverage for you, or you can select an approved OSHC provider yourself and pay the policy.

Do you have current Overseas Student Health Cover (OSHC)?  YES  NO

If No, do you want Ironwood to organise your OSHC?  YES  NO

If Yes, Number of Adults \_\_\_\_\_ Number of dependent children \_\_\_\_\_

## Employment Background

Please provide details of your employment history in the order of most recent first (if applicable).  
If space in the table is insufficient, please attach a separate page

Company Name/ Country	Role	Date From – To

## Education Background

Please provide details of your educational background in the order most recent first.  
If space in the table is insufficient, please attach a separate page

Qualification	Institution & Country	Month/Year

**English Proficiency Level**

Have you undertaken any English testing (e.g. IELTS/TOEFL/PTE):  YES  NO

If YES, name of test \_\_\_\_\_ Score: \_\_\_\_\_ Date of test: \_\_\_\_/\_\_\_\_/20\_\_\_\_

If NO, and you are already in onshore in Australia, do you agree to undertake the English Entrance Skills Test from Ironwood to assess your English Language for our entry requirements?  YES  NO

**Credit Transfer (CT) and/or Recognition of Prior Learning (RPL)**

Are you seeking credit transfer /recognition of prior learning?  YES  NO

If YES, attach copy of your resume/CV and or certified copies of your qualifications and academic transcripts

**Accommodation / Airport Pick-up**

Do you require Ironwood Institute to arrange accommodation?  YES  NO

Do you require Ironwood Institute to arrange airport pick-up?  YES  NO

**Unique Identifier Number (USI)**

Have you previously studied in Australia after the 1<sup>st</sup> January 2015?  YES  NO

Have you ever registered for your Unique Student Identifier number?  YES  NO

All students studying nationally recognised training in Australia from 1 January 2015 are required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters e.g. 3AT88DH9U5. The USI will allow students online access to their training records and results (transcript) through their online USI. If you do not have a USI leave it blank and we will organise it during your orientation program at Ironwood.

USI No: \_\_\_\_\_

**Education Agent Declaration (if applicable)**

I confirm that I am the authorised agent of:  Ironwood or;  the student

and that I have counselled the applicant about Studying at Ironwood Institute, student obligations, responsibilities and rights as an international students and the terms and conditions related to the application

Agency Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency Stamp:

## Student Checklist

- Passport bio-data pages
- English test scores
- Resume/ CV, if applicable
- Academic qualifications

Completed application along with **Certified Copies** of the essential documents can be mailed, emailed or hand delivered to:

### Admissions Department Ironwood Institute

Campus Address: Level 3, 68 Grenfell Street, Adelaide 5000 Australia

Postal Address: PO Box 3440, Rundle Mall, SA 5000. Australia.

Email: [admissions@ironwood.edu.au](mailto:admissions@ironwood.edu.au)

## Student Declaration

- 1) I acknowledge that I have read and understood the information provided to me which includes all the information available on the Ironwood website [www.ironwood.edu.au](http://www.ironwood.edu.au), Ironwood student handbook, course guide, and other Ironwood marketing material, and received full information from the Ironwood Education agent (in case of enrolment through education agent) and understand the requirements of the course(s).
- 2) I declare that the information contained in this application and the supporting documentation is true and correct. I acknowledge that in the event that it is inaccurate, false, fraudulent or misleading information or documentation is provided, Ironwood reserves the right to cancel my enrolment. I understand that Ironwood Institute reserves the right to inform other institutions and the relevant government departments of the provision of any such fraudulent documentation or information.
- 3) I hereby consent to being contacted in connection with this application and any subsequent enrolment by phone, text message, email or other electronic means by Ironwood Institute.
- 4) I confirm that I have read and understood the Terms and Conditions, and Fee Payment & Refund Procedures as outlined at [www.ironwood.edu.au](http://www.ironwood.edu.au).
- 5) I confirm I have sufficient financial resources to pay for travel, tuition and living expenses for myself and any dependants for the duration of my studies in Australia.
- 6) I authorise Ironwood to make enquiries and obtain information and my official records from third parties including but not limited to the Department of Home Affairs (DoHA), government bodies, educational institutions previously attended by me, former or current employers and financial institutions. I understand that Ironwood may release my personal information to its partner educational institutions, government departments or any other relevant bodies for verification and assessment. Any information obtained will be kept on record and considered when assessing my application for entry into the program.
- 7) I understand that this declaration, and the availability of complaints and appeals processes, does not remove my right to take further action under Australia's consumer protection laws.
- 8) I understand and consent that my personal information provided to Ironwood may be made available to the health insurance provider, pathway providers, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 as amended and National Vocational Education and Training Regulator Act 2011 as amended.
- 9) I understand and consent that this information may also be shared with any contractor(s) engaged by Ironwood Institute to provide advice or services regarding any aspect of Ironwood's international students program or operations.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(same as on the passport)

## DISABILITY SUPPLEMENT

### Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### '16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### '17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### '18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

#### '19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.