

## STUDENT APPLICATION FORM

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION
<input type="checkbox"/>	105543G	BSB30120 Certificate III in Business	52 Weeks (1 Year)
<input type="checkbox"/>	103961E	BSB40520 Certificate IV in Leadership and Management	52 Weeks (1 Year)
<input type="checkbox"/>	104203B	BSB50420 Diploma of Leadership and Management	52 Weeks (1 Year)
<input type="checkbox"/>	105542B	BSB60420 Advanced Diploma of Leadership and Management	104 Weeks (2 Years)
<input type="checkbox"/>	103921B	BSB40920 Certificate IV in Project Management Practice	52 Weeks (1 Year)
<input type="checkbox"/>	104040E	BSB50820 Diploma of Project Management	52 Weeks (1 Year)
<input type="checkbox"/>	112294E	BSB60720 Advanced Diploma of Program Management	104 Weeks (2 Years)
<input type="checkbox"/>	109979B	FNS40222 Certificate IV in Accounting and Bookkeeping	78 Weeks (1.5 Years)
<input type="checkbox"/>	111625K	FNS50222 Diploma of Accounting	78 Weeks (1.5 Years)
<input type="checkbox"/>	111626J	FNS60222 Advanced Diploma of Accounting	104 Weeks (2 Years)
<input type="checkbox"/>	118706H	CHC52025 Diploma of Community Services	104 Weeks (2 Years)
<input type="checkbox"/>	120070K	CHC62015 Advanced Diploma of Community Sector Management	78 Weeks (1.5 Years)
<input type="checkbox"/>	116984B	BSB80120 Graduate Diploma of Management (Learning)	104 Weeks (2 Years)

USI Number \_\_\_\_\_

Intake Date \_\_\_\_\_

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

Contact Person \_\_\_\_\_

### STUDENT DETAILS

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Family Name \_\_\_\_\_

Gender  Male  Female  Other

Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

Nationality \_\_\_\_\_

Address \_\_\_\_\_

Visa Status  Onshore  Offshore

### EMERGENCY CONTACT DETAILS

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

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

Address \_\_\_\_\_

### OVERSEAS INFORMATION

Passport Number \_\_\_\_\_

Overseas Address \_\_\_\_\_

Country \_\_\_\_\_

Phone number \_\_\_\_\_

### STUDENT DETAILS

**Are you Aboriginal or Torres Strait Islander?**

No     Yes, Aboriginal     Yes, Torres Strait Islander

**Do you speak a language other than English at home?**

No, English only    Yes, Other : \_\_\_\_\_

**Last school level completed?**

Year completed: \_\_\_\_\_  Year 12 or equivalent     Year 11 or equivalent     Year 10 or equivalent  
 Year 9 or equivalent     Year 8 or Below

**Country of Birth** \_\_\_\_\_

### COURSE AVETMISS DETAILS

<b>Study Reason</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"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons	<b>Current labour 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>Prior educational achievements</b> <input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)		<b>Do you consider yourself to have a disability, impairment or long-term condition?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, select below: <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other: _____

**Proficiency in English**     Very well     Well     Not well     Not at all

### IMPORTANT INFORMATION

When did you first arrive in Australia? \_\_\_\_\_ Have you ever been reported?  Yes  No

Have you ever had a visa refused?  Yes  No If yes, please attached the visa refusal notice with the application

Are you aware of the Student Visa Living costs?  Yes  No

Do you have any legal cases pending or a criminal record?  Yes  No

What courses have you already completed (in Australia or overseas)? (Course name, year and country)

\_\_\_\_\_

\_\_\_\_\_

Why do you want to study this course? (Eg. Career goals/skills to be gained, compliment to previous studies, etc)

\_\_\_\_\_

\_\_\_\_\_

Have you had any experience in areas related to your course/s? (Eg. Work experience in Australia or overseas)

\_\_\_\_\_

\_\_\_\_\_

**What is your preferred learning style**

**Visual** – Learn best through pictures, diagrams, watching etc

**Hands on** – Learn best through practicing, role plays, simulations etc.

**Reading** – Learn best through research, reviewing textbooks, reading notes etc

Other:

\_\_\_\_\_

**What support do you think you will need?**

English language support

Reading support

Writing support

Study support

One-on-one guidance with a trainer/assessor

Additional resources

N/A

Other:

\_\_\_\_\_

**Do you have regular access to a computer?**

Yes

No

If 'No', what are your plans for accessing and completing your work online?

\_\_\_\_\_

**How well can you use a computer?**

Very well

Well

Not well

Not at all

## DOCUMENT CHECKLIST

<b>Documents to be attached</b>	Passport with signature	<b>Other Documents</b>	Relevant Overseas Educational Records
	Current visa		Translation of Educational Records (if not in English)
	OSHC Policy with dates		Confirmation of Release
	Most recent Australian Qualification and transcript (and highest achieved)		English Certificate (to meet entrance requirements of the course)
	CoEs - Current/Future/Cancelled/Finished		Current resume

## OTHER DETAILS

Intake Dates - See NCCS website <http://nccs.nsw.edu.au/fees-and-dates/>

Course Information - See NCCS website <http://nccs.nsw.edu.au/course-structures/>

Entry requirements - Please make sure you refer to the specific entry requirements that apply to the course you are applying for by using the details provided on NCCS Website <http://nccs.nsw.edu.au/course-structures/>.

Pre-enrolment information and additional fees - For detailed information about all courses pre-enrolment information such as cost of living in Australia, accommodation options and various additional fees charged, see student handbook on NCCS Website <http://nccs.nsw.edu.au/policies-and-procedures/>

Transition notice - Students enrolled to study or complete their course after the teach-out date will be Transitioned to the new qualification before the end of the transition period (14/06/2023).

Cancellation and Fee Refund Policy - For detailed information about NCCS refund policy and form, see Fee Refund Policy and Application Form on NCCS Website <http://nccs.nsw.edu.au/policies-and-procedures/>

USI - From 1 January 2015, NCCS 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>.

## PRIVACY STATEMENT AND STUDENT DECLARATION

### 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.

**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, Employment and Workplace Relations (DEWR), 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.

**DEWR** 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 **DEWR** will handle your personal information, please refer to the **DEWR VET** Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

**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 New Cambridge College Sydney (**NCCS**) 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

**New Cambridge College Sydney, Level 3, 770-772 George Street, Sydney NSW 2000 • +61 2 9212 6650 • [info@nccs.nsw.edu.au](mailto:info@nccs.nsw.edu.au)**

**NCCS** Privacy Policy is available on our **website**: <http://nccs.nsw.edu.au/policies-and-procedures/>

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I have read and understood and agree to all information provided in student handbook and relevant policies on NCCS website. I understand that acceptance into any course(s) at NCCS is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Student Signature:**

**Date:**

(Same signature as passport)