

STUDENT APPLICATION FORM

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION
☐	105543G	BSB30120 Certificate III in Business	52 Weeks (1 Year)
☐	103961E	BSB40520 Certificate IV in Leadership and Management	52 Weeks (1 Year)
☐	104203B	BSB50420 Diploma of Leadership and Management	52 Weeks (1 Year)
☐	105542B	BSB60420 Advanced Diploma of Leadership and Management	104 Weeks (2 Years)
☐	103921B	BSB40920 Certificate IV in Project Management Practice	52 Weeks (1 Year)
☐	104040E	BSB50820 Diploma of Project Management	52 Weeks (1 Year)
☐	112294E	BSB60720 Advanced Diploma of Program Management	104 Weeks (2 Years)
☐	109979B	FNS40222 Certificate IV in Accounting and Bookkeeping	78 Weeks (1.5 Years)
☐	111625K	FNS50222 Diploma of Accounting	78 Weeks (1.5 Years)
☐	111626J	FNS60222 Advanced Diploma of Accounting	104 Weeks (2 Years)
☐	118706H	CHC52025 Diploma of Community Services	104 Weeks (2 Years)
☐	120070K	CHC62015 Advanced Diploma of Community Sector Management	78 Weeks (1.5 Years)
☐	116984B	BSB80120 Graduate Diploma of Management (Learning)	104 Weeks (2 Years)
☐	120888A	CHC51015 Diploma of Counselling	104 Weeks (2 Years)
☐	120887B	BSB80220 Graduate Diploma of Portfolio Management	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

Study Reason	☐ 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 ☐ To get skills for community/voluntary work ☐ Other reasons	Current labour status ☐ Full-time employee ☐ Part-time employee ☐ Self employed - not employing others ☐ Self employed - employing others ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment
	Prior educational achievements ☐ 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 ☐ Other education (including certificates or overseas qualifications not listed above)	Do you consider yourself to have a disability, impairment or long-term condition? ☐ No ☐ Yes If yes, select below: ☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ 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

Documents to be attached	Passport with signature	Other Documents	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 Department of Employment and Workplace Relations (DEWR) is authorised by law, including the Privacy Act 1988 (Cth), the NVETR Act, and the Data Availability and Transparency Act 2022 (Cth) (DAT Act), to collect, use, and disclose your personal information. DEWR may share Public Sector Data with third parties where authorized by law. For more information about how DEWR handles your personal information, please refer to the DEWR VET Privacy Notice at: <https://www.dewr.gov.au/vet-activity-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
- ask a question about this Privacy Notice
- make a complaint about how your personal information has been handled

New Cambridge College Sydney, Level 3, 770-772 George Street, Sydney NSW 2000 • +61 2 9212 6650 • 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's Signature:

(Same signature as passport)

Date: