

## APPLICATION FORM (DOMESTIC STUDENTS)

Thank you for expressing your interest in enrolling with our RTO. This enrolment form must be completed in English. Should you require any assistance during the completion process, please do not hesitate to contact us via phone or email.

Upon completion, the form may be submitted by post or email. Please ensure that you include all required supporting documents, including a copy of your passport, visa (if applicable), High School Certificate, proof of English language proficiency as specified in the course entry requirements, and any additional documentation referenced in the relevant course brochure.

### Diversity and Inclusion Statement – Yarra College

Yarra College values diversity and is committed to fostering a culturally safe, inclusive, and respectful learning environment for all students.

We recognise and celebrate the contributions of individuals from all backgrounds, including First Nations peoples, culturally and linguistically diverse communities, people with disability, LGBTIQ+ communities, and those from varied faiths, genders, and socio-economic groups.

We are dedicated to ensuring that every learner feels supported, valued, and empowered to succeed.

### 1. Applicant Details:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Gender: Male ☐ Female ☐ Prefer Not to declare ☐  
Non-Binary ☐ Prefer to self-describe ☐

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### 2. If you are not an Australian citizen, please answer the following:

Do you hold a permanent Residency? Yes ☐ No ☐

If yes, please provide a copy along with the following Details:

Visa Type: \_\_\_\_\_

Visa Grant Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

If no, please fill in Application Form for International Students.

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RTO 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.

### 3. Do you have a USI (Unique Student Identifier) from the Australian Government?

Yes ☐ No ☐

If yes, please provide your USI no.

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### Current residential address

Please provide the physical address (street number and name –not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your states or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

### 4. Details in Australia:

Address: \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 5. Emergency Contact Details:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

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## 6. Details of course:

I Wish to Apply for The Following Course(s):

Requested Start Date		
Course	Please Tick	No. of weeks
General English: Elementary to Upper Intermediate	<input type="checkbox"/>	62
English for Academic Purpose	<input type="checkbox"/>	22
SIT30821 - Certificate III in Commercial Cookery	<input type="checkbox"/>	52
SIT40521 - Certificate IV in Kitchen Management (stand-alone)	<input type="checkbox"/>	78
SIT40521 - Certificate IV in Kitchen Management (package)	<input type="checkbox"/>	26
SIT50422 - Diploma of Hospitality Management (stand-alone)	<input type="checkbox"/>	104
SIT50422 - Diploma of Hospitality Management (package)	<input type="checkbox"/>	26
SIT60322 - Advanced Diploma of Hospitality Management (stand-alone)	<input type="checkbox"/>	104
SIT60322 - Advanced Diploma of Hospitality Management (package)	<input type="checkbox"/>	26
BSB50420 - Diploma of Leadership and Management	<input type="checkbox"/>	52
BSB60420 - Advanced Diploma of Leadership and Management	<input type="checkbox"/>	52
BSB80120 - Graduate Diploma of Management (Learning)	<input type="checkbox"/>	52
ICT60220 - Advanced Diploma of Information Technology	<input type="checkbox"/>	104

## 7. English Language Proficiency:

Is English your first language? Yes ☐ No ☐

☐ IELTS / PTE/TOEFL Score: \_\_\_\_\_  
(Attach certified copy of certificate)

## 8. Language and cultural diversity

In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other; please specify:
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:

<i>If more than one language, indicate the one that is spoken most often.</i>	
<p>Are you of Aboriginal or Torres Strait Islander origin?</p> <p><i>We are committed to creating an inclusive and culturally safe learning environment for all students.</i></p> <p><i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>

### 9. Disability:

Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies?      **Yes** ☐      **No** ☐

If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail. *(You may indicate more than one area)*

- |  |  |
|--|--|
| <input type="checkbox"/> Hearing/deaf            | <input type="checkbox"/> Physical                  |
| <input type="checkbox"/> Intellectual            | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Mental illness          | <input type="checkbox"/> Learning                  |
| <input type="checkbox"/> Vision                  | <input type="checkbox"/> Medical condition:        |
| <input type="checkbox"/> Other (Please specify): | _____  |
| _____  |  |

### 10. Education Details:

Are you still enrolled in secondary or senior secondary education?      Yes ☐      No ☐

What is your highest COMPLETED school level?  
(Tick ONE box only)

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

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## 11. Previous Educational Qualifications:

Have you successfully completed any of the qualifications listed below?

- ☐ Yes ☐ No
- ☐ 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 here)

## 12. Employment

*For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).*

- ☐ 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

## 13. Study Reason:

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship.  
(Tick ONE box only)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career

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- ☐ 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

#### 14. 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. The RTO 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?      Yes ☐      No ☐

***If yes, please attach any relevant testamurs, together with credit transfer form, to support your application for Credit Transfer.***

#### 15. Recognition of Prior Learning (RPL):

All applicants will have the chance to seek Recognition of Prior Learning (RPL), which recognizes skills and knowledge acquired through formal training, work experience, and life experience, especially in relation to specific Units of Competency.

A separate RPL application form shall be provided if your intention is to apply for RPL. As the student, it's your responsibility to collect the required documentation to support your RPL Application. This documentation may encompass testimonials, references, logbooks, interviews, evidence reviews, skills assessments, written evaluations, and verbal reviews.

Do you wish to apply for RPL?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
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## 16. 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. If you do not provide this information, we will be unable to process your enrolment.

### 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 (Department of Education (DET)), 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 us using the contact details listed below.

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Department of Education (DET) 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 Department of Education (DET) will handle your personal information, please refer to the Department of Education (DET) VET Privacy Notice at [Department of Education privacy policy | vic.gov.au](http://www.vic.gov.au/department-of-education-privacy-policy)

## 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 RTO 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

## Applicant Documents Checklist

Yarra College Australia warmly welcomes overseas students. In order for us to process your application without delay can you please make sure that you have completed all sections of this Application Form and have attached the following:

- ☐ Certified copies of all your academic qualifications (translated into English)
- ☐ Certified IELTS score/Proof of English Language Proficiency (6.0 IELTS or equivalent or above)
- ☐ Certified copy of your passport
- ☐ Copy of your Visa (if applicable)
- ☐ Relevant employment details (if applicable)

### Agent Use Only

As an approved agent of **Yarra College**, I certify that I have verified all the student's original documents.

#### Agent representative:

Agency:

Agent name:

Agent email:

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### **Applicant Declaration of Information Accuracy**

In signing or emailing this form I acknowledge and declare that;

- ☐ I understand that by completing and sending the required application fee with this form I am applying for enrolment into the course indicated above and if successful in this application will receive a Letter of Offer and Written Agreement confirming my enrolment details.
- ☐ I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the tuition fees. Arrangement for the payment of tuition fees will be included in the 'Written Agreement' which will be issued once the application has been assessed. I understand the RTO has the right to reject my application prior to issuing a 'Letter of Offer' and 'Written Agreement' and that the application fee paid is non-refundable.
- ☐ I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment forms.
- ☐ Arrangements have been made to pay all fees and charges applicable to this enrolment.
- ☐ I have read and understood the 'Student Handbook' including the information relating to tuition fees and associated costs, the refund arrangement of course fees, and general information and conditions of studying in Australia as a domestic student.
- ☐ I agree to be bound by the RTO's Student Code of Conduct, regulations, policies and disciplinary procedures whilst I remain an enrolled student.
- ☐ My participation in this course is subject to the right of RTO to cancel or combine courses or classes. I agree to abide by all rules and regulations of RTO.
- ☐ I understand and have been provided with information by RTO in relation to Credit Transfer and Recognition of Prior Learning (RPL).
- ☐ I confirm that I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at RTO.
- ☐ I have also visited RTO website to review Training and Assessment options available to me including but not limited to duration, location, mode of delivery and work placement (if any), fees, refunds, complaints and withdrawals.
- ☐ I authorise RTO or its agent, in the event of illness or accident during any RTO organised activity, and where emergency contact next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- ☐ My academic results will be withheld until my debit is fully paid and any property belonging to RTO has been returned.
- ☐ I acknowledge that from time-to-time RTO may send me information regarding course opportunities and other promotional offers and that I have the ability to opt out.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I declare that the information I have provided to the best of my knowledge is true and correct.
- ☐ I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

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APPLICANT'S SIGNATURE

DATE

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## Pre -Enrolment/Training Review

- **What subject or skill is this training focused on?**
  
- **Do you have any prior experience or knowledge in this subject?**
  - Yes
  - No

If yes, please describe your experience:

- **Have you completed any similar training or courses before?**
  - Yes
  - No

If yes, please list them:

- **What are your main objectives for this training?**
  
- **What specific outcomes do you hope to achieve by the end of the training?**
  
- **How do you learn best?**
  - Watching videos/tutorials
  - Hands-on practice
  - Reading and taking notes
  - Group discussions or collaborative activities
  - Other: \_\_\_\_\_

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- **Do you need any additional support during this training?**
  - Yes
  - No
- **How do you usually stay organized with your learning tasks?**
  - Using calendars or planners
  - Setting reminders on my phone
  - Using apps like Notion, Trello, or Google Keep
  - I don't use any specific tools
- **Do you have regular access to computer?**
  - Yes
  - No

**Office use only:**

<b>Staff Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Student Id:</b>			
<b>New/ Existing Student:</b>			

<b>Student Name:</b>			
<b>Qualification applying for:</b>			
<b>PTR Conducted via:</b>	<input type="checkbox"/> <b>Face to Face</b> <input type="checkbox"/> <b>Telephone</b> <input type="checkbox"/> <b>Skype/Zoom/Teams</b>		
<b>Summary of discussion</b> <u>(Administration Manager or representative person must provide the summary of discussion had with student)</u>			

## Course Information (Discussed with Student)

Entry requirements for your course	<p>Course Brochure Specific to student area of Study, YCA Website, <a href="http://www.yarracollege.vic.edu.au">www.yarracollege.vic.edu.au</a> YCA Student Handbook</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Any Pre-requisite Unit requirements for the course		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Duration of course		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Course location		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Content of the course		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Delivery method of course (e.g. on or off campus, face-to-face)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
How assessment is conducted during the course		<input type="checkbox"/> YES	<input type="checkbox"/> NO
When and Where assessment will be conducted?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Whether or not your course includes a work placement		<input type="checkbox"/> YES	<input type="checkbox"/> NO
English, Attendance and Academic Requirements		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fee information (Total Cost)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuition and Non-Tuition Fees		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student support services		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Referral Services		<input type="checkbox"/> YES	<input type="checkbox"/> NO
The requirement for you to undertake an assessment of your language, literacy, numeracy and Digital Skills (LLND) before enrolment to determine the suitability of your requested course or any support needs you may have during your study.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the applicant applying for credit transfers/RPL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<p>Did student have access to enough information to make an Informed Decision about the enrolment in this course?</p> <p><i>(Please tick the relevant and provide the relevant information accordingly so that student can make an informed decision, about the course and YCA)</i></p>	<p><b>Where to find more information</b> <b>YCA WEBSITE</b> <b>And YCA Student Handbook</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (More Information Required)

Literacy/Numeracy		
Considering the responses on their pre-training review form and the LLND assessment result, does the applicant currently have the appropriate level of literacy and numeracy skills to meet the requirements of their course of choice?	<input type="radio"/> Yes <input type="radio"/> No	
<b>Decision/ Comments (must be completed)</b>		
The course is suitable for the applicant:	<input type="radio"/> Yes	<input type="radio"/> No
<b>Enrolment in Progress:</b>	<input type="radio"/> Yes	<input type="radio"/> No

Staff Use Only:			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	