

# Student Application Form - Skills

Please ensure all sections are completed clearly and in **BLOCK LETTERS**. Missing or incorrect information may cause delays in the application process. Fill this form and send it along with required documents to PAX Institute admissions department at: [skillsadmission@pax.edu.au](mailto:skillsadmission@pax.edu.au)

## Personal details

Have you previously applied to OR been a student at PAX Institute of Education?

No  Yes  If yes, PAX Student ID.

### 1. Full Name (as in passport)

Title Mr  Mrs  Ms  Dr

Given Name:

Surname/Family Name:

### 2. Date of Birth:

### 3. Passport Information

Passport No.:  Expiry Date:

Country of Passport:

### 4. Are you currently holding any Australian visa?

Yes  Visa Subclass  No

### 5. Have you ever been rejected for an Australian visa?

Yes  Visa Type  No

### 6. Gender (Tick ONE box only)

Male  Female  Other

7. Marital Status:

8. Number of Dependants:

### 9. Contact details (email will be the primary mode of communication at the institute)

Home phone  Mobile

Email address

### 10. Address Details

Please provide the physical address (not the post box or agent address)

#### Permanent Address in Home Country

Address Line 1

Address Line 2

City  State

Post Code  Country

#### Australian address (if known)

Address Line 1

Address Line 2

Suburb  State  Post Code

## 11. Postal Address

Use my  Home country address  Australian address  
If different from above,

Address Line 1

Address Line 2

City  State

Post Code  Country

## 12. Emergency Contact Details

Name

Contact No  Relation

Email

## Employment

### 13. Of the following categories, which best describes your current employment status?

Part-time employee

Not employed

## Schooling

### 14. What is your highest COMPLETED Australian equivalent school level?

Year 10  Year 12

Year 11

In which YEAR did you complete that school level?

### 15. Are you still attending secondary school?

Yes  No

## Previous qualifications achieved

### 16. Have you SUCCESSFULLY completed any of the following qualifications?

Yes  tick ANY applicable boxes No  go to Question 17

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

## Language and cultural diversity

### 17. In which country were you born?

Australia

Other – please specify

### 18. 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 \_\_\_\_\_

### 19. How do you rate your skills in using computers?

Very well - Proficient User

Well - Can handle basic daily use

Not so well - I may need help occasionally

Not at all - I am not able to use computers at all

### 20. Have you undertaken any English Exams or completed any English Course in the last 24 months?

No

Completed English Exam

Examination Name: \_\_\_\_\_ Score: \_\_\_\_\_

Completed English Course

Course Name: \_\_\_\_\_ Result: \_\_\_\_\_

### 21. 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

## Disability

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

Yes  No

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

Hearing/deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other

## Study reason

### 23. 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

## Recognition of prior learning / Credit Transfer

### Are you seeking Recognition of Prior Learning (RPL) or Credit Transfer (CT)?

Yes  No

If you have ticked the box above indicating you are applying for CT or RPL, please fill Credit Transfer or RPL Application form available on our website and send to us together with this form. One of our Academic staff will contact you if we need further information or documents.

## How did you know about PAX Institute?

PAX Institute of Education website

Newspaper/ Magazine

Exhibition/ Fair

Facebook

Friends/ Family

Recommended by an Education Agent

Former Pax Institute of Education student

Other, please specify: \_\_\_\_\_

## Skillset / Course

SIT10222 Certificate I in Hospitality

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Intake Preference

When do you want to start your 1<sup>st</sup> course?

## Unique Student Identifier (USI): \_\_\_\_\_

From 1 January 2015, a nationally recognised VET qualification or statement of attainment can ONLY be issued to you if you have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

### EDUCATION AGENT DETAILS IF APPLICABLE

Education Agent Details:

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

Contact Number: \_\_\_\_\_

### **Before submitting your application, please make sure you have**

Completed all sections of this Application Form	<input type="checkbox"/>
Attached certified academic transcripts (English translation together with original, if it is not in English)	<input type="checkbox"/>
Attached copy of Australian Visa and/or eCOE (if applicable)	<input type="checkbox"/>
Certified copy of the passport	<input type="checkbox"/>
English Proficiency evidence	<input type="checkbox"/>
Financial evidence (if applicable)	<input type="checkbox"/>
GTE Evaluation Form (if applicable)	<input type="checkbox"/>
Statement of Purpose	<input type="checkbox"/>

## Privacy Policy and Applicant's Declaration

I [NAME] ..... understand and acknowledge the following:

- I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia;
- I agree to advise PAX Institute of Education if there are any changes to the information I have provided in this application;
- I understand that by completing this application, I am giving a written consent to PAX Institute of Education to independently verify the information supplied by me in this application;
- I am aware of the estimated total course fees at PAX Institute of Education and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified;
- I am aware that for the Hospitality courses I will have to handle and cook dairy products and non-vegetarian food items including beef and pork;
- I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront;
- I understand that under the Data Provision Requirements 2012, PAX Institute of Education is required to collect personal information about me and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER);
- My personal information (including the personal information contained on this enrolment form), may be used or disclosed by PAX Institute of Education for statistical, administrative, regulatory and research purposes. PAX Institute of Education may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies; and NCVER;
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - Administering VET, including program administration, regulation, monitoring and evaluation.
- I may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. I am aware that I may opt out of the survey at the time of being contacted;
- I am aware that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au));
- I have read and understood PAX Institute of Education's Student handbook, website information, marketing material, and have received full information from PAX Institute of Education's Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course;
- I understand that PAX Institute of Education also reserves the right to vary courses, subjects, and the mode of delivery, assessment and admission requirements at any time at its discretion;
- I understand that I will be required to take Pre-Training Review Interview (PTR) with the PAX staff and also appear for Language, Learning and Numeracy Assessment (LLN) prior to my course enrolment.
- I have read and understood the PAX Institute of Education's policies on "Student Fee and Refund Policy", "Complaints and Appeals Policy", "Deferment and Suspension Policy", "Transfer between Registered Provider Policy" and other policies that are published on PAX Institute of Education website [www.pax.edu.au](http://www.pax.edu.au) ;
- I authorise PAX Institute of Education to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service as and when required;
- I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.

**I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

**Parent / Legal guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### OFFICE USE ONLY

**Application Received Date:** \_\_\_\_\_ **Application Received by:** \_\_\_\_\_ **Decision on Application:**  Accepted  
 Rejected

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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