

STUDENT APPLICATION & DECLARATION

This form is to be completed by anyone seeking to study an Accredited Course/Training Package or part thereof through Unity College Australia or a National Partner of the college.

Please **COMPLETE ALL SECTIONS** clearly and carefully by writing in **BLOCK LETTERS** using a Black or Blue pen.

SECTION 1 - PARTICIPANT INFORMATION

PARTICIPANT DETAILS				
Please complete *full name and date of birth		Provide original of ID in person or authenticated copy when lodging this form. One type only required. Documents can be authenticated by Unity College Australia staff, a Minister of Religion, Commissioner for Declarations or a Justice of the Peace.		
		<input type="checkbox"/> Birth certificate <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Visa (if not Aust)		
*Surname				
*Given name/s				
Preferred name/s <small>If different to above</small>		*Date of Birth <small>Day/Month/Year</small>		/ /
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other
Home Phone			Work Phone	
Mobile Phone			Fax	
Email				
Residential Address	Number/Street		State	
	Suburb		Postcode	
Postal Address <small>If different from above</small>	Number/Street		State	
	Suburb		Postcode	

CURRENT ENROLMENT DETAILS	
Have you ever been enrolled, or are you currently studying with Unity College Australia?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please complete details below: subject/ course & year

OFFICE USE Only			
PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)			
Details of Evidence provided <small>(please tick & write details)</small>	<input type="checkbox"/> Driver's licence number:		
	<input type="checkbox"/> Passport number:		
	<input type="checkbox"/> Birth certificate - country issued:		
	<input type="checkbox"/> Visa (if not Aust resident) type & number:		
Original sighted by <small>(Name of Staff Member)</small>			Authenticated Copy of ID on file <input type="checkbox"/> Yes
APPLICATION CHECKLIST			
Date Received (d/m/yr)	/ /	Unity College Student #	
Fee Received	<input type="checkbox"/> Yes \$ _____	Agreement Signed (Pg 5)	<input type="checkbox"/> Yes
CV Received	<input type="checkbox"/> Yes	RPL Kit Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
IELTS (where required)	<input type="checkbox"/> Yes Score _____	Authenticated copies of all qualifications received	<input type="checkbox"/> Yes

SECTION 2 - COURSE / STUDY & FINANCIAL INFORMATION

COURSE DELIVERY	
<i>Fast-Track Upgrade</i>	A one day intensive which primarily focuses on assessment as well as covering an individual's knowledge gaps to achieve the competencies in the Training and Assessment package. Upgrade from a Cert IV in Assessment and Workplace Training (BSZ40198) or Diploma of Training and Assessment Systems (BSZ50198). *This course relies on Recognition of Prior Learning and current skills.
<i>Fast-Track Full Course</i>	A group of short-term intensives covering a nominal face to face component of 36 hours for participants with particular eligibility criteria *as above. This course is typically delivered across five days or three Friday afternoon/Saturday daytime sessions.
Full Course	15 weeks (covering one full semester on a part-time basis of 2 x 3 hour sessions per week and including a mid-semester break). Other timing options may also be offered.

COURSE ENROLMENT DETAILS

Into which actual course are you applying to enrol? *(please tick ONE box only and complete date/fees information)*

<i>Fast-Track Upgrade</i>	<input type="checkbox"/> For the trainer/assessor with a Cert IV in Assessment and Workplace Training (BSZ40198) or Diploma of Training and Assessment Systems (BSZ50198) and who are actively involved in training. <i>CV with supporting evidence of current skills and referee required - see below.</i>
<i>Fast-Track Full Course</i>	<input type="checkbox"/> Designed for experienced trainers, people with supervisory and leadership roles in their organisation and teachers. This package would suit those with a partial or full Certificate IV in Assessment and Workplace Training or needing to freshen up their skills and knowledge together with learning the new competencies in this latest qualification <i>CV with supporting evidence of current skills and referee required - see below.</i>
Full Course	<input type="checkbox"/> This course does not presume prior training knowledge; it is for anyone who wishes to gain a training qualification. There are no prerequisites. (not offered at this time - expressions of interest welcome)

Study Load	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time (not offered at this time)	<input type="checkbox"/> On-line (not offered at this time)
Expected Start Date (day/month/year)	/ /	Course / Package Fees	\$

CV	Please provide your CV and include the following: (i) All relevant employment/work past and present (ii) Education and qualifications awarded (attach authenticated copies) (iii) Any volunteer work relevant to your application (iv) Letters from co-workers or clients (v) At least one current or recent (within the last 2 years) referee
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RPL & NATIONAL RECOGNITION

Do you wish to apply for Recognition of Prior Learning (RPL) or recognition of current skills or relevant competencies acquired through another Australian Registered Training Organisation (National Recognition) for any part of your selected course?	<input type="checkbox"/> No - go to next section 'Finances' <input type="checkbox"/> Yes - Unity College Australia will supply you with an RPL/Skills Recognition Submission Kit. Submissions should be received four weeks prior to commencement of the course. Go to next section 'Finances'
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FINANCES

Who is paying for your course/study package? *Fees, withdrawal and refund policies are detailed in the Course Outline and in the Handbook www.unity.edu.au, link to the current handbook from the 'For Students' page.*

Are you paying your own fees?	<input type="checkbox"/> Yes - go to next section 'Education'
Are your fees being paid by your employer?	<input type="checkbox"/> Yes - go to next section 'Education'
Are you seeking government or other funding for course fees?	<input type="checkbox"/> Yes - please provide details below: name/type of grant/funding, state and date. Attach copy of approval where able.

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SECTION 3 - EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is also used for the purposes of National reporting and planning.

Please COMPLETE ALL SECTIONS.

PRIOR EDUCATION	
What was your highest completed level at school and where did you study? eg. Year 9 = secondary school, Year/Form 3, Year 12 = secondary school, Year/Form 6; State (& Country if not Australia)	
<input type="checkbox"/> Year 12 or equivalent;	<input type="checkbox"/> Year 9 or equivalent;
<input type="checkbox"/> Year 11 or equivalent;	<input type="checkbox"/> Year 8 or below;
<input type="checkbox"/> Year 10 or equivalent;	<input type="checkbox"/> Did not go to school
In what year did you complete that school level? _____	What age were you at that time? _____
Have you undertaken any non-accredited post secondary training/study?	<input type="checkbox"/> No - go to next question 'Qualifications' <input type="checkbox"/> Yes - please provide details below: name of institution/organisation, particulars of study & dates

QUALIFICATIONS	
Have you attended any recognised/accredited post secondary Educational Institutions?	<input type="checkbox"/> No - go to next question 'Employment Details' <input type="checkbox"/> Yes - please provide details below: title, name of institution and year awarded. Please list ALL qualifications achieved.
<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"/> Certificates other than above (please give details)	
Have you ever been dismissed, suspended, or denied admission by any other institution?	<input type="checkbox"/> No - go to next question 'Employment Details' <input type="checkbox"/> Yes - please provide details below

EMPLOYMENT DETAILS	
Of the following, which best describes your current employment status? <i>(please tick ONE box only)</i>	
<input type="checkbox"/> Unemployed - seeking full-time work	<input type="checkbox"/> Full-time employed
<input type="checkbox"/> Unemployed - seeking part-time work	<input type="checkbox"/> Part-time employed
<input type="checkbox"/> Not employed - not seeking employment	<input type="checkbox"/> Self Employed
<input type="checkbox"/> Volunteer worker	<input type="checkbox"/> Self employed - not employing others
<input type="checkbox"/> Retired	<input type="checkbox"/> Employer
<input type="checkbox"/> Employed - unpaid worker in the family business	<input type="checkbox"/> Other <i>(please provide details):</i>

SECTION 4 - ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of National reporting and planning.

REASON FOR UNDERTAKING THE STUDY <i>(tick as many boxes as are relevant)</i>	
Of the following, which best describes your reason for undertaking the course/package?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> It was being funded	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> It was a requirement for Centrelink or Job Network	<input type="checkbox"/> Other <i>(please provide details):</i>

SPECIAL NEEDS	
Do you consider that you have any type of medical condition that may affect your ability to undertake training?	<input type="checkbox"/> No - <i>go to next question 'Language & Cultural Diversity'</i> <input type="checkbox"/> Yes - <i>please provide details below</i>
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other <i>(please specify):</i>
<input type="checkbox"/> Mental Illness	

LANGUAGE & CULTURAL DIVERSITY		
Country of Birth	<input type="checkbox"/> Australia	<input type="checkbox"/> Other <i>(please specify):</i>
Aboriginal &/or Torres Strait Islander Origin	<input type="checkbox"/> No	<input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<input type="checkbox"/> English Only <i>(skip the next question)</i>	<input type="checkbox"/> Other <i>(please specify):</i>
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> #Not well <input type="checkbox"/> #Not at all <i># You may need to complete a separate Language & Literacy assessment</i>	

SECTION 5 - PARTICIPANT PRIVACY & AGREEMENT

PRIVACY

Information collected on this form may be collated for course analysis and statistics related to training reports and/or submitted to Australian Government Departments on a legislated need to know basis. Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations.

APPLICANT DECLARATION & AGREEMENT

The information I have provided in this application form is true & correct.

I have read and understood the course outline. By signing this application form, I am agreeing to the refund policy as provided in the course outline and the Unity College Australia Handbook (www.unity.edu.au, link from 'Students' page) If accepted, I am prepared to undertake the full discipline of the course and of campus life (where relevant). I will endeavour to uphold the integrity of Unity College Australia and its Christian ethic.

Name <i>(please print)</i>		Signed <i>(must be applicant's actual signature)</i>	
Date <i>(day/month/year)</i>	/ /		

APPLICANT'S CHECKLIST

Please tick ✓ boxes below to ensure you have completed each element of your application

NOTE: Photocopies must be authenticated by Unity College Australia staff, a Justice of the Peace or a Minister of Religion - in these instances the person must sign, date and include their occupation on the photocopy.

- Completed all sections of application and signed the Declaration & Agreement *(above)*
- Enclosed registration/course fee *(see below)*
- Provided an **authenticated copy** of your identification *(DO NOT send originals in the mail)*
- Attached CV including:
 - (i) All relevant employment/work past and present
 - (ii) Education and qualifications awarded *(attach authenticated copies - do not send originals in the mail)*
 - (iii) Any volunteer work relevant to your application
 - (iv) Letters from co-workers or clients
 - (v) At least one current or recent (within the last 2 years) referee
- Attached **authenticated** copies of all relevant qualifications/awards & certificates

PAYMENT DETAILS - if paying for your own course/study package, please complete details below

Credit options: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	<input type="checkbox"/> Charge my card the amount AUD\$ _____ . ____ Name on card: _____ Card Number: _____ - _____ - _____ - _____ Expiry: __ / ____ <input type="checkbox"/> I will phone with my credit details +61 (0)2 6161 0050 <i>(BH:M-F, 9.30-4.30)</i>
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Funds Transfer options* <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Bank Cheque <input type="checkbox"/> Other <i>(please provide details and note extra fees may apply):</i>	Fees can be paid via Bank Transfer directly to: St George Bank Limited Account Name: Unity College Australia Incorporated Branch Number (BSB): 112 908 Account Number: 001584968 Branch Address: 60 Marcus Clarke Street, Canberra City, ACT, Australia *Identify your payment in the transaction description: <u>TAA + your SURNAME</u>
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COMPLETED STUDENT APPLICATIONS

Please mark clearly 'TAA Student Application' and return completed form to:

Unity College Australia

- Post: PO Box 6160
Phillip ACT 2606
AUSTRALIA
- Email: national@unity.edu.au
- Fax: +61 (0)2 8580 6398

Once your Student Application and CV have been received, you will be contacted by the TAA coordinator.