

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		*Middle name	
Preferred name/s If different to above		*Date of Birth Day/Month/Year	/ /
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 If different from above	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 (please tick & write details)	<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 (Name of Staff Member)	Authenticated Copy of ID on file <input type="checkbox"/> Yes

APPLICATION CHECKLIST			
Date Received (d/m/yr)	/ /	Unity College Student #	
Application 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	
Unity College offers a variety of study options for this qualification. Details of course delivery options and <i>entry requirements</i> for each option can be found in the Certificate IV Training & Assessment Course Outline. Please refer to the Course Outline for selection of the course best suited to your needs.	

COURSE ENROLMENT DETAILS

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

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)
Fast-Track Full Course	<input type="checkbox"/>	For applicants undertaking the full TAE40110 qualification and who are currently active as leaders, supervisors, trainers, or teachers. This option would also suit individuals who have previously completed the BSZ40198 Certificate IV in Assessment and Workplace Training qualification who need to freshen up their skills and knowledge <i>CV with supporting evidence of current skills and referee required - see below.</i>
Fast-Track Upgrade	<input type="checkbox"/>	For experienced trainers who are actively delivering accredited adult training and have the Cert IV Assessment and Workplace Training (BSZ40198) or Diploma of Assessment and Workplace Systems (BSZ50198) <i>CV with supporting evidence of current skills and referee required - see below.</i>
TAA40104 to TAE40110 Cross-grade 1	<input type="checkbox"/>	For the trainer/assessor with a Cert IV in Training and Assessment (TAA40104) that INCLUDES TAADEL402 Facilitate group-based learning unit (which was an elective in the TAA40104 course) and who have practised as a trainer, instructor or assessor within the last two years <i>CV with supporting evidence of current skills and referee required - see below.</i>
TAA40104 to TAE40110 Cross-grade 2	<input type="checkbox"/>	For the trainer/assessor with a Cert IV in Training and Assessment (TAA40104) that does NOT include the TAADEL402 Facilitate group-based learning unit (which was an elective in the TAA40104 course) and who have practised as a trainer, instructor or assessor within the last two years <i>CV with supporting evidence of current skills and referee required - see below.</i>

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 <i>(select this option if providing a copy of a related training certificate as listed above) - go to next section 'Finances'</i> <input type="checkbox"/> Yes - <i>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'</i>
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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 - <i>go to next section 'Education'</i>
Are your fees being paid by your employer?	<input type="checkbox"/> Yes - <i>go to next section 'Education'</i>
Are you seeking government or other funding for course fees?	<input type="checkbox"/> Yes - <i>please provide details below: name/type of grant/funding, state and date. Attach copy of approval where able.</i>

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)	
12 <input type="checkbox"/> Year 12 or equivalent;	09 <input type="checkbox"/> Year 9 or equivalent;
11 <input type="checkbox"/> Year 11 or equivalent;	08 <input type="checkbox"/> Year 8 or below;
10 <input type="checkbox"/> Year 10 or equivalent;	02 <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 or organisation, particulars of study & dates

QUALIFICATIONS	
Do you have post secondary qualifications from any accredited/recognised Educational Institutions?	N <input type="checkbox"/> No - go to next question 'Employment Details' Y <input type="checkbox"/> Yes - please provide details below: title, name of institution and year awarded. Please list ALL qualifications achieved.
008 <input type="checkbox"/> Bachelor Degree or Higher Degree	
410 <input type="checkbox"/> Advanced Diploma or Associate Degree	
420 <input type="checkbox"/> Diploma (or Associate Diploma)	
511 <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	
514 <input type="checkbox"/> Certificate III (or Trade Certificate)	
521 <input type="checkbox"/> Certificate II	
524 <input type="checkbox"/> Certificate I	
990 <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? (please tick ONE box only)	
06 <input type="checkbox"/> Unemployed - seeking full-time work	01 <input type="checkbox"/> Full-time employed
07 <input type="checkbox"/> Unemployed - seeking part-time work	02 <input type="checkbox"/> Part-time employed
08 <input type="checkbox"/> Not employed - not seeking employment	04 <input type="checkbox"/> Self Employed
00 <input type="checkbox"/> Volunteer worker	03 <input type="checkbox"/> Self employed - not employing others
00 <input type="checkbox"/> Retired	04 <input type="checkbox"/> Employer
05 <input type="checkbox"/> Employed - unpaid worker in the family business	00 <input type="checkbox"/> Other (please provide details):

REASON FOR UNDERTAKING THE STUDY (tick as many boxes as are relevant)	
Of the following, which best describes your reason for undertaking the course/package?	
01 <input type="checkbox"/> To get a job	05 <input type="checkbox"/> To get a better job or promotion
02 <input type="checkbox"/> To develop my existing business	06 <input type="checkbox"/> It was a requirement for my job
03 <input type="checkbox"/> To start my own business	07 <input type="checkbox"/> I wanted extra skills for my job
04 <input type="checkbox"/> To try for a different career	08 <input type="checkbox"/> To get into another course of study
<input type="checkbox"/> It was being funded	12 <input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> It was a requirement for Centrelink or Job Network	11 <input type="checkbox"/> Other (please provide details):

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.

SPECIAL NEEDS	
Do you consider that you have any type of medical condition that may affect your ability to undertake training?	N <input type="checkbox"/> No - go to next question 'Language & Cultural Diversity' Y <input type="checkbox"/> Yes - please provide details below
11 <input type="checkbox"/> Hearing/Deaf	16 <input type="checkbox"/> Vision
12 <input type="checkbox"/> Physical	17 <input type="checkbox"/> Acquired Brain Impairment
13 <input type="checkbox"/> Intellectual	18 <input type="checkbox"/> Medical Condition
14 <input type="checkbox"/> Learning	19 <input type="checkbox"/> Other (please specify):
15 <input type="checkbox"/> Mental Illness	

LANGUAGE & CULTURAL DIVERSITY	
Country of Birth	1101 <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
Do you have Australian Citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aboriginal &/or Torres Strait Islander Origin	04 <input type="checkbox"/> No
	01 <input type="checkbox"/> Aboriginal
	02 <input type="checkbox"/> Torres Strait Islander
	03 <input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	1201 <input type="checkbox"/> English Only (skip the next question) <input type="checkbox"/> Other (please specify):
How well do you speak English?	001 <input type="checkbox"/> Very Well 002 <input type="checkbox"/> Well 003 <input type="checkbox"/> #Not well 004 <input type="checkbox"/> #Not at all

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 application 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/testamurs

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 send to:

Unity College Australia

- Post: PO Box 6160
Mawson ACT 2607
AUSTRALIA
- Email: info@unity.edu.au
- Fax: +61 (0)2 8580 6398

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