

1
COURSE INFORMATION

Tick the course you
Going to apply for ▶

CPC31320- Certificate III in Wall and Floor Tiling
Cricos Code: 104663G

Course Description:

<https://training.gov.au/Training/Details/CPC31320>

2
INTAKE

Choose the
preferred month for
course ▶

Preferred Month to start

3
PERSONAL
DETAILS

Title ▶ Mr. Mrs. Miss Dr. Other

Family Name ▶

Given Name(s) ▶

Gender ▶ Male Female Other Don't want to disclose

Date of Birth ▶

Residential Add. ▶

State ▶ Post Code ▶

Postal Address (if
different from above) ▶

State ▶ Post Code ▶

Telephone ▶ Mobile ▶

Email ▶

Alternative Email
(Optional) ▶

4
Australia
(Contact Details)

**Home Country
Contact Details**

Residential Add. ▶

State ▶ **Post Code** ▶

Postal Address (if different from above) ▶

State ▶ **Post Code** ▶

Telephone ▶ **Mobile** ▶

Email ▶

Alternative Email (Optional) ▶

5

**EMERGENCY
CONTACT
DETAILS**

Name ▶

Address ▶

6

**RESIDENCY & VISA
INFORMATION**

Telephone ▶ **Relationship** ▶

Nationality ▶ **Passport No.** ▶

Issue Date ▶ **Expiry Date** ▶

Visa type ▶ **Sub Class** ▶

If not Australian Citizen
Expiry Date ▶ **Study Rights** Yes No
In Australia

Applied for Australian Permanent Residency Yes No
Please provide copies of the documents.

7

SCHOOLING

Still in School Yes No **Highest School Level completed** ▶

Year Completed ▶ **Institute** ▶

8

PREVIOUS
QUALIFICATIONS ACHIEVED

Post-Secondary ▶ Yes No Highest Qualification completed ▶

Year Completed ▶ Institute ▶

Equivalent ▶ A – Australian, E – Australian Equivalent or I – International
(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use: **1: A** – Australia, **2: E** – Australian Equivalent, **3: I** – International)

A E I	A E I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma of Associate Diploma
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma of Associate Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above

Please provide certified documents for the courses that you took.

9

LANGUAGE AND CULTURAL
DIVERSITY

Birth Country ▶ Australia Other, please specify

Spoken Language (at home) ▶ Other than English ▶ No Yes, please specify

English Language ▶ Spoken English? ▶ Very Well Well Not Well Not at all

Language Test, if taken ▶

Origin ▶ Aboriginal Torres Strait Islander Both None

Condition ▶ Do you consider yourself to have a disability, impairment or long-term condition? ▶ No Yes, please indicate the areas of condition:

If you answered 'Yes', you can contact PCA for further support services available

- | | | |
|--|---|---------------------------------------|
| <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"/> Vision |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Learning | <input type="checkbox"/> Other |

10

DISABILITY

11

EMPLOYMENT

Employment Status ▶ In following categories, which BEST describes your current employment status? ▶

- | | |
|---|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed - Employing others | <input type="checkbox"/> Self-employed - Not employing others |
| <input type="checkbox"/> Employed - Unpaid worker | <input type="checkbox"/> Unemployed - Seeking Full-time work |
| <input type="checkbox"/> Not employed - Not seeking work | <input type="checkbox"/> Unemployed - Seeking Part-time work |

If currently employed, or recently been employed ▶ Choose the classification of occupation that best describe your occupation (choose one only)

- | | |
|---|--|
| <input type="checkbox"/> 1 - Manager | <input type="checkbox"/> 4 - Community & Personal Service Worker |
| <input type="checkbox"/> 2 - Professional | <input type="checkbox"/> 5 - Early Childhood Educator |
| <input type="checkbox"/> 3 - Chef | <input type="checkbox"/> 6 - Other |

12

STUDY REASON

Main Reason ► In following categories, which BEST describes your main reason for undertaking the course(s) with PCA? ►

- | | |
|--|---|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get a job | <input type="checkbox"/> Want extra skills for my job |
| <input type="checkbox"/> To get better job or promotion | <input type="checkbox"/> Requirement of my job |
| <input type="checkbox"/> To get into another course | <input type="checkbox"/> Personal interest & self-development |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> Other reason (please state) |

Reason to study in Australia ► Why do you want to study your proposed course(s) in Australia and not in your home country? Please explain.

Use extra sheets if required

12

STUDY REASON
(Cont.)

Reason to study with PCA ►

Use extra sheets if required

Why would like to study with Phoenix College of Australia compared with other education providers in Australia? Please explain.

Career benefit ►

Use extra sheets if required

How do you believe that course you are applying to study with Phoenix College of Australia will benefit your current or chosen career path? Please Explain.

Career Plan ►

Use extra sheets if required

What is your career plan after the end of your studies?

13 RPL/CREDIT TRANSFER

Requirement ▶ Are you seeking Recognition of Prior Learning or Credit Transfer?▶
 No Yes

If 'Yes', then please contact Admissions Department for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

14 TRANSFER LEARNING

Are you transferring from another education provider in Australia?▶ No Yes.
Are you currently enrolled in an institute?▶ No Yes. If 'Yes', then please provide the name of institute:

15 USI

Unique Student Identifier ▶ Have you applied for Unique Student Identifier (USI) before?
 Yes No

If 'Yes', please provide your USI
 If 'No', you can visit <https://www.usi.gov.au/> to create USI. Once created, please provide the same to Admissions department. If you want PCA to create USI on your behalf, please contact one of our friendly team members at reception.

16 OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover▶ Have you got OSHC? Yes▶ **No▶**

Type of OSHC? Single▶ **Couple▶** **Family▶**

Please refer to OSHC providers such as but not limited to:
<https://www.nib.com.au/overseas-students>

17 DOCUMENTATION

Required Documents ▶ Please provide the following documentation along with this Enrolment Application Form, so that your enrolment be processed in accordance with the application requirements. Where a document is not in English, you are required to provide a certified translation along with the copy of original document.

- Documents ▶**
- Passport biodata pages
 - Visa / Visa Notification
 - Passport(s) of dependant(s), if any
 - Past qualification documents, including high school and other certificates
 - English language proficiency (IELTS, PTE, TOEFL etc.)
 - Any other Confirmation Of Enrollment, if transferring from other provider
 - Statement addressing Genuine Temporary Entrant Criteria (not required in cases of Security courses and if student is onshore)

18 FEE PAYMENT

Payment Method ▶ Cash Direct Deposit in PCA's Bank Account Credit Card

Bank Details ▶

Account Name	Phoenix College of Australia Pty. Ltd.
Bank	TBA
Branch	TBA
BSB	TBA
Account Number	TBA
Swift Code	TBA

(Please put your full name in description of payment)

18 FEE PAYMENT (Cont.)

Credit Card ▶ I give permission for fee to be charged to my Credit Card for the selected course.

Visa Card Master Card Card Expiry date

Card Number

Card Identification Number (last 3 digits located on back

Amount to be charged, in Australia Dollars

Card Holder's Name

Card Holder's Signature

19 EDUCATION AGENT

Details of approved Education Agent ▶

Company Title

Contact Name

Contact Details

Agent's comments on this application

Declaration:

- I have assessed the applicant and to the best of my knowledge the applicant is
- To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
- I recommend that PCA proceed with the assessment for admission of this applicant.
- I confirm the student has signed the application form.
- I have provided the student's personal email address and residential address, as disclosed to me by the student.

Date

Agent's Signature

- Policies & Procedures** ▶ Refer to **Student Handbook** for following policies and procedures. Same are available on website.
- Complaints and Appeals Policy and Procedure
 - Critical Incident Policy and Procedure
 - Pre-Enrolment Engagement Policy and Procedures
 - Entry Requirements for International Students Policy and procedure
 - Fee Charges and Refunds Policy and Procedure
 - Deferral suspension and cancellation policy and procedure
 - Recognition of Prior Learning and Credit Transfer policy and procedure
 - Student Support Services Policy and Procedure
 - Privacy and Personal Information Policy and Procedure
 - Certification, issuing and recognition of Qualifications Policy and Procedure
 - Monitoring Course Progress and Intervention Strategy for International Students Policy and Procedure
 - Attendance Monitoring Policy and Procedure
 - Overseas Students Transfer Policy and Procedure
 - Plagiarism, Academic Misconduct and non-academic Misconduct Policy and Procedure
 - Assessment and Reassessment Policy and Procedure

ENROLMENT DECLARATION

Under the Data Provision Requirements 2012, Polytechnic Victoria is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Polytechnic Victoria for statistical, regulatory and research purposes. Polytechnic Victoria may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies; NCVER;
- Organisations conducting student surveys; and Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - facilitating statistics and research relating to education, including surveys;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including program administration, regulation, monitoring and evaluation.

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 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 (DESE), 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.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-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 PCA 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

phoenixcollegeaustralia@gmail.com

<https://phoenixcollege.edu.au/>

Enrolment Declaration

- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- PCA may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand that by completing this application, I am giving written consent to PCA to independently verify the information supplied by me in this form and request further documents as required.
- I declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details: <https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant>.
- I agree to undertake a testing requirement prior to course entry, if deemed necessary by PCA, and adhere to any other pre requisite identified above.
- I have got access to all the relevant policies and procedures as listed above.
- I have been informed of my rights and obligations as a student with Phoenix College of Australia, and agree to abide by all rules and regulations of Phoenix College of Australia. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Phoenix College of Australia can withhold my academic results until my debt is fully paid and any property belonging to Phoenix College of Australia has been returned.
- I confirm that I have received and read a copy of PCA's student Handbook and fully understand the requirements of the course and relevant policies and procedures.
- (Optional) I hereby give my permission to Phoenix College of Australia to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Phoenix College of Australia. I understand that:
- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - The above permission will apply for three years from the date of signing this form.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, Phoenix College of Australia has no control over its subsequent use and disclosure.
- A student's USI may be used for specific VET purposes including the verification of student data provided by PCA, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.
- I agree to the Fee Charges and Refund Policy and Procedure.
- I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

Applicant's Name

Applicant's Signature

Date

WHAT'S NEXT!

If you are a successful applicant, Phoenix College of Australia (PCA) will issue you with an Offer letter and Enrolment Acceptance Agreement expressing the course, of which you have been acknowledged. This will express all the course points of interest and in addition the charges for the course.

The acknowledgment of Offer Letter is the genuine assertion, which expresses all the information about the course, fees, refund and so on. You should sign this agreement to acknowledge the offer from Phoenix College of Australia.

Return the copies of the Offer and Acceptance letter with your signature and the date to PCA and your course will commence as agreed. You can email these documents to phoenixcollegeaustralia@gmail.com or post/hand over your application at Unit1, 11-15 Rocklea Dr, PORT MELBOURNE VIC 3207

For any query, please contact PCA's in the first instance by phone or email phoenixcollegeaustralia@gmail.com.