

Application for Enrolment Form

- Complete all sections in ENGLISH and print neatly in BLOCK LETTERS
- Missing or incorrect information may cause delays in the application process
- Return this form and attachments to your representative or send to: admissions@zoi.vic.edu.au

Personal Details

Title: Mr Mrs Ms Miss Other:

Given Name: _____ Family Name: _____

Date of Birth: DD/MM/YYYY _____ Sex: Male Female Other

Marital Status: Single Married Widowed Separated Divorced Unspecified Other ()

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

(For Persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes).

Contact Details:

Contact Address in Home Country:

Full Address _____

City: _____ State: _____ Postcode: _____ Country: _____

Email _____

Telephone () _____ Mobile () _____

Address in Australia (if known):

Full Address _____

City: _____ State: _____ Postcode: _____

Email: _____

Telephone: () _____ Mobile: () _____

Citizenship

Country of Citizenship (as on passport): _____ Country of Birth: _____

Do you currently have a Visa to be in Australia? No Yes (If yes, please provide Visa type and expiry date below)

Visa Type (e.g. student visitor): _____ Visa Expiry Date: DD/MM/YYYY _____ Passport Number: _____

Will you be applying for a student visa to study at ZOI Education? No Yes

Do you have a family member already residing in Australia? No Yes (If yes, please specify their relationship to you): _____

Have you ever had a previous Visa rejected? No Yes (If yes, please provide the details below)

Have you ever breached any Visa conditions? No Yes (If yes, please provide the details below)

Have you ever been convicted of any criminal activity? No Yes (If yes, please provide the details below)

OSHC

Have you organised Overseas Student Health Care Cover (OSHC)? No Yes (If yes, please provide details below)

Provider: _____ Membership No: _____ Expiry Date: _____

Do you require ZOI Education to organise OSHC for you? No Yes (If yes, please select from the following):

Single Family

Native language: _____ How well do you speak English? Very well Well Not well Not at all

Do you have English test results? No Yes (If yes, provide the following details):

IELTS Score: _____ TOEFL Score: _____ C-TOEFL Score: _____ PTE Score: _____ Other (test name) Score: _____

Date DD / MM / YYYY Date DD / MM / YYYY Date DD / MM / YYYY Date DD / MM / YYYY Date DD / MM / YYYY

I have (or will) complete an English proficiency qualification in Australia. Name of Language Centre: _____

Course Details

Please select the course for which you are applying:

CHC30113 Certificate III of Early Childhood Education and Care

CHC50113 Diploma of Early Childhood Education and Care

Preferred Intake: January April July October Specify year: Y Y Y Y

Do you wish to apply for Credit or for Recognition of Prior Learning (RPL)?

No Yes (If yes, you will be contacted to discuss this further. Certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form).

Please note: Applying for the above will impact your course duration. If approved, your course duration will be less than the time outlined in the course brochure. Your fees may also be reduced, depending on the amount your course is reduced.

Tuition Payment Plan

Chosen course	Payment Plan option (please tick) (excl. Initial Deposit \$1000)
CHC30113 Certificate III of Early Childhood Education and Care	<input type="checkbox"/> 12 instalments (Monthly Payment Plan) <input type="checkbox"/> 4 instalments (Quarterly Payment Plan) <input type="checkbox"/> Full Payment
CHC50113 Diploma of Early Childhood Education and Care	<input type="checkbox"/> 24 instalments (Monthly Payment Plan) <input type="checkbox"/> 8 instalments (Quarterly Payment Plan) <input type="checkbox"/> Full Payment

Schooling

Are you still in secondary school? Yes No

What is your highest COMPLETED School level?

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent

Year 9 or equivalent Year 8 or below Never attended school

In which year did you complete that school level? _____

Have you successfully completed any previous (Post-secondary) qualifications?

Yes (please select below) No

- Bachelor Degree
- Certificate IV (or Advanced Certificate/Technician)
- Certificate I
- Advanced Diploma or associate degree
- Certificate IV (or Trade Certificate)
- Other Certificate (please specify) _____
- Diploma (Or Associate Diploma)
- Certificate II

Computer proficiency: How good is your digital literacy? i.e. use of Microsoft Suite, online research

- Very good Good Not good No digital literacy at all

Current employment: Of the following categories, which BEST describes your current employment status? (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 (fewer than 35 hours per week). (Tick one box only):

- 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

Marketing

Tick the following box if you DO NOT consent to your image/voice/information being used by ZOI Education for marketing purposes:

Next of kin/emergency contact

Full Name: _____ Relationship to you: _____
 Full Address: _____
 City: _____ State: _____ Postcode: _____ Country: _____
 Mobile: _____ Email: _____

Disability

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

- No Yes (If yes, indicate the area of disability, impairment or long-term condition. Please tick all that apply.)
 Hearing/deaf Intellectual disability Mental illness Physical Disability Learning Disability
 Medical Condition Acquired brain impairment Vision Other (Please specify)

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick one box only)

- To get a job It was a requirement of my job To develop my existing business
 I wanted extra skills for my job To start my own business To get into another course of study
 To try a different career For personal interest or self-development To get a better job or promotion
 Other (Please specify)

Agent Details

How did you find out about ZOI Education? (Tick all that apply)

- Agent (Name of the agent) Friend Family Member Expo/Event (Name of the event)
 Facebook/Instagram Google Website Other (Please specify)

Are you using an Agent?

- No Yes (If yes, please answer the questions below)

Agent Name: _____ Agent Contact Number: _____

Agent Only Section

I declare that I have checked the following GTE requirements of the student:

- Student’s circumstances in their home country Student’s study plan
 Previous study/work experience of the student Financial capability Visa history

I have assessed the student to be genuine and to be suitable to meet the requirements of the Visa application.

Agent Signature: _____ Date: (DD / MM /YYYY)

Application Checklist

Provide a copy of the following documents with your application. (You will need to bring the originals to your orientation day for verification). Please tick those that you are providing.

- Valid passport copy
- Valid visa (if you have one)
- High School certificate or other relevant certificates
- Proof of English Language Proficiency
- Any other relevant documents to support your application (i.e. resume)
- Application Form
- Statement of Purpose (SOP)
- IELTS/TOEFL or other English Language Certificate equivalent
- Financial statement(s)
- ... Video Interview presentation (Zoom/Skype).

Privacy Policy

1. Purpose

This policy ensures that ZOI Education meets its legal and ethical requirements in regard to the collection, storage and disclosure of student information and interactions with external organisations.

ZOI Education is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

Information is collected on the enrolment form and during enrolment processes in order for ZOI Education to meet its obligations under the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) to ensure overseas student compliance with visa conditions under Immigration Laws.

2. Scope

The policy sets out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the Tuition Protection Service (TPS), or state or territory agencies, in accordance with the Privacy Act 1988 and the National VET Data Policy that outlines data collection and submission requirements for Total VET Activity (TVA). This Policy applies to all ZOI Education staff and students currently enrolled with ZOI Education.

Note: ZOI Education is not obliged to meet or respond in any form (phone, email etc) to any request received from the agent, lawyer or similar seeking personal information which may be perceived to have a conflict of interest or any commercial interest whatsoever. Any disclosure of personal information to a third party would be governed under ZOI Education's Privacy Policy.

3. Minimum mandatory content for inclusion in a Privacy Notice to students

Where personal information is collected from a student, ZOI Education makes all students aware of the purposes for which their information may be collected, used or disclosed during enrolment.

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 ZOI Education 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

ZOI Education Contact Details:

Address: 48 Flemington Road, Parkville, Vic, 3052

Phone: 03 8347 4100 Email: info@zoi.vic.edu.au

[Click here to view ZOI Education's Privacy Policy online](#)

4. What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.zoi.vic.edu.au from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

5. Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic

origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

6. Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

7. Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

8. Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

9. Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

ZOI Education will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information we may require identification from you before releasing the requested information.

10. Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

11. Policy Updates and Implementation

This Policy may change from time to time and is available on our website. This policy is implemented by the Administration Manager with approval from the CEO.

Privacy Policy Complaints and Enquiries

If you have any queries about our Privacy Policy, please contact us on (03) 8347 4100.

Privacy Statement and Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ZOI Education.

I understand that my RTO, ZOI Education, is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school-based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

Unique Student Identifier (USI)

The 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 your computer or mobile device.

Enter your Unique Student Identifier (USI) here: _____

If you would like us, ZOI Education, to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I, _____ authorize ZOI Education to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Print Name:

Student Signature: Date: DD / MM / YYYY

Office Use Only

Application Checklist

- Valid passport copy
- Valid visa (if you have one)
- High School certificate or other relevant certificates
- Proof of English Language Proficiency
- Any other relevant documents to support your application (i.e. resume)
- Application Form
- Statement of Purpose (SOP)
- IELTS/TOEFL or other English Language Certificate equivalent
- Financial statement(s)
- Video interview presentation (Zoom/Skype)