

How to complete this Form:

Please write clearly using digital form in CAPITAL LETTERS in English and click in the boxes that you choose or in black ink on hard copy using CAPITAL LETTERS in English and place an X in the boxes that you choose.

Attach a copy of all Supporting Documents.

Complete AVETMISS DATA COLLECTION and Sign the declaration.

Note: The information contained in this document will be used in accordance with the Privacy Policies of Auscare.

1. PERSONAL DETAILS								
Title:	Mr	Miss	Ms	Mrs	Date of Birth:			
Surname:					Gender:	M	F	Other
Given Names:								
Nationality:					Country of Birth:			
Passport No:					Date of Expiry:			

2. CONTACT DETAILS			
A. Address (In Your Home Country)			
Full Address:			
Suburb /District / State:			
Country:		Postcode:	
Email:		Mobile:	
B. Address (In Australia) - (all correspondence shall be sent to this address – if provided)			
Full Address:	Building Name:		Unit Details:
	Street Number:		
	Street Name:		
Suburb:			
State:		Postcode:	
Email:		Mobile:	

3. COURSE SELECTION			Commencing – Term:	Month Year
Select	Course Code	Course Title	Course Duration	
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	52 weeks	
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management	52 weeks	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	104 weeks	
<input type="checkbox"/>	CHC33021	Certificate III in Individual Support (Ageing and Disability)	31 weeks	
<input type="checkbox"/>	CHC52021	Diploma of Community Services	80 weeks	
<input type="checkbox"/>	CHC62015	Advanced Diploma of Community Sector Management	52 weeks	

<input type="checkbox"/>	MANAGEMENT PACKAGE-1 (Dipl + Adv Dip + Grad Dip)	208 Weeks
<input type="checkbox"/>	COMMUNITY HEALTH PACKAGE-2 (cert III + Dip + Adv Dip)	163 Weeks

Current fees and charges are available from a Auscare-approved Education Agent or by emailing enrolment@auscaregroup.com.au

4. VISA & PREVIOUS CoE(s) DETAILS			
Do you currently study in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Training Provider:
VISA Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Issued	VISA Number:
VISA Expiry Date:	Are you a permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ever a CoE issued in your Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	CoE Number(s):
Are you in Australia currently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date you have / will Apply for a Visa?
Country of Visa Lodgement:	City where visa lodge:		

5. EDUCATION AGENT DETAILS (If applying through an agent)			
Agent Company Name:			
Your Agents Name:			
Agents Full Address:			
Phone:		Agent's Stamp:	
Mobile:			
E-mail:			

6. Where did you hear about Auscare? (Tick which are applicable)		
<input type="checkbox"/> Agent	<input type="checkbox"/> Government Websites	<input type="checkbox"/> Friends / Relatives
<input type="checkbox"/> Exhibition / Events	<input type="checkbox"/> Social Media (Facebook / Instagram / etc.)	<input type="checkbox"/> Cultural Events
<input type="checkbox"/> Google Search	<input type="checkbox"/> Radio / Television	<input type="checkbox"/> Auscare Websites
<input type="checkbox"/> Travel agents	<input type="checkbox"/> Newspapers / Magazines	<input type="checkbox"/> Other: _____

7. OVERSEAS STUDENT HEALTH COVER		
Do you have your own health insurance (OSHC)?	<input type="checkbox"/> Yes (Complete Part A Below)	<input type="checkbox"/> No (Complete Part B Below)
Part A – Provide the details of your insurer		
Name of Insurer:	Member Number:	
Insurer Contact Number:	Date of Expiry:	

Part B – You are requesting Auscare to arrange your Insurance for you - Yes No
 (You must advise Auscare which Insurance you require – from Below)

Please note that OSHC cover is an additional of 2 months on top of course duration

Cover Type – Single:	<input type="checkbox"/> 8 Months	<input type="checkbox"/> 14 Months	<input type="checkbox"/> 20 Months	<input type="checkbox"/> 26 Months	<input type="checkbox"/> 32 Months
Cover Type – Couple:	<input type="checkbox"/> 8 Months	<input type="checkbox"/> 14 Months	<input type="checkbox"/> 20 Months	<input type="checkbox"/> 26 Months	<input type="checkbox"/> 32 Months
Cover Type – Family:	<input type="checkbox"/> 8 Months	<input type="checkbox"/> 14 Months	<input type="checkbox"/> 20 Months	<input type="checkbox"/> 26 Months	<input type="checkbox"/> 32 Months

NOTES:
 1. The Australian Government requires student Visa holders entering Australia must obtain Overseas Student Health Cover (OSHC).
 2. The duration of your OSHC MUST cover the total duration of your course(s)

8. ENGLISH LANGUAGE PROFICIENCY

What English test have you completed in the last 2 years?

IELTS TOEFL PTE CAE Other: (provide details) _____

Your Score: _____ Date of Test: ____ / ____ / ____ **Please attach the result**

Have you completed an English Course in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please attach relevant evidence of attending this course
Have you completed an Australian Certificate III level course or above within Australia – issued <u>no longer than 2 years ago</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please attach relevant evidence of the Certificates issued and the Academic Record/Results

9. PREVIOUS EMPLOYMENT / WORK EXPERIENCE

Have you had previous/prior employment experiences that relate to the above qualifications you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, provide brief details below <i>NOTE: You MUST attach separate documentations to your application that will support this previous employment/experience – including a Resume <u>and</u> a Reference/s</i>
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Please give a brief description of relevant prior employment/work experience within the last three years:

Describe why you want to study the course/s you have selected above with Auscare?

What employment/job do you hope to obtain when you complete the above selected course/s with Auscare?

Confirm (Check (X) the relevant box/es below) for the Qualification course/s and level/s that you have applied to enrol at Auscare:
 Certificate III Level Certificate IV Level Diploma Level Advanced Diploma Level Graduate Diploma Level

Please explain briefly why you chose the above courses and levels?

10. EQUITY / SUPPORT SERVICES *(Please choose by placing an X in the boxes that apply to you)*

When you provide information about your disability or medical condition, Auscare will not disadvantage your application; however, to ensure you receive the necessary support and assistance, Auscare will assess and determine whether/what reasonable adjustments are appropriate to accommodate your disability or medical condition and advise you accordingly. There may be a charge in some cases.

Does your disability, injury, and/or ongoing medical condition affect your ability to study at Auscare? YES NO

IF YES, please tell us about your support needs and other requirements below:

11. EMERGENCY CONTACT DETAILS *(In Australia)*

Full Name:		Relationship:	
Contact Number:		Email:	

If there is an emergency, do you consent to Auscare arranging transport and treatment, and do you agree to pay all the costs resulting from the emergency? YES NO

12. PAYMENT DETAILS

- Fees and charges must be paid in Australian Dollars (AUD).
- In the event that Auscare issues you a Letter of Offer and Student's Agreement in response to your application, you must immediately pay Auscare a NON-REFUNDABLE Enrolment Fee.
- Please see a Auscare approved Education Agent or contact enrolment@auscaregroup.com.au for applicable fee.
- This Enrolment Fee is applicable to all applications submitted directly to Auscare or through a Auscare's Agent.
- Payment Method for Enrolment Fee. Select Payment method from the following Options:**

 Bank Cheque made payable to "Name of Account"
 Bank/Internet Funds Transfer made payable to:

Account Name:			
BSB:		Account Number:	
SWIFT Code:			
Bank Name:			
Branch:			
Bank Address:			
Reference:	<i>Enter <Applicant Surname> & <Date of Birth></i>		

13. AVETMISS DATA COLLECTION

<p>LANGUAGE & CULTURAL DIVERSITY</p> <p>1) <i>In which country where you born?</i> <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify _____</p> <p>2) <i>Do you speak a language other than English at home?</i> <input type="checkbox"/> No, English only <small>If No, English only – Go to Question 9</small> <input type="checkbox"/> Yes - please specify _____</p> <p>3) <i>How well do you speak English?</i> <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all</p> <p>4) <i>Are you of Aboriginal or Torres Strait Islander origin?</i> <small>NOTE: (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</small> <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander</p>	<p>DISABILITY</p> <p>5) <i>Do you consider yourself to have a disability, impairment or long-term condition?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If No – Go to Question 12</small></p> <p>6) <i>If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)</i></p> <p>Hearing/Deaf <input type="checkbox"/></p> <p>Physical <input type="checkbox"/></p> <p>Intellectual <input type="checkbox"/></p> <p>Learning <input type="checkbox"/></p> <p>Mental Illness <input type="checkbox"/></p> <p>Acquired brain impairment <input type="checkbox"/></p> <p>Vision <input type="checkbox"/></p> <p>Medical condition <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<p>SCHOOLING</p> <p>7) <i>What is your highest COMPLETED school level? (Please tick ONE box only)</i></p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent <input type="checkbox"/></p> <p>Year 8 or below <input type="checkbox"/></p> <p>Never attended school <input type="checkbox"/></p> <p>8) <i>In which YEAR did you complete that School level?</i> _____</p> <p>9) <i>Are you still attending secondary school?</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>PREVIOUS QUALIFICATIONS ACHIEVED</p> <p>10) <i>Have you SUCCESSFULLY completed any of the following qualifications?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <small>IF No – Go to Question 7)</small></p> <p><i>If YES, please tick ANY applicable boxes</i></p> <p>Bachelor's degree or Higher Degree <input type="checkbox"/></p> <p>Advanced Diploma or Associate Degree <input type="checkbox"/></p> <p>Diploma (or Associate Diploma) <input type="checkbox"/></p> <p>Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/></p> <p>Certificate III (or Trade Certificate) <input type="checkbox"/></p> <p>Certificate II <input type="checkbox"/></p> <p>Certificate I <input type="checkbox"/></p> <p>Certificates other than the above <input type="checkbox"/></p>	<p>EMPLOYMENT</p> <p>11) <i>Of the following categories, which BEST describes your current employment status?</i> <small>(Please only select ONE of the following boxes)</small></p> <p>Full-Time employee <input type="checkbox"/></p> <p>Part-Time employee <input type="checkbox"/></p> <p>Self-employed - not employing others <input type="checkbox"/></p> <p>Employer <input type="checkbox"/></p> <p>Employed - Unpaid worker in a family business <input type="checkbox"/></p> <p>Unemployed – Seeking full-time work <input type="checkbox"/></p> <p>Unemployed – Seeking part-time work <input type="checkbox"/></p> <p>Not employed – Not seeking employment <input type="checkbox"/></p>	<p>STUDY REASON</p> <p>12) <i>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?</i> <small>(Please only select ONE of the following boxes)</small></p> <p>To get a job <input type="checkbox"/></p> <p>To develop my existing business <input type="checkbox"/></p> <p>To start my own business <input type="checkbox"/></p> <p>To try for a different career <input type="checkbox"/></p> <p>To get a better job or promotion <input type="checkbox"/></p> <p>It was a requirement of my job <input type="checkbox"/></p> <p>I wanted extra skills for my job <input type="checkbox"/></p> <p>To get into another course or study <input type="checkbox"/></p> <p>For personal interest or self-development <input type="checkbox"/></p> <p>Other reasons _____ <input type="checkbox"/></p>

14. RECOGNITION OF PRIOR LEARNING(RPL) / CREDIT TRANSFER (CT)
Credit Transfer (CT)

When a student achieves a "Competent" outcome for a unit of competency, the student is not required to enrol in the same/equivalent unit again (unless the RTO grants approval).

Those students who are able to provide evidence (such as an Academic Record or a Statement of Attainment) that they have successfully completed and achieved competency in an Australian Registered Training Organisation (including Auscare) must apply for a "Credit Transfer" (an exemption) from the equivalent unit of competency in the qualification you wish to enrol in before accepting an enrolment offer. Students who fail to declare their prior achievements may be required to repeat a unit/s of competency and will not be eligible for a refund.

Recognition of Prior Learning (RPL)

The student believes that they have prior learning and/or experience relevant to a course unit gained through informal and non-formal methods.

Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, should apply for RPL and provide sufficient, relevant evidence and supporting documentation with their application to Auscare – PRIOR to accepting an enrolment offer or commencing their enrolled course. Failure to apply and gain approval prior to your course commencement may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Please provide details of any CT or RPL you have/will have in this application to enrol. Applications for CT and RPL are available via the Website (see below) or on request via your Agent or directly from Auscare enquiries and reception.

Would you like to apply for RPL or CT of any units/qualifications with Auscare.

Yes No

If yes, please make sure you complete Auscare Application for RPL or CT and attach all relevant documentation.

15. TERMS AND CONDITIONS

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

- a) It is mandatory that students fulfill entry requirements for their course of enrolment.
- b) On completion of training, students who are not yet competent will be offered the opportunity to be reassessed. A student who is not yet competent will be given a third and final opportunity to reassess.
- c) In the event that a student is required to be reassessed at any point in time, they will receive further guidance from their trainer before being reassessed.
- d) A Statement of Attainment will be issued if the student is competent in some but not all units of competency.
- e) All students will receive an orientation to Auscare, which includes information on their rights and responsibilities under Australian Commonwealth, State, and Territory legislation and regulations.
- f) A International Student Handbook is given to students, which includes their rights and responsibilities in relation to their training.
- g) The students acknowledge that they must observe Auscare's policies and procedures in compliance with State and Federal legislation and regulations, as well as the Student Visa requirements, as outlined in the Student Handbook / International Student Handbook.

2. Visa Requirements

- a) In accordance with visa requirements, all students are required to enrol full-time and attend 80% of classes in their course during the duration specified in their Confirmation of Enrolment (CoE).
- b) Students who fail to meet the minimum attendance requirements may be reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.
- c) If a student fails to commence studies on the agreed commencement date, Auscare will cancel the student's CoE after 14 days, unless a new starting date has been agreed upon. Those students who do not start their studies will be reported to the DHA, and their visas may be cancelled.
- d) Prior to beginning a course of study, students must obtain Overseas Student Health Cover (OSHC) for the duration of the course. Auscare has agreements in place with OSHC providers and can help you obtain health insurance.

3. Enrolment & Selection

- a) In this form, you are registering your initial interest in training at Auscare and not confirming your enrolment. Students are asked to fill out the form to determine whether they are suitable for their course of study.
- b) Students are required to attend a minimum of 20 hours of course contact per week of face-to-face learning.
- c) If the student has a medical condition or disability or requires assistance during their training, they must notify Auscare.
- d) It is necessary to pay the Enrolment Application Fee with the enrolment application to allow the application to be processed.
- e) The student is responsible for noting the advertised date, time, and location of the course.
- f) If a course has low enrolment, it may be cancelled. Students will be contacted as soon as possible. Please make sure your contact information is up to date.
- g) In the event that a student wishes to transfer or credit their course placement due to changed personal circumstances, every effort will be made to place the student in an alternative course
- h) Auscare will ensure you are placed in an alternative pre-scheduled course if you are unable to complete your current course due to changed personal circumstances.
- i) If students meet all prerequisites, they can join the course after the course commences. If you enrol late, you will still have to pay the full course fee.
- j) At any time, Auscare reserves the right to refuse admission to a course, terminate a student's enrolment in a course or change a Trainer/Assessor.
- k) It is at the students' own risk that they participate in courses that involve physical activity, such as field trips, practical demonstrations, etc. Students studying on campus are covered by public liability insurance.
- l) Students are not entitled to a refund for airport pickup services or accommodation arrangements/homestay placements after a confirmation email has been sent to them.
- m) A completed Enrolment Application Form does not guarantee admission to Auscare.
- n) Auscare reserves the right to decline applications.
- o) Applicants from countries with assessment levels 3 are encouraged to contact Auscare's representative (Education Agent).
- p) Auscare will process applications once it receives all required documents and the non-refundable Enrolment Application Fee.

- q) A fee for the accommodation arrangement/homestay replacement as well as the airport pickup service arrangement is payable each time an arrangement is requested.
- r) A student is required to pay additional fees when the duration of their studies at Auscare must be extended to complete the course.

4. Course Fees and Payments

- a) You can find out more about course fees on Auscare website at auscaretraining.edu.au by reading the Student Handbook and International Student Handbook as well as Auscare Policies and Procedures. These include the required deposit; administration fees; tuition fees, non-tuition fees; refund policies, and any other pertinent and/or possible charges.
- b) Payment of fees must be made by electronic bank transfer or bank cheque to Auscare's stated bank account. Any monies paid to agents are not the responsibility of Auscare.
- c) Fees may be changed without notice by Auscare.
- d) Course fees and enrolment fees do not include personal expenses, such as accommodation, living expenses, social activities, stationary, or other equipment that students may choose to purchase.
- e) Enrolment Application Fees and Administration Fees are non-refundable.
- f) All students who have been assessed and deemed competent in all required units of competence within each enrolled qualification will be issued a certificate, academic record, or statement of attainment. Initial awards/certificates (including Academic Records) and/or Statements of Attainment are provided to all enrolled students at no additional charge, since they are included in their PAID tuition. Reprinting or replacing a student's Certification will incur a fee of \$50 - a certificate reissue fee. – Please refer to Auscare Fee and Charges Policy in the Student Handbook / International Student Handbook or visit Auscare website at: auscaretraining.edu.au.
- g) Non-payment of fees by the due date will incur a late fee of AUD \$250.
- h) By not paying their course fees by the due date, the student risks having their CoE cancelled. Whenever a student has difficulty paying fees on time in accordance with Auscare's payment requirements and/or plan, it is their responsibility to contact Student Support before the due date.
- i) Enrolment Application Fees are non-refundable and must be paid with this Enrolment Application Form.
- j) Prior to reassessment, trainers will provide further guidance to students who need to be reassessed.
- k) A Statement of Attainment will be issued if a student is deemed competent in some but not all of the competency units, and a six-month period will be given for reassessment.
- l) In accordance with these Standards, Auscare is responsible for the quality of training and assessment, as well as for issuing certification documentation in accordance with the AQF.
- m) You can find Auscare bank account details in para 15 above for payment of relevant application and course fees and charges.

5. Refund Policy

Please read through the refund policy available on auscaretraining.edu.au. Refund policy is very detailed, so you should familiarize yourself with it.

6. Deferring, Suspending, Cancelling, Withdrawing or Transfer:

- a) For withdrawals, deferrals, and amendments, you must submit a written request. Please refer to Auscare's Deferral, Suspension, Cancellation, Withdrawal and Transfer Policy as well as Refund Policy on Auscare website auscaretraining.edu.au.
- b) Deferring a course requires written permission from Auscare. If permission is granted, DHA will be notified via PRISMS. If a student's enrolment is deferred or temporarily suspended by the institute due to compassionate or compelling circumstances (e.g. illness making it impossible for them to attend classes), or misbehaviour, enrolment may be deferred or temporarily suspended.
- c) Detailed information about the conditions under which a student may defer, suspend or cancel their enrolment can be found on Auscare website.
- d) In the event that a student does not commence a course, withdraws before the course ends, or changes their course, Auscare must notify DHA via PRISMS.
- e) If students are unable to arrive on time, they may be given up to one week to begin. After one week, students cannot guarantee their place in the course. Upon arriving after the agreed date, the student may have to re-enrol for the next term.
- f) On student files, evidence of the assessment of applications for deferment or suspension of enrolment will be kept.
- g) Upon suspension or cancellation of the student's enrolment by Auscare, the student will be informed of the suspension or cancellation and has 20 working days to access Auscare's internal complaints and appeals procedure if the suspension or cancellation is not initiated by the student.

7. Accommodation and Airport Pickup Service

- a) Auscare will need at least 28 days' notice to arrange accommodation and 14 days for airport pick-up service if you need assistance with those arrangements.
- b) The student will be accompanied from the airport by an approved member of Auscare if he or she has requested an Airport Pickup Service.

8. Students Contact Details

- a) When a Auscare student enrolls in a course at Auscare, they receive an individual Auscare email address at Orientation or on the first day of their first course. All communications between Auscare and Auscare student will be sent and received via this Auscare e-mail address.
- b) Auscare requires all international students to provide their Australian residential address within seven (7) days of arriving in Australia, and any changes in address or other contact details, such as phone numbers, email addresses, etc., within five (5) working days.

9. Termination

- a) Auscare may expel a student for violating the enrolment or visa terms. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. Visa cancellation may result from this.

10. Privacy Statement

- a) Auscare understands the importance of securing any form of personal information collected from prospective students, students and/or other stakeholders. All information collected is used for the purpose of enrolment, training, assessment, and certification of students. Data is stored within a password-protected database or in a locked filing cabinet.
- b) Under Commonwealth and State legislation, Auscare must report data to certain government departments. Student records may be requested by the government regulatory body for the purpose of auditing an RTO against the Standards for RTO's 2015 and/or the National Code 2018. A student's information will not be released to a third party (apart from the above legal requirements) without the student's express written consent. Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.
- c) In the course of the student's studies at Auscare Campus, Auscare has the right to take photographs, videos, and DVDs of the student.

11. Changes to Agreed Services

- a) Any changes to the agreed services that will have an impact on the student, including the closure of Auscare, will be communicated to the learner in writing as soon as possible. This includes changes to any third-party arrangements or changes in ownership or any changes to existing third-party arrangements.
- b) If a registered provider intends to relocate premises (including its head office and campus locations), it must notify the designated authority (ASQA) and its students at least 20 working days in advance.

12. Consumer Guarantee

- a) Auscare guarantees that the services it provides will be:
 - Providing a high level of care and skill
 - Meeting any specified purpose (explicit or implicit)
 - Delivering training within a reasonable timeframe (when no timeframe is specified).

13. Cooling Off Period

- a) Auscares protect students' rights, including those pertaining to cooling-off periods as required by law.
- b) The student may cancel the enrolment by writing a formal notice of cancellation to the International Student Officer (a letter or email is acceptable) within 10 business days of signing and accepting Auscare Letter of Offer. You can find more details regarding the refund process and requirements for students who have already commenced the training in Auscare Refund Policy and Procedures.

14. Complaints and Appeals

- a) Students experiencing difficulties are encouraged to speak with the Academic Coordinator or the International Student Officer if they have any concerns. In the event that a student needs assistance, Auscare's Student Support staff will be available at a mutually convenient time.
- b) To lodge a complaint, a Student is required to complete Auscare Complaints and/or Appeals Form, which is available via Auscare website or by contacting Auscare Perth Reception. You should submit the completed form to Auscare for processing.
- c) Further information on the process can be found in the Student Handbooks or in Auscare Complaints and Appeal Policy and Procedures on Auscare website: auscaretraining.edu.au.

15. Credit Transfer

- a) Auscares that are Registered Training Organisations (RTOs) are required to recognise the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and statements of attainment issued by other RTOs.
- b) The student will receive credit transfer for units of competency that directly relate to the units of competency necessary for the student to successfully complete Auscare qualification. Auscare requires students to submit original evidence and/or supporting documentation of previously acquired competencies along with their credit transfer application. In accordance with Auscare policies and procedures, all applications and supporting evidence will be assessed. The results of the application will be notified to the student in writing.
- c) If you wish to find out more information and apply, please refer to the Student Handbooks, or visit Auscare website at: auscaretraining.edu.au.

16. Support Services

- a) We aim to identify and respond to all student learning needs and cater to diverse clients' learning needs. At all stages of their learning experience from enrolment through course completion, students are encouraged to express their views and talk to a Auscare trainer about their learning requirements.
- b) As part of their enrolment, all students must meet the minimum English language skills requirements and Academic Level, however some students may require further educational assistance and support. An intervention meeting will be held for students who require assistance and/or support, or who have been identified as needing assistance by Auscare. Auscare will assist students where possible, either internally or by referring them to an external support agency.
- c) While students are training at Auscare, Auscare is committed to providing them with assistance, advice, and support. You can find more information about the types of support available in the Student Handbooks or on Auscare website.
- d) To accomplish this and to ensure high-quality training and education, Auscare provides vocational training and assessment support, as well as mentoring sessions for students to enhance and extend their training outcomes. In the first instance, students are encouraged to schedule an appointment with their trainer, and if necessary, they can then schedule an appointment with Auscare for further support and/or assistance.

17. Legislative and Regulatory Requirements

- a) Students will undergo an orientation with Auscare, which will cover their rights and responsibilities in relation to the relevant Commonwealth, State or Territory legislation and regulatory requirements. The International Student Handbook and the Orientation Presentation contain information about the rights and responsibilities of students as they participate in vocational education and training.
- b) Students acknowledge Auscare's policies and procedures, as outlined in the Student Handbook, in accordance with State and Federal legislation and regulations.

18. Age Dependents

- a) Any primary or secondary school fees will be the student's responsibility if they are accompanied by school-aged dependents. Dependents are not eligible for free education at government schools.
- b) During the time that a student is studying at Auscare, any dependents of the student must enrol in and attend school.

19. Auscare Contact Hours

- a) Please contact us by appointment only between 9:00 AM and 5:00 PM. Email correspondence takes place only during the week and not on weekends or public holidays. During weekends and public holidays, Auscare does not take calls or reply to e-mails.

20. Pre-Departure when Travelling to Australia Information

- a) The following website can provide useful information about traveling and living in Australia if this is your first time studying in Australia: <https://www.studyinaustralia.gov.au/english/live-in-australia>.

21. Submitting your Application to Auscare

- a) Please fill out the Enrolment Application form provided by Auscare and send it to enrolment@auscaregroup.com.au or to your Auscare-approved Education Agent or in person at Auscare's reception.

22. Enrolment and Acceptance

- a) Upon receipt of the Enrolment Form, Auscare Student Support Staff will review and assess the Enrolment Application and all supporting evidence/documentation for accuracy and completeness. Upon review of the application and all supporting documentation, the application will be approved and processed to the next stage, where a Auscare Letter of Offer (LOO) will be sent to the applicant.

23. Entry Requirements

- a) **Leadership and Management Courses**

BSB50420 Diploma of Leadership and Management
 BSB60420 Advanced Diploma of Leadership and Management
 BSB80120 Graduate Diploma of Management (Learning)

Minimum academic level:

Completion of Australian Year 12 or other equivalent Australian qualification/s.

Prior employment or work experience that demonstrates the required entry level knowledge, skills and experience within a business, leadership, management or other relevant industry sector/level.

Minimum English proficiency requirements

Evidence of an IELTS test Score of 5.5 or equivalent for a Diploma level.

Academic Entry Pathways

Students who enrol in individual or packaged courses must successfully complete the lower course (Diploma) before commencing the higher levels (Advanced Diploma or Graduate Diploma) sequentially.

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Minimum Age for students to enrol at Auscare

18 years of age and above

 a) Individual Support and Community Services Courses

CHC33021 Certificate III in Individual Support

CHC52021 Diploma of Community Services

CHC62015 Advanced Diploma of Community Sector Management

Minimum academic level:

Completion of Australian Year 10 or other equivalent Australian qualification/s for entry to a Certificate III level, or

Completion of Australia Year 12 or other equivalent Australian qualification/s for entry to a Diploma level.

Prior employment or work experience that demonstrates the required entry level knowledge, skills, and experience within the Individual Support and Community Services and/or other relevant industry sector/level.

Minimum English proficiency requirements

Evidence of an IELTS test Score of 5.0 or equivalent for a Certificate III and IV qualification, or

Evidence of an IELTS test Score of 5.5 or equivalent for a Diploma qualification.

Academic Entry Pathways

Students who enrol in individual or packaged courses must successfully complete the lower course (Certificate III) before commencing the higher levels (Diploma and Advanced Diploma) sequentially.

Minimum Age for students to enrol at Auscare

18 years of age and above

24. Study & Assessments Hours and Requirements

- a) All classes are delivered in English. Delivery method is Face-to-face with some structured external learning. Classes are scheduled to meet the minimum student study visa requirements of 20 Face-to-Face Contact hours per week (2.5 days per week of classes).
- b) In addition, CHC33021 Certificate III in Individual Support course includes a work-based training of 120 hours over a period of 3 weeks. While CHC52021 Diploma of Community Services course includes a work-based training of 240 hours over a period of 6 weeks. During the work-based training, students will be able to practice their knowledge and skills in real workplace settings.

25. Campus Locations

- a) Auscare Campus:
60-62 Stirling Street, Perth WA 6000, Australia.

Telephone: 08 6323 2023

Email: enrolment@auscaregroup.com.au

Website: auscaretraining.edu.au

16. APPLICANT DECLARATION

I hereby declare that the information provided in this Application Form and other supporting documents are true and accurate. I acknowledge and agree to the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Refund Policy and Procedures of Auscare, and to be bound by the Conditions of Enrolment and policies and procedures of Auscare. I understand that Auscare reserves the right to vary or reverse any decision concerning admission based on incorrect, incomplete or fraudulent information.

I confirm that the information provided in this application regarding my study plan is true and accurate. It is my understanding that any changes to my study plan may be considered detrimental.

I acknowledge and confirm that I understand this Application Form includes questions for Auscare to collect and provide AVETMISS compliant records to meet their requirements for VET provider data collection. AVETMISS Records and Auscare's Privacy Statement are available at Auscare's reception desk and on Auscare website.

I acknowledge and confirm that Auscare respects my privacy. Information collected, stored, and used by Auscare is used to administer admissions, enrolment, and education for students and prospective students.

I acknowledge and understand that the information collected will be kept confidential and that it will not be disclosed to third parties without my consent, except to comply with government, legal, or regulatory authority requirements, or to authenticate information I provided as part of Auscare's application process. Auscare's Privacy Policy reflects both the National Privacy Principles outlined in the Privacy Act 1988 and the Information Privacy Principles outlined in the Information Privacy Bill 2007 (WA). On this application form, you will find information about our Privacy Policy under the conditions of enrolment.

I understand that Auscare will apply for my Unique Student Identifier (USI) on my behalf, unless I provide my own. I acknowledge that they will use the ID I provided in the application process. I agree that my Auscare email account will be used as part of the registration process, that I must authenticate my USI myself, and that I may update my contact information at any time. Detailed information about USI requirements can be found at www.usi.gov.au.

I understand that Auscare will send me a notice regarding the use of this function to confirm my USI when they perform a search to locate my USI.

I consent to DHA providing Auscare with any information about my visa status is valid from the time I apply until I leave Australia.

I understand that this Enrolment Form requires the payment of an Enrolment Fee, and that the fee is non-refundable.

I understand that this agreement and Auscare's Complaint and Appeals processes do not remove my right to take action under Australian Consumer Protection Laws.

I consent and I authorize Auscare to use photos, testimonials, and videos taken of me for advertising or marketing purposes.

I understand that an offer letter will only be issued after Auscare approves and verifies this application and supporting documents.

APPLICANT'S SIGNATURE:		DATE:	
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Note: Once this form has been completed and signed, please email to enrolment@auscaregroup.com.au or hand over to the Student Support at Auscare Campus at 60-62 Stirling Street, Perth WA 6000, Australia.

Record of updates and changes:

Version No.	Issue date	Nature of Amendment
1.0	20 June 2023	Final version, submitted for registration