

APPLICATION FOR ADMISSION

INTERNATIONAL APPLICANTS ONLY

Avir Institute of Skills Pty Ltd (referred as "Avir Institute")

- 1. Complete all sections using BLOCK LETTERS.
- 2. Attach supporting documents, including copies of your passport and academic documents.
- 3. Students will be charged AUD \$300.00 (non-refundable) Application Fee.

1. Personal Details (Please	choose by placing an X	K in the box	es that apply	to you)				
Title:	□Mr.□Mrs. □Ms. □	Other	Gender:	□ Male	□ Female	□ Other		
Date of Birth: [Day/month/year]			Country of Birth:					
Surname:			Given Names:					
*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Avir Institute of Skills (Avir Institute) to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document that you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation. ** Single Name Only: (If you only have a single name please tick this box and write your single name in the Given Name section or Family Name section, whatever matches your USI and passport.								
2. English Language Proficie	ncy							
In which country were you bo	born?							
Do you speak a language other than English at home?	□ No, English only □ Yes, other - please specify				□Yes □	No		
How well do you speak English?	□ Very well □ Well □ Not well □ Not at all	language t years e.g. I equivalent	caken the Englest in the last ELTS, PTE, TC (if yes please (st and score)?	two (2) DEFL or indicate	Test NaScore ADate:	me: chieved:		
□ Not Required. I am from (please tick): □ United Kingdom □ Ireland □ Canada □ South Africa □ USA *Please note that all the students must undertake a Language, Literacy and Numeracy test before the course commencement at Avir Institute of Skills. Language, Literacy and Numeracy test will be conducted on campus under the supervision of a qualified assessor prior to the commencement.								
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait origin, mark both 'Yes' boxes)								
□ No	☐ Yes, Aboriginal ☐ Yes, Torres			res Strait Islander				
3. Contact Details								
Address (Home Country)								
Address:								

91-93 Queensbridge Street, Southbank, Vic 3006
Application Form | Version no: 2.0

ABN: 72 164 918 805 | RTO Code: 45890 CRICOS Code: 04043A



State/Province:		Country:		Post Code:
Phone no:		Email:		
Residential Address (Australi	ia)	<u>'</u>		
Address:				
Suburb:		State:		Post Code:
Phone no (home):		Phone work:		
Mobile no:		Email:		
Postal Address in Australia (i	f different from Resident	tial)		
Address:				
Suburb:		State:		Post Code:
Preferred method: □ Email	□ Phone			
Emergency Contact Details				
Name of the person:		Relationship you:	to	
Address:		Mobile/phone no:		Email Id:
4. Passport Details:				
Passport no:		Passport Exp Date:	piry	
Country and place of passport issue:				
A true copy of your original doc	uments must be provided	as part of you	r application.	
5. Visa Details (if applicable)				
Visa Type:		VISA Subclas	ss:	
VISA Number:		VISA Expiry date:		
6. Education Agent				
Did you choose any Education Agent? If yes, please fill in the details of the agent referred.	□ Yes □ No	Name of the Agent:		
Address:		Mobile:		
Phone:		Fax:		

W: www.avir.net.au

Ph: 1300 042 847 | 1300 04 AVIR



Email:				Agent Sta					
7. Overs	eas Student Health Co	over							
OSHC Arranged Yes (Fill up Part A) No (refer to Part B)									
Part A-Iı	surer Details								
Name of	the Insurer:			Member N	lumber:		Date of expiry:		
Part B									
1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC. 2. Please refer to the link provided for information on the length of your OSHC - https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/length-of-stay Note: Avir Institute does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, Avir Institute can assist students in arranging their own OSHC. Please contact Avir Institute for assistance in arranging OSHC.									
8. Disability Status (Please choose by placing an X in the boxes that apply to you)									
Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No									
	licate the presence of a may indicate more thai		airment or	long-term	condition,	please select tl	ne area(s) in th	e following	
□ Physica □ Learnia	□ Hearing/Deafness. □ Physical □ Learning □ Intellectual □ Other □ Medical Condition □ Medical illness □ Acquired Brain Impairment □ Vision								
If Yes, do you require additional assistance because of this disability or any other support need during your study? □ Yes □ No Please provide details of what support you will require during you study:									
9. Course Selection (Please indicate the courses that you are applying for by placing a tick against them)									
Please be advised that as part of the application process, you will be required to attend a pre-training review and complete an Language Literacy and Numeracy (LLN) assessment to ensure the suitability of the course you are applying for and to identify any additional support needs that you may have to successfully complete the course.									
Please	Course Code and Nam	e CRICOS	Duration	(Weeks)	Total	Total	Application Fees	Total	

Please tick	Course Code and Name	CRICOS Course Code	Duration (Weeks) Including holiday breaks)	Total tuition fee (AUD)	Total *material fee	Application Fees	Total Course Fee
	SIT30821- Certificate III In Commercial Cookery	114174H	60 weeks (including 12 weeks holiday breaks)	\$16,100	\$1,100	\$300	\$17,500
	SIT40521- Certificate IV In Kitchen Management	114175G	84 weeks (including 18 weeks holiday breaks)	\$17,200	\$1,000	\$300	\$18,500



SIT50422- Diploma of Hospitality Management	114176F	75 weeks (including 15 weeks holiday breaks)	\$17,200	\$1,000	\$300	\$18,500
SIT60322- Advanced Diploma of Hospitality Management	114177E	99 weeks (including 21 weeks holiday breaks)	\$21,200	\$1,000	\$300	\$22,500
CPC30620 - Certificate III in Painting and Decorating	110816M	94 weeks (including 24 weeks holiday breaks)	\$18,000	\$1200	\$300	\$19,500
CPC50320 - Diploma of Building and Construction (Management)	110817K	78 weeks (including 8 weeks holiday break)	\$14,000	\$750	\$300	\$15,050
FNS40222 - Certificate IV in Accounting and Bookkeeping	111637F	36 weeks (including 6 weeks holiday breaks)	\$8,000	\$500	\$300	\$8,800

Material Fees: It will include printed reading materials, books and handouts. In addition to this, material fees will also include the materials as listed below for each qualification:

For **Commercial Cookery & Hospitality courses –** Utensils and raw cooking materials used in practical training will be provided. You must bring your own safety boots and Chef's uniform.

Material provided for CPC30620 - Certificate III in Painting and Decorating & CPC50320 - Diploma of Building and Construction (**Management**) - Personal Protective Equipment and material kit including Protective glasses, safety vest (Neon/ Glowing), Protective gloves, earmuffs and working uniform mask and hard hat. You must bring your own safety boots (steel cap shoes).

Material provided for FNS40222 - Certificate IV in Accounting and Bookkeeping - Access to MYOB student version software.

Delivery Mode:

For Commercial Cookery & Hospitality courses - Training will be conducted face to face on a fulltime basis in a classroom and practical training at AVIR Institute of skill's commercial kitchen.

For CPC30620 - Certificate III in Painting and Decorating - Training will be conducted face to face on a fulltime basis in a classroom and practical training at AVIR Institute of skill's Painting and Decoration workshop with access to a simulated environment.

For CPC50320 - Diploma of Building and Construction (Management)- Training will be conducted face to face on a fulltime basis in a classroom and practical training at AVIR Institute of skill's Painting and Construction workshop with access to a simulated environment.

For FNS40222 - Certificate IV in Accounting and Bookkeeping - Training will be conducted face to face in a classroom, practical training at Tanishq accounting environment with access to a simulated environment.

Delivery Location:

Classroom - 91-93 Queensbridge Street, Southbank, VIC 3006

Practical training - Painting and Decoration workshop & Painting and Construction workshop - 91-93 Queensbridge Street, Southbank, VIC 3006

Commercial Kitchen - 14/65 Mark St, North Melbourne 3051

Please Note: Students are required to attend a minimum 20 scheduled course contact hours per week.

Details of course information can also be found on Avir Institute's website: www.avir.net.au or can be made available at the reception.

10. Previous qualification achieved (PLEASE DO NOT LEAVE IT BLANK, IT'S MANDATORY)

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AVIR INSTITUTE OF SKILLS Pty Ltd ATF AVIR INSTITUTE OF SKILLS

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Have you successfully completed any of the following qualifyes, tick any of the below boxes:	ications in Australia or hold any overseas qualification? If					
☐ Bachelor's Degree or higher ☐ Advanced Diploma or asso☐ Certificate II ☐ Certificate I ☐ Other education (including others, please specify						
Name of the Institute: Year Awarded:						
In the case of overseas qualification, has the qualification be \square YES \square NO	en assessed as equivalent to an Australian qualification?					
Attach documentation including copies of all academic record accompanied by a translated copy. If you believe you have re (e.g. employer reference, curriculum vitae, etc.)						
11. Study Reason						
☐ 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 for a different career	☐ For personal interest or self-development					
☐ To get a better job or promotion	☐ To get skills for community/voluntary work					
12. Schooling						
What is your highest completed school level? (Tick ONE box	only)					
☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent						
☐ Year 9 or equivalent ☐ Year 8 or below	□ Never attended school					
Are you still enrolled in secondary or senior secondary educ	ration?					
13. Employment						
Which of the following best describes your current employn	nent status?					
☐ Full time employee ☐ Part time employe	e Unemployed-seeking full time work					
\square Unemployed-seeking part time work \square Self-employed - no	ot employing others Dot employed -not seeking					
employment						
□ Employed - unpaid worker in a family business	□ Self-employed – employing others					
Which of the best describes your employment sector?						
□ A - Agriculture, Forestry and Fishing	□ K - Financial and Insurance Services					
B - Mining	□ L - Rental, Hiring and Real Estate Services					
☐ C - Manufacturing ☐ D - Electrical, Gas, Water and Waste Services	☐ M - Professional, Scientific and Technical Services ☐ N - Administrative and Support Services					
□ E - Construction						
□ E - Construction □ F - Wholesale Trade	□ O - Public Administration and Safety					
☐ E - Construction ☐ F - Wholesale Trade ☐ G - Retail Trade						
□ F - Wholesale Trade	□ O - Public Administration and Safety □ P - Education and Training					
□ F - Wholesale Trade □ G - Retail Trade	□ O - Public Administration and Safety □ P - Education and Training □ Q - Health Care and Social Assistances					

14. Recognition of Prior Learning/Credit Application



Have you ever studied with Avir Institute of Skills before?	Yes	□No					
Would you like to make an application for Recognition of Prior Yes No Maybe – Need more information If you indicate Yes or Maybe, you will be contacted to discuss further.							
Would you like to apply for Credit ? If YES, we will require certified copies of your transcripts from previous qualifications along with this enrolment form and the Credit Application Form.							
Are you applying for a Course Transfer (from anoth registered CRICOS provider)? If you indicate YES, a Course Transfer form must accompany to the lifty ou are transferring prior to completing 6 months of your professed, you must provide a letter of release except in certain our Student Handbook for more detail).	his application. principal course	□ No □ Maybe – Need more information					
15. Accommodation Requirements							
Do you require assistance in finding accommodation options?	□Yes	□No					
If yes, please specify below.							
What type of accommodation arrangements would you like?	□ Shared	□ Private					
Please note that Avir Institute's Student support officer can online search, suggesting accommodation sites, real estate provide accommodation to its students.							
Do you require assistance for Airport pickup?	□Yes	□ No					
Avir Institute can provide airport pick up. Students will be required to fill the Airport Pick up form available on Avir Institute website or students can email their request for Airport pick up at avir.edu@gmail.com Students are requested to contact the institute at 1300 042 847 prior to 5 working days of their arrival. Airport pick up fees: AU\$100. There is a help desk available at the airport for international students to assist students in finding suitable airport pick up services e.g., UBER and taxi services.							
Any other additional information:							
16. Marketing							
How did you find out about this course? □ Advertisement □ Newspaper □ Internet □ Friends □		□ Other, specify:					
17. Payment Details							
□ Payment by Credit Card (Please fill in the credit authorisa Note: Surcharge may apply on every transaction for the pay staff to check the credit card surcharge that may apply.		Please contact the admin support					
□ Bank Cheque made payable to Avir Institute of Skills (Avi	ir Institute)						

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□ Bank Transfer to be made to the following bank account:										
Account Name:	Avir Institute of Skills	Avir Institute of Skills								
BSB:	033505	Accoun	t Numbe	er	229960)				
Swift Code:										
Bank Name:										
Bank Address:										
18. Unique Studen	18. Unique Student Identifier (USI)									
From 1 January 2015, Avir Institute 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). Applying for a USI: If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/your-usi/create-usi on computer or mobile device. If you already have one: You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/find-your-usi										
Enter your unique If you already have o	student identifier one or have applied for one.									



19. Application Checklist

- □ Completed all sections of this application
- ☐ Attached copies of your passport
- □ Attached copies of your qualifications (as applicable)
- □ Read all the important information provided along with this application form including Student Handbook
- □ Attached copies of your English proficiency test
- ☐ Attached any other relevant documentation
- □ Read and signed the declaration

NOTE: Avir Institute of Skills is required to report student to the Department of Home Affairs based on unsatisfactory course progress for two consecutive study periods. Students must maintain competency in 50% or more units for satisfactory course progress in each study period and attend their classes regularly as the attendance and course progress will be monitored regularly. Detailed information on Attendance and Course progress can be found on Attendance and Course Progress Policy available on Avir Institute's website www.avir.net.au or student handbook.

All prospective students are required to familiarise themselves with the Enrolment policy and procedures of Avir Institute (available inside the Enrolment Kit) and read the student handbook for detailed information about the campus, facilities, equipment, learning resources, fee payable and fee payment, grounds on which enrolment may be deferred, suspended or cancelled, course progress and attendance requirements, complaints and appeals, Avir Institute policies and procedures etc. This will be available on Avir Institute's website www.avir.net.au or can be made available at the reception.

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.

We are required to collect the information on this form, and as such cannot enrol you as a student if this form is incomplete.

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

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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

International Student Information

Avir Institute is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Education, Skills and Employment and the Department of Home Affairs as well as the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

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 these surveys at the time of being contacted.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA) in relation to a survey about the training and assessment services that you have been provided with.

These survey responses do not belong to Avir Institute and are separate to any surveys that Avir Institute asks you to complete which are to contribute to improving the courses and services it provides.

Contact information

At any time, you may contact Avir Institute 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

Student Declaration and Consent

☐ I declare that the information provided on this form and supporting documentation is true and correct.
lacktriangle I have read and understood the information in handbook including Entry requirements (also available in the Enrolment
Kit), Privacy policy, Cancellation and Refund policy, Course progress and attendance policy, Complaints and appeals policy
and procedures of Avir Institute provided to me along with this application form.
☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
☐ I have read and understand Avir Institute of Skills's Enrolment policy and procedures (Available on Avir Institute website
<u>www.avir.net.au</u> inside the Enrolment Kit and student handbook)
\Box I acknowledge that the provision of incorrect information or documentation or the withholding of information or
documentation relating to my application may result in the cancellation of my enrolment.
☐ I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at Avir
Institute.
☐ I understand that I am responsible for keeping a copy of written agreements as supplied by Avir Institute of Skills, and
receipts of any payments of tuition fees or non-tuition fees.

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Student Name:	Date:	
Student Signature:		

DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 - Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18 It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 - Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — **Other'**A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination autism spectrum disorders are reported under this category.

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