

# ENROLMENT FORM

INTERNATIONAL



**Australian Institute**

of Design & Construction

RTO code: 46498 CRICOS Code: 04410E

## 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 NCVER and other bodies handle your personal information**

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. NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 Australian Institute of Design & Construction 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

## Course Selection

Which course would you like to enrol into?	<input type="checkbox"/> CPC30620 Certificate III in Painting and Decorating <input type="checkbox"/> CPC30220 Certificate III in Carpentry <input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building)	<input type="checkbox"/> RII50520 Diploma of Civil Construction Design <input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design
Preferred start date:	<input type="checkbox"/> 12-Jan-2026 <input type="checkbox"/> 16-Feb-2026 <input type="checkbox"/> 06-Apr-2026 <input type="checkbox"/> 11-May-2026 <input type="checkbox"/> 29-Jun-2026 <input type="checkbox"/> 03-Aug-2026 <input type="checkbox"/> 21-Sep-2026 <input type="checkbox"/> 26-Oct-2026 <input type="checkbox"/> Other preferred start date: ____/____/____	
Have you ever studied with Australian Institute of Design & Construction before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to apply for <b>Credit</b> ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information	
Do you wish to apply for <b>Recognition of Prior Learning</b> ? <i>If you indicate YES, you will be contacted to discuss this further</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information	

## Personal details

### 1. Enter your full name \*

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname) \_\_\_\_\_

First given name \_\_\_\_\_

Second given name (middle) \_\_\_\_\_

\* 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 Australian Institute of Design & Construction to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

### 2. Enter your birth date

Day/month/year |   |   |   |

### 3. Gender (Tick ONE box only)

Male

Female

Other

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

**5. What is the address of your usual residence?**

Please provide the physical address (street number and name, **not** post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	Country

**6. What is your postal address (if different from above)?**

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Postal delivery information (e.g. PO Box 254)	
Suburb, locality or town	
State/territory	
Postcode	Country

**7. What is your overseas address?**

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Postal delivery information (e.g. PO Box 254)	
Suburb, locality or town	
State/territory	
Postcode	Country

**Visa Details**

**8. Do you currently hold an Australian Visa?**

Yes, please fill below	<input type="checkbox"/> Y	No	<input type="checkbox"/> N <b>Go to question 9</b>
Visa Type			
Visa Number			
Visa Start Date		__/__/__	
Visa Expiry Date		__/__/__	

## Language and cultural diversity

**9. In which country were you born?**

Australia

Other – please specify \_\_\_\_\_

**10. Are you of Aboriginal or Torres Strait Islander origin?**

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

No  N

Yes, Aboriginal  Y  Y (yes to both)

Yes, Torres Strait Islander  Y

**11. Do you speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

No, English only  N

Yes, other – please specify \_\_\_\_\_ **Yes – go to question 11**

## English Language Proficiency

**If you answered YES in question 10, you must provide evidence of English Language Proficiency by completing a Department of Home Affairs approved English language test and have obtained a certain test score.**

For further information visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

**12. Do you speak a language other than English at home?**

No  N

Yes, please specify below  Y

Test Name: \_\_\_\_\_

Test Score: \_\_\_\_\_

Test Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If you said NO above, do you fall into an exemption category listed below:**

*You must provide evidence to support the exemption.*

- You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- You are an applicant who is a Foreign Affairs or Defence sponsored student, or a Secondary Exchange student (AASES)
- You are enrolled in a principal course of study that is a registered school course
- You are enrolled in a principal course of study that is a standalone English Language Intensive Course for Overseas Students (ELICOS)
- You are enrolled in a principal course of study registered and delivered in a language other than English
- You are enrolled in a registered post-graduate research course
- You have completed at least 5 years' study in English in Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- In the 2 years before applying for the Student visa you completed the Senior Secondary Certificate of Education in Australia in English while you held a Student visa
- In the 2 years before applying for the Student visa you completed a substantial component of a course that would qualify you under the Australian Qualifications Framework at the Certificate IV or higher level, while you held a Student visa.

*If you have not completed an English Language Test and do not fall into the exemption category, then you will be required to complete Australian Institute of Design & Construction's English Language Proficiency Assessment prior to receiving an offer. The Test may be undertaken face to face or online. All necessary information will be emailed.*

## Disability

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

Yes  Y **Yes – go to question 14**

No  N **No – go to question 15**

14. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

## Schooling

15. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

**Never completed any primary or secondary level education – go to question 17**

16. Are you still enrolled in secondary or senior secondary education?

Yes  Y

No  N

## Previous Qualifications Achieved

17. Have you SUCCESSFULLY completed any of the qualifications listed in question 18?

Yes  Y

No  N **No – go to question 19**

18. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

## Employment

### 19. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

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 employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>
Not employed – not seeking employment	<input type="checkbox"/>

## Study Reason

### 20. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
To get skills for community/voluntary work	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

## Emergency Contact or Next of Kin

### 21. Please provide details.

Full Name		
Relationship		
Contact Number	Email	
Address		

## Overseas Student Health Cover (OSHC)

### 22. Do you have Overseas Student Health Cover?

Yes <input type="checkbox"/> Y	No <input type="checkbox"/> N	NO, answer below
YES, Give provider details below	Do want the institution to organise OSHC for you?	
Name	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Policy Number	Please select policy type:	
Valid till date ___/___/___	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	
	Give reason why:	

**Accommodation**

**23. Do you want Australian Institute of Design & Construction to arrange your accommodation?**

No  N **No – go to question 24**

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Yes  Y State your preference:

Single room  
 Shared room  
 Hostel  
 Hotel

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**Airport Pickup**

**24. Do you require airport pickup service?**

No  N **No – go to question 25**

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Yes  Y

State your flight details

Airline	Flight Number
Arrival Date	Arrival time

**Unique Student Identifier (USI)**

From 1 January 2015, we Australian Institute of Design & Construction 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 NCVET. 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 computer or mobile device.

**25. Enter your Unique Student Identifier (USI) (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/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

**USI application through your RTO (if you do not already have one)**

**Application for Unique Student Identifier (USI)**

If you would like us Australian Institute of Design & Construction 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 <https://www.usi.gov.au/about-us/privacy>. 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 [NAME] .....authorise  
 Australian Institute of Design &  
 Construction..... 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>.

Town/City of Birth \_\_\_\_\_  
 (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below (numbered 1 to 8).**

**Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.**

**1. Australian Driver's Licence**

State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

**2. Medicare Card**

Medicare card number \_\_\_\_\_  
Individual reference number (next to your name on Medicare card): \_\_\_\_  
Card colour: (select which applies)

Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Yellow  Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

**3. Australian Birth Certificate**

State/Territory \_\_\_\_\_  
*Details vary according to State/Territory (see note above)*

**4. Australian Passport**

Passport number \_\_\_\_\_

**5. Non-Australian Passport (with Australian Visa)**

Passport number \_\_\_\_\_

**6. Immicard**

Immicard Number \_\_\_\_\_

**7. Citizenship Certificate**

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
day/month/year

**8. Certificate of Registration by Descent**

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Australian Institute of Design & Construction will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

## Genuine Student (GS) Requirement

Please answer the following questions. Answers must be written in English, with a maximum of 150 words per question.  
Where applicable, you may be required to provide evidence to support your responses.

### **Question 1**

*Give details of your current circumstances. This includes ties to your family, community, employment and economic circumstances.*

**Response**

### **Question 2**

*(a) Explain why you wish to study the course(s) and why you have selected to study the course(s) in Australia.*

*(b) Why have you chosen to undertake the course(s) with Australian Institute of Design & Construction?*

*(c) Explain the requirements of your intended course(s), and your reasons for wanting to study in Australia.*

**Response**



**Question 3**

*Explain how completing the course will be of benefit to you.*

**Response**

**Question 4**

*Give details of any other relevant information you would like to include.*

**Response**

### Student Declaration and Consent

Please ensure all mandatory questions are complete and legible and then complete the below (please tick all):

- I acknowledge that I have read the VET Student Enrolment Privacy Notice.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I declare that the information I have provided to the best of my knowledge is true, complete and correct.
- I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.
- I declare that I have visited the RTO's website and/or read the relevant policies and procedures, and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions, and the fee and refund policy.

Student Signature:		Date:	/ /
Student Name:			

### Parent/Guardian approval *Required If you are under 18 years of age at time of application*

Parent/Guardian Signature:		Date:	/ /
Parent/Guardian Name:			
<p><i>*If the Parent/Guardian signs this declaration, a copy of the parent's/guardian's identity document containing their signature must be provided with this Enrolment Form. Student must be 18 years of age at the time of course commencement.</i></p>			

Completed Enrolment Form may be submitted via mail to:

Level 5, 420 St Kilda Rd, Melbourne VIC 3004

OR

Completed scanned copy of the Enrolment Form and supporting documents may be submitted to:

[info@aidc.edu.au](mailto:info@aidc.edu.au)

## **Disability supplement**

### **Introduction**

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.