



Step Into Training Services (SITS)

Address: Unit 9 91 Wembley Road Logan Central Qld

Phone: 1300 467 487

RTO NO: 91533 | CRICOS Provider Code: 03474G

International Applicant Enrolment Form

Using this form

Read this application carefully, complete all sections and ensure that supporting documents are attached. Instructions to be followed:

1. Form should be filled by the student in **ENGLISH** using **BLOCK LETTERS**.
2. Please tick mark wherever applicable.
3. Your name, signature and details must all appear consistent with your passport and other official documents.
4. All dates should be mentioned in (DD/MM/YY) format.
5. Please use 'NA' where information is not relevant, fill all the white spaces.

Section A: Applicant Details

Full name

One name only

(Please provide your name in the below family name (surname) field.)

Title			
<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Other: _____			
Family name (surname) (As in your passport):			
First given name (As in your passport):			
Second given name (middle) (As in your passport):			
Date of Birth			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> (Indeterminate/Intersex/Unspecified)
Mobile	Phone	Email	
Alternative Email (optional)			
Passport No		Country of Birth	
Citizenship		Passport Expiry	
Emergency Contact Details	Full Name		
	Email		
	Phone	Mobile	
	Relationship		
Do you currently hold an Australian Visa?			
<input type="checkbox"/> No (Go to section B)			
<input type="checkbox"/> Yes (Please provide details below)			
Current Location	<input type="checkbox"/> Onshore (in Australia)	<input type="checkbox"/> Offshore (outside Australia)	
Visa Subclass		Visa Expiry Date	

Section B: Course Selection

Please refer to the student handbook for detailed information about our courses. You can find the student handbook on our website at www.sits.edu.au

Tick	Course Name	CRICOS Code	Course Duration (including holidays)	Preferred Intake
<input type="checkbox"/>	CPP20218 Certificate II in Security Operation	0101574	7 weeks	
<input type="checkbox"/>	CPP31318 Certificate III in Security Operations	0101575	7 weeks	
<input type="checkbox"/>	CPC30220 Certificate III in Carpentry	104869D	104 weeks	
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	103775G	72 weeks	
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	105235H	104 weeks	
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	104283H	60 weeks	
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	107409H	78 weeks	

Current residential address in Australia (if applicable)

Street Address

Town/City

State

Post Code

Permanent address in home country

Street Address

Town/City

State

Country

Post Code

Section C: Address Details

Current postal address (If different from residential address)?

Street Address

Town/City

State

Country

Post Code



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Section D: Language and Cultural Diversity

In which country were you born?	
Australia	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>

Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>	
No, English only	<input type="checkbox"/>
Yes, other – please specify	<input type="checkbox"/>

How well do you speak English?	
<input type="checkbox"/> Very Well	<input type="checkbox"/> Well
<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all

How well do you write English?	
<input type="checkbox"/> Very Well	<input type="checkbox"/> Well
<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all

Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	
No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Section E: Schooling

What is your highest COMPLETED school level? <i>(Tick ONE box only)</i>	
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 section F

Are you still enrolled in secondary or senior secondary education?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Section F: Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the qualifications listed below?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If YES, tick 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 <i>(Including certificates or overseas qualifications not listed above)</i>	<input type="checkbox"/>

Section G: Employment

Of the following categories, which BEST describes your current employment status? <i>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). (Tick ONE box only)</i>	
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"/>

Section H: Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course <i>(Tick ONE box only)</i>	
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"/>



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Section I: Disability

<p>Providing information about a disability or medical condition will not disadvantage your application, however, SITS needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.</p> <p>For further information regarding health matters please refer to: https://www.immi.gov.au/allforms/health-requirements/meeting-health-req.htm</p>		
<p>Do you consider yourself to have a disability, impairment or long term medical condition?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, Please provide details below:</i></p>		
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other:
<p>Do you have a medical or health related issue that may prevent a student visa being issued?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, Please provide details below:</i></p>		

Section J: Unique Student Identifier (USI)

From 1 January 2015, SITS 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/get-a-usi> on computer or mobile device or SITS can apply on your behalf, if you would like SITS to apply the USI on your behalf, please complete and submit the **USI application Form**.

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)

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Section K: English Language Proficiency

<p>Is English your first language?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>What is your first Language?</p>
<p>Have you studied at secondary level with English as the language Instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Have you undertaken an English Language Proficiency Test?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Test name:</p>	<p>Score:</p>	<p>Test date:</p>

Section L: Funds Required

Do you understand the costs associated with studying in Australia and associated policies of SITS available on our website (www.sits.edu.au)? (Including the cost of tuition, living expenses, overseas student health cover and travelling costs etc.)

Yes No

Please refer to the link given below to know more about cost of tuition, living expenses, overseas student health cover and travelling costs etc. while studying in Australia please visit:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo>

Section M: Overseas Student Health Cover (OSHC) Details

<p>Do you have a current OSHC?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Would you like SITS to arrange an OSHC on your behalf?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please select the type of OSHC:</p> <p><input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family</p>
<p>Please refer to the link below for the current OSHC prices and other information at https://www.nib.com.au/overseas-students</p>



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Section N:

Recognition of Prior Learning (RPL) or Credit Transfer (CT)

Do you wish to apply for recognition of prior learning?

Yes No

Have you been employed or gained experience through informal learning in the area covered by the course applied for?

Yes No

(If you have, you may be eligible for Recognition of Prior Learning - contact the Admission Office for further information. You must attach verified copies of documents to support an RPL application.)

Do you wish to apply for credit transfer?

Yes No

Have you enrolled in the same or a similar course you have selected above elsewhere?

Yes No

(If you have, you may be eligible for a credit transfer - contact the Admission Office for further information. You must attach verified copies of documents to support a credit transfer application)

Section O: Student's Checklist:

Student must make sure that he/she attaches all the documents (if applicable) as mentioned below. Please note that all the documents must be in English Only.

Documents	Tick	
Passport (Bio data page)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visa or VEVO	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overseas Student Health Cover (copy of)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
English Proficiency Test score	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Academic Transcripts (Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employment Certificates (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Letter from current education provider (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unique Student Identifier (USI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you require any language, literacy or numeracy assistance?

Yes No

Do you require help organising accommodation or Temporary Accommodation?

Yes No

Do you require airport pick-up?

Yes No

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.
- The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
- The NCVER does not intend to disclose your personal information to any overseas recipients.

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

If you would like to seek access to or correct your information, in the first instance, please contact.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Applicant's Declaration

I, have read, understand and agree to the following:

I declare that the information provided on this form and supporting documentations are true and correct

I understand that SITS may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.



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I understand that by completing this application, I am giving written consent to SITS to independently verify the information supplied by me in this form and request further documents as required.

I have been informed of my rights and obligations as a student with SITS, and agree to abide by all rules and regulations of SITS. I confirm that all arrangements are made to pay outstanding fees and charges applicable to the course and that SITS can withhold my academic results until my debt is fully paid and any property belonging to SITS has been returned.

I declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>

I agree to undertake a testing requirement prior to any course entry, if deemed necessary by SITS, and adhere to any other pre-requisite identified above.

I have read and understood SITS's Enrolment Policy and procedure, fee payment, fee refunds and Defer, Suspend or Cancel policy and all the Pre-enrolment information referred from the website:

www.sits.edu.au.

I understand that the availability of complaints and appeals process at SITS do not remove my rights to take action under Australia's consumer protection laws.

I confirm that I have received and read International Student Handbook available on www.sits.edu.au and fully understand the requirements of the course and relevant policies and procedures.

(Optional) I hereby give my permission to SITS to use my (Name, Testimonial, Image/photograph) in publications and advertisements produced by or for SITS. I understand that:

- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
- The above permission will apply for three years from the date of signing this form.
- I will not receive any compensation or payment for the above.
- Once my personal information has been published on the internet, SITS has no control over its subsequent use and disclosure.

A student's USI may be used for specific VET purposes including the verification of student data provided by SITS, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.

I agree to the Fee Charges and Refund Policy and Procedure.

I have also been provided with course information, duration of my course and I understand how to access support services, information and I understand that access to academic records is provided free of charge.

I understand that at any reasonable time, I may contact SITS to:

- Request access to my personal information
- Correct my personal information
- Make a complaint
- Ask a question about this Privacy Notice
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Signature of Applicant			
Name of Applicant			
Date			

Section P: Education Agent Details and Declaration

Company Title:

Contact Name:

Contact Details:

Agent's comments on this application:

Agent Declaration:

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

Agent's Signature:

Date:



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SUBMISSION OF APPLICATION

If you are a successful applicant, SITS will issue you with an Offer Letter and Enrolment Acceptance Agreement expressing the course of which you have been acknowledged. The Offer Letter will express all the course points of interest and in addition the charges for the course.

The acknowledgment of Offer Letter is the genuine assertion, which expresses all the information about the course, fees, refund and other details.

Return the copies of the Offer Letter and Enrolment Acceptance Agreement with your signature and the date to SITS and your course will commence as agreed.

Email it to:

info@sits.edu.au

or hand over your application at our head office:

Unit 9, 91 Wembley Road Logan Central Qld, Australia

BANKING DETAILS

Account Name:	HCR Constructions Pty Ltd
Bank Name:	ANZ
SWIFT Code:	ANZBAU3M
BSB:	013915
Account No:	4722 51289
If paying by credit card:	Please complete your credit card details: Credit card type: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card Details:	Card Number ----- Expiry Date: ___/___ CVV: _____ Card Holder Name: _____ Card Holder Signature: _____

FOR OFFICE USE ONLY

Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff's comments	
Staff Name	
Signature	
Date	