



Institute of Technology

UTF01—Application for Enrolment

PART 1—Select Your Course

- | Select Course | Course Code | Course name |
|--------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> | AUR20216 | Certificate II in Automotive Air Conditioning Technology |
| <input type="checkbox"/> | AUR20516 | Certificate II in Automotive Servicing Technology |
| <input type="checkbox"/> | AUR30616 | Certificate III in Light Vehicle Mechanical Technology |
| <input type="checkbox"/> | AUR32016 | Certificate III in Automotive Alternative Fuel Technology (LPG) |
| Short course | | |
| <input type="checkbox"/> | Carry out light vehicle wheel alignment operations (AURLTD006) | |
| <input type="checkbox"/> | Service and Inspect Hybrid Electric Vehicle (AURSS00037) | |
| <input type="checkbox"/> | Automotive LPG Installation, Service and Repair Skill Set (AURSS00032) | |
| <input type="checkbox"/> | Automotive LPG Service and Repair Skill Set (AURSS00033) | |

PART 2—Your Study Reasons

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

- | | | |
|----------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To get a job | <input type="checkbox"/> For personal interest/self development |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> I want an extra skills for my job | <input type="checkbox"/> Other |

PART 3—Your Personal Details

| | | | |
|-------------------------------------------------------|-------------------------|-------------------|---------------------------------------------------------------|
| Your first name: | _____ | Your family name: | _____ |
| Date of birth (dd/mm/yyyy) | | | <input type="checkbox"/> Female <input type="checkbox"/> Male |
| Mobile number: | Home phone: _____ | | |
| Email address: | _____ | | |
| Your residential address | Building/Property name: | Flat/Unit Number: | Street Number: |
| | _____ | _____ | _____ |
| | Street Name: _____ | | |
| Your Postal address? (If different from above) | Suburb: | State: | Post code: |
| | _____ | _____ | _____ |
| | Street Name: _____ | PO Box: _____ | |
| | Suburb: | State: | Post code: |
| | _____ | _____ | _____ |
| | Phone: _____ | Mobile: _____ | |

Provide your Unique Student Identification (USI) number?
(If you don't have one, register at www.usi.gov.au)

No, I will provide later

PART 4—Your Employment Details

| | | | | |
|-----------------------------------------------|----------------------------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| How long have you been working as a mechanic? | <input type="checkbox"/> Never | <input type="checkbox"/> 1-2 years | <input type="checkbox"/> 2-5 years | <input type="checkbox"/> > 5 years |
| Are you currently employed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer details: | Trading Name: _____ | | | |
| | Supervisor name: _____ | | | |
| | Contact number: _____ | | | |
| | Address: _____ | | | |
| | Suburb: | State: | Post code: | |
| _____ | _____ | _____ | | |

PART 5—Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualification in Australia? Yes No
Tick the relevant box if “yes”

Certificate I, II Certificate III Certificate IV Diploma or higher level

Please provide the full detail of the qualification completed: _____

PART 6—Language and Cultural Diversity

In which country were you born? Australia Other: _____

Are you an overseas student? No Yes Town of birth: _____

I am : Australian Citizen Permanent Resident New Zealand Citizen Asylum Seeker

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

Do you speak other language at home: No, English Only Yes, Please specify _____

How well do you speak English: Very well Well Not well Not at all

Do you require additional training support? No Yes, please specify: _____

PART 7—Disability and mental health

Do you consider yourself to have a disability, impairment or long-term condition? Yes, please specify below. No

If yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)

Hearing/deaf Learning Vision Physical Mental Illness

Medical Condition Intellectual Acquired Brain Impairment Other _____

Do you require additional training support? Yes _____ No

PART 8—Schooling

What is your highest COMPLETED secondary school level (tick one box only)

Year 12 or equivalent Year 10 or equivalent Year 8 or below

Year 11 or equivalent Year 9 or equivalent Never attended school

In which year did you complete that school level? _____ Are you still attending secondary school? Yes No

PART 9— Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualifications? Yes No (if no, please move on to the next question)

If yes, Yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.

A – Australian
E– Australian equivalent
I – International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

A – Australian
E– Australian equivalent
I – International

A E I
 Bachelor Degree or Higher Degree
 Advanced Diploma or Associate Degree
 Diploma (or Associate Diploma)
 Certificate IV (or Advanced Certificate/Technician)
 Certificate III (or Trade Certificate)
 Certificate II
 Certificate I
 Certificates other than the above

PART 10— Employment

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

Full-time Part-time Self employed - not employing others Employer

Employed - unpaid worker in a family business Unemployed - seeking full-time work

Unemployed - seeking part-time work Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to next Question.

- | | | |
|-----------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Professionals | <input type="checkbox"/> Technicians and Trade Workers |
| <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Labourers | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Other |

Which of the following classifications BEST describes the Industry of your current or previous Employer? If never employed go to next Question.

- | | | |
|---------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Mining | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Construction | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Accommodation and Feed Services | <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Transport, Postal and Warehousing |
| <input type="checkbox"/> Information Media and telecommunications | <input type="checkbox"/> Financial and Insurance Services | |
| <input type="checkbox"/> Rental, Hiring and real Estate Services | <input type="checkbox"/> Professional, Scientific and Technical Services | |
| <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Public Administration and Safety | |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Health Care and Social Assistance | |
| <input type="checkbox"/> Arts and recreation Services | <input type="checkbox"/> Other Services _____ (including automotive) | |

PART 11—Victorian Student Number (To be completed by all students aged up to 24 years only)

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No, I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (move to part 12)

Yes, I have attended a Victorian school since 2009. Please enter your Victorian Student Number (VSN)

Most recent Victorian school attended

.....
and / or

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

.....
.....
.....

PART 12—Course Credit

If you are applying for a Credit Transfer or a Recognition of Prior Learning, please select below:

Credit Transfer—If you have completed course module (s) elsewhere in Australia and wish to apply for Credit Transfer (s), please complete a Credit Transfer form and attach relevant certificates, transcripts, statement of attainments...

Recognition of Prior Learning (RPL)— UTAIT offers students recognition for skills and knowledge that they already possess. If you wish to apply for RPL, please complete an RPL application form and make an appointment with UTAIT’s assessor to discuss your specific needs.

PART 13— Identification Document submitted to search/verify or apply for the Unique Student Identifier

- | | | |
|--------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Driver’s licence | <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Australian Passport |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Certificate of Registration by Decent | <input type="checkbox"/> Overseas Passport with valid visa |
| <input type="checkbox"/> Citizenship Certificate | <input type="checkbox"/> ImmiCard | |

PART 14—Consent/Authority to Release Information and View Documents

I to provide consent and authority to release information and view documents in accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000.

While I undertaking training program at UTAIT, there will be times when UTAIT and/or its training representative, will need to discuss my situation with others. As part of the training and assessment, there will also be a need to observe and

examine workplace practices to help assess my work.

At the end of each training milestone, a report of my progress during that month may be presented to my organisation's nominated supervisor. This report will include:

- The level of training I am at, so the trainer may adjust my training if required.
- Days of absenteeism
- Progress in assessments and outcomes

A copy of this will be filed with my training records which I may request to view.

Any discussion held with me or my supervisor will be for purposes of my assessments and skills development.

During training with UTAIT, I will be required to participate in different surveys, including the National Students Outcomes Survey (NCVER).

PART 15—Consent/Authority to Apply/Search/Verify for the Unique Student Identifier

I agree to provide consent and authority for UTAIT to search, verify or apply for the Unique Student Identifier.

Note: Students who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemption to the Student Identifiers Registrar. Office of the USI Registrar, Canberra City ACT 2601, GPO Box 9839, Canberra ACT 2601

PART 16—Student Declaration

a) I understand my enrolment with UTAIT PTY LTD will be completed when the registration form has been received and accepted, this declaration has been completed, and the Course Fee or Administration Fee has been paid or an exemption granted.

b) I understand the information and the requirements of the course that I am enrolling. I understand that I may apply for Recognition of Prior Learning (RPL) by marking the appropriate box on the enrolment form. I am aware that I must provide supporting evidence as an attachment to my enrolment and that I must make this RPL election prior to the course commencing or on the day of induction. I can also apply for Credit Transfer by completing the applicable form and returning it to reception. The original certificate must be sighted or a verified copy of the original supplied. All students must submit requests for Credit transfer or RPL within 14 days of course commencement.

c) I agree that I must submit all assessment tasks on the due date. All assessments must be submitted and marked prior to the issue of a qualification. I understand that it is my responsibility to ensure that I keep copies of any assessments submitted for marking.

d) I acknowledge that should I require replacement of any resources, course material and/or equipment that I will be directly responsible for the cost of such material and/or equipment.

e) I have access to e-copy of the UTAIT Handbook, Complaints and Appeals procedure, Fees, Charges Policy and Procedure, Fees and Charges Schedule and the Refund Policy and Procedure, which are available in www.utait.edu.au. I understand that if I breach my obligations set out in the UTAIT Student Handbook and any policies advised to me by UTAIT that this may result in my immediate withdrawal from the course by UTAIT.

f) I understand my rights and obligations as a student at UTAIT. I also understand my right as a consumer and the availability of complaints and appeals processes do not remove my right to take action under Australian consumer protection laws.

g) I am aware of my rights in regards to the cooling off period during which I can change mind in my enrolment with UTAIT.

h) I declare that, to the best of my knowledge, the information on my registration form and the supporting evidence supplied by me is true and correct in every regard. I am committed to commencing the course and to the best of my ability to completing the course. All details provided by me at Enrolment are true, correct and complete. I undertake to notify UTAIT immediately in writing if there are any changes to the details which I have provided.

PRIVACY NOTICE

The information provided by you in this application form will be used by UTAIT PTY Ltd for the purpose of general participant administration, planning and communication. The information contained herein may be provided to governmental agencies that fund and/or accredit this course.

The provision of this information is essential to determine your eligibility for a place in this course. You consent to UTAIT obtaining all personal information necessary for the purpose of your application and course. Information provided will be held securely. Refer to the Privacy Policy for further information.

I have read, understood and agree with the above statements and conditions.

Student Name: _____ Student Signature: _____ Date _____
Parent's Name: _____ Parent's Signature: _____ Date _____

(This application must be signed by a parent if the student is under 18 years old at the time of application).

PART 17—Office Use only

Is the student experience sufficient for studying?

Yes No

Admin fee paid: _____

Student ID issued: _____

Material fee paid: _____

Processed by: _____

Tuition deposit paid: _____

USI verified by: _____

Certify student IDs

Data entered to SMS by: _____ Date: ____/____/____