



APPLICATION FOR ADMISSION

INTERNATIONAL APPLICANTS ONLY

Techie International College Pty Ltd t/a Techie International College (herein referred to as "TIC")

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged a non-refundable application fee of **AUD \$500.00**. Please refer to the section "Course Selection" for the application fee corresponding to each course.

1. Personal Details (Please choose by placing an X in the boxes that apply to you)

Title:	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other	Gender:	☐ Male ☐ Female ☐ Other
Date of Birth: [Date/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 TIC 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 the section on USI at the end of this form for a detailed explanation.

2. English Language Proficiency

Do you speak a language other than English at home?	☐ No, English only ☐ Yes, other - please specify	Was English the language of instruction in your secondary/tertiary studies?	☐ Yes ☐ No
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all	Have you taken the English language test in the last two (2) years e.g. IELTS, PTE, TOEFL or equivalent (if yes please indicate name of the test and score)?	☐ Yes ☐ No • Test Name: • Score Achieved: • Date:

☐ 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, Numeracy and Digital literacy test prior to enrolment at TIC.**

Students will receive the LLND test link via email and are expected to complete it honestly and independently. During the Pre-Training Review (PTR) interview, students' responses will be reviewed for accuracy and integrity and to determine any support needs and assess the suitability of the chosen training product. Students are required to read through the information provided in Appendix 2 of this application form and Enrolment Kit available on Techie International College's website for more details www.techie.edu.au.

3. Do you identify as any of the following? (Tick all that apply)

Techie International College is committed to providing a safe, inclusive, and culturally respectful learning environment that supports all students, including those from diverse or First Nations backgrounds. We aim to offer flexible and inclusive training tailored to your individual needs and obligations.

- ☐ Aboriginal
☐ Torres Strait Islander origin
☐ From a culturally or linguistically diverse background (CALD)*
☐ Person with disability, impairment or long-term condition or learning difficulty (proceed to section 3B)
☐ Other (please specify): _____
☐ Prefer not to say

Do you have any cultural needs or requirements, you'd like us to consider supporting your learning and assessment practices at Techie International College, please describe here (or indicate if you prefer to discuss privately ☐)

Techie International College Pty Ltd t/a Techie International College

Document Name: Application Form and PTR Form

Ph Num: +61 42 264 7275 | E: info@techie.edu.au | W: www.techie.edu.au

ABN: 72 620 152 267 | Version no: 3.5



Would you like to speak to Student Support Officer about additional support or adjustments during your training?

☐ Yes ☐ No

*CALD – This includes individuals or communities who come from non-English speaking countries or heritages, and/or speak a language other than English at home, and/or have cultural traditions, beliefs, or practices that differ from mainstream or Anglo-Australian culture.

Section 3B - If you have 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:

- ☐ Hearing/Deafness.
- ☐ Physical
- ☐ Learning
- ☐ Intellectual
- ☐ Medical Condition
- ☐ Medical Illness
- ☐ Acquired Brain Impairment
- ☐ Vision
- ☐ Other

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 your study or request a confidential discussion ☐

For further information on reasonable adjustments and support services available to assist individual learning needs, students may refer to the Student Support, Welfare and Wellbeing Policy available on Techie International College's website. Alternatively, you can contact Techie International College by phone at +61 42 264 7275 or email us at info@techie.edu.au for more information.

4. Department of Home Affairs (DHA) Office where you applied for your VISA.

- ☐ Onshore (please specify the name)
- ☐ Offshore (please specify the name)

5. Do you have a Unique Student Identifier (USI) Number?

- ☐ Yes, please specify this below.
- ☐ I will create it myself (visit www.usi.gov.au)
- ☐ I authorise TIC to create a USI on my behalf (read the information provided below in Appendix 3)

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Please note that from 1 January 2015, TIC 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 USI. In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/>.

Note: Students are required to read Unique Student Identifier (USI) information provided below in "Appendix 3" if student authorises TIC to apply for a Unique Student Identifier. Students will be required to fill up the USI Application form during induction prior to course commencement.

6. Contact Details

Address (Home Country)

Address:			
State/Province:		Country:	Post Code:
Phone no:		Email:	

Residential Address (Australia)

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Address:				
Suburb:		State:		Post Code:
Phone no (home):		Phone work:		
Mobile no:		Email:		
Postal Address in Australia (if different from Residential)				
Address:				
Suburb:		State:		Post Code:
Preferred method: ☐ Email ☐ Phone				

Emergency Contact Details				
Name of the person:		Relationship to you:		
Address:		Mobile/phone no:		Email Id:

7. Passport Details:				
Passport no:		Passport Expiry Date:		
Country and place of passport issue:				
A true copy of your original documents must be provided as part of your application.				

8. Visa Details (if applicable)				
Visa Type:		VISA Subclass:		
VISA Number:		VISA Expiry date:		

9. Education Agent				
Did you choose any Education Agent? If yes, please fill in the details of the education agent referred.	☐ Yes ☐ No	Name of the Education Agent:		
Address:		Mobile:		
Phone:		Fax:		
Email:		Education Agent Stamp (if applicable)		

10. Overseas Student Health Cover				
OSHC Arranged	Yes (Fill up Part A) ☐ No (refer to Part B) ☐			

Part A-Insurer Details				
Name of the Insurer:		Member Number:		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: TIC does not apply for OSHC on behalf of students. Students are required to arrange for their own health cover. However, TIC can assist students in arranging their own OSHC. Please contact TIC for assistance in arranging OSHC.				

Please be advised that as part of the application process, you will be required to fill up a pre-training review form that needs to be submitted along with the application form.

Please be advised that as part of the application process, you will be required to do a pre-training review (Appendix 1).



11. Intake Applying for:

Course Selection (Please choose by placing an X in the boxes that apply to you)

Please tick	Course Code and Name	CRICOS Course Code	Study Periods	Duration (Weeks) Including holiday breaks)	Total tuition fee (AUD)	Total material fee*	Applicati on fees	Total Course Fee
☐	BSB30220 Certificate III in Entrepreneurship and New Business	120944J	2 SP of 13 weeks each and 1 SP of 14 weeks	44 weeks (including 4 weeks of holidays)	\$18,500	\$1,000	\$500	\$20,000
☐	BSB40320 Certificate IV in Entrepreneurship and New Business	120945H	3 SP of 10 weeks each and 1 SP of 12 weeks	52 weeks (including 10 weeks of holidays)	\$8,500	\$1,000	\$500	\$10,000
☐	BSB50120 Diploma of Business	104973D	2 SP of 17 weeks each and 1 SP of 16 weeks	54 weeks (including 4 weeks of holidays)	\$10,500	\$1,000	\$500	\$12,000
☐	BSB60120 Advanced Diploma of Business	104974C	2 SP of 22 weeks each and 1 SP of 16 weeks	64 weeks (including 4 weeks of holidays)	\$10,500	\$1,000	\$500	\$12,000
☐	BSB80120 Graduate Diploma of Management (Learning)	116925B	3 SP of 11 weeks each and 1 SP of 13 weeks	52 Weeks (including 6 weeks holiday break)	\$13,500	\$1,000	\$500	\$15,000
☐	AUR30620 Certificate III in Light Vehicle Mechanical Technology	106462M	5 SP of 10 weeks each and 1 SP of 5 weeks	63 weeks (including 8 weeks of holidays)	\$9,500	\$1,500	\$500	\$11,500
☐	AUR40226 Certificate IV in Automotive Mechanical Diagnosis	120325C	2 SP of 10 weeks each and 1 SP of 6 weeks	30 weeks (including 4 weeks holiday break)	\$4,000	\$1,500	\$500	\$6,000
☐	SIT30821 Certificate III in Commercial Cookery	111548G	2 SP of 12 weeks each and 2 SP of 11 weeks each	52 weeks (including 6 weeks of holidays)	\$12,500	\$2,000	\$500	\$15,000
☐	SIT40521 Certificate IV in Kitchen Management	111549F	3 SP of 10 weeks each and 3 SP of 11 weeks each	78 weeks (including 15 weeks of holidays)	\$19,500	\$2,000	\$500	\$22,000
☐	SIT50422 Diploma of Hospitality Management	112386A	4 SP of 15 weeks each	65 weeks (including 5 weeks of holidays)	\$17,500	\$2,000	\$500	\$20,000
☐	MSF30322 Certificate III in Cabinet Making and Timber Technology	116079B	5 SP of 11 weeks each	62 weeks (including 7 weeks of holidays)	\$23,000	\$1,500	\$500	\$25,000
☐	CPC30220 Certificate III in Carpentry	116080J	3 SP of 16 weeks each	52 weeks (including 4 weeks of holidays)	\$23,000	\$1,500	\$500	\$25,000



☐	CPC30620 Certificate III in Painting and Decorating	116692C	3 SP of 16 weeks each	54 Weeks (including 6 weeks of holidays)	\$23,000	\$1,500	\$500	\$25,000
☐	CPC31020 Certificate III in Solid Plastering	120942M	4 SP of 11 weeks each	54 weeks (including 10 weeks of holidays)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC31420 Certificate III in Construction Waterproofing	120943K	4 SP of 11 weeks each	54 weeks (including 10 weeks of holidays)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC32620 Certificate III in Roof Plumbing	120941A	4 SP of 11 weeks each	54 weeks (including 10 weeks of holidays)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC40120 Certificate IV Building and Construction	116081H	2 SP of 11 weeks each and 1 SP of 14 weeks	40 weeks (including 4 weeks of holidays)	\$13,500	\$1,000	\$500	\$15,000
☐	CPC50220 – Diploma of Building and Construction (Building)	116082G	2 SP of 19 weeks each and 1 SP of 10 weeks	52 weeks (including 4 weeks of holidays)	\$23,500	\$1,000	\$500	\$25,000

***Material Fees:** It will include the cost of printed reading materials, handouts and course textbooks, as well as the materials and equipment required for each qualification. For further details, please refer to the **"Materials and Equipment Requirements"** section in the **Enrolment Kit** or **International Student Handbook** or contact the Institute on +61 42 264 7275.

Delivery Mode:

BSB courses i.e.; BSB30220 Certificate III in Entrepreneurship and New Business, BSB40320 Certificate IV in Entrepreneurship and New Business, BSB50120 Diploma of Business, BSB60120 Advanced Diploma of Business and BSB80120 Graduate Diploma of Management (Learning): face-to-face theory learning in a classroom with access to business related equipment and resources.

Automotive courses i.e.; AUR30620 Certificate III in Light Vehicle Mechanical Technology and AUR40226 Certificate IV in Automotive Mechanical Diagnosis: face-to-face theory learning in a classroom and practical training at Techie International College's Automotive workshop.

SIT courses i.e.; SIT30821 Certificate III in Commercial Cookery and SIT40521 Certificate IV in Kitchen Management: face-to-face theory learning in a classroom and practical training at Techie International College's Commercial Kitchen.

For CPC31020 Certificate III in Solid Plastering, CPC31420 Certificate III in Construction Waterproofing, CPC32620 Certificate III in Roof Plumbing, MSF30322 Certificate III in Cabinet Making and Timber Technology, CPC30220 Certificate III in Carpentry and CPC30620 Certificate III in Painting and Decorating: face-to-face theory learning in a classroom and practical training at Techie International College's Practical Workshop.

For Building and Construction courses i.e.; CPC40120 Certificate IV Building and Construction and CPC50220 Diploma of Building and Construction (Building): face-to-face theory learning in a classrooms with practical training conducted through workshop activities, simulated environments, and visits to building and construction worksites to support the development of industry-relevant skills and knowledge. For units requiring hands-on training at worksite, the institute has agreements with various providers/property owners with various class of buildings to facilitate the necessary training. Further details will be provided by the trainer during the course.

Delivery Location:

Classroom

Building C – 60 Belfast Street, Broadmeadows, VIC, 3047

Ground Floor, 61 Riggall Street, Broadmeadows, VIC, 3047



Practical Training

Automotive workshop: 80 – 90 Blair St, Broadmeadows, VIC, 3047

Commercial Kitchen: 80 – 90 Blair St, Broadmeadows, VIC, 3047

Workshop for Solid Plastering, Construction Waterproofing, Roof Plumbing, Carpentry, Painting and Cabinet Making:
A23 Warehouse, 61 Riggall Street, Broadmeadows VIC 3047

Work-based training (WBT):

Students are required to complete work-based training (WBT) as part of the following qualifications:

- SIT30821 Certificate III in Commercial Cookery - 196 hours WBT
- SIT40521 Certificate IV in Kitchen Management - 196 hours WBT

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

Details of course information can also be found on TIC's website: www.techie.edu.au or can be made available at reception.

Please refer to the Student Handbook or contact the institute at +61 42 264 7275 for further information on any other fees & charges as applicable, such as the fee for change of classes between Timetables, course Leave applications & the course Suspension/Deferment requests.

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

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualifications? If yes, tick any of the below boxes:

- ☐ Bachelor's Degree or higher ☐ Advanced Diploma or associate degree ☐ Diploma ☐ Certificate IV ☐ Certificate III
☐ Certificate II ☐ Certificate I ☐ Other education (including certificates or overseas qualifications not listed above) if others, please specify

13. Qualification Details:

Name of the Institute:

Year Awarded:

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

- ☐ YES ☐ NO

Attach documentation, including copies of all academic records. Academic records not in English must also be accompanied by a translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae, etc.)

14. Schooling

What is your highest completed Institute 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 education?

- ☐ Yes ☐ No

15. Employment

Which of the following best describes your current employment status?

- ☐ Full time employee ☐ Part time employee ☐ Unemployed-seeking full time work
☐ Unemployed-seeking part time work ☐ Self-employed - not employing others ☐ Not 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	☐ M - Professional, Scientific and Technical Services
☐ D - Electrical, Gas, Water and Waste Services	☐ N - Administrative and Support Services
☐ E - Construction	☐ O - Public Administration and Safety
☐ F - Wholesale Trade	☐ P - Education and Training
☐ G - Retail Trade	☐ Q - Health Care and Social Assistance
☐ H - Accommodation and Food Services	☐ R - Arts and Recreation Services
☐ J - Information Media and Telecommunications	☐ S - Other Services, please specify position: _____



16. 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 TIC's Student support officer can assist students in finding accommodation by conducting an online search, suggesting accommodation sites, and real estate agents in a particular area, however, TIC doesn't provide accommodation to its students.			
Do you require assistance with Airport pickup?	☐ Yes	☐ No	
TIC can provide airport pick-up. Students will be required to fill out the Airport Pick up form available on TIC's website or can email their request for Airport pick up at info@techie.edu.au . Students are requested to contact the institute at +61 42 264 7275 prior to 5 working days of their arrival. Airport pick-up fees is AU\$100. A help desk is 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:			
17. Marketing			
How did you find out about the course/s?			
☐ Advertisement ☐ Newspaper ☐ Internet ☐ Friends ☐ Search engines/Google ☐ Other, specify: _____			
18. Payment Details			
☐ Payment by Credit Card (Please fill in the credit authorisation form)			
Note:			
For payments processed through Square (tap or payment link):			
• A 7.5% surcharge applies when using an Afterpay card. • A 2.5% surcharge applies when using any other bank card.			
☐ Bank Cheque made payable to Techie International College Pty Ltd. (TIC)			
☐ Bank Transfer to be made to the following bank account:			
Account Name:	James Cook College Pty Ltd		
Account Number:	609 539	BSB Account No:	033 137
Swift Code:	NATAAU33XXX		
Bank Name:	Westpac Bank		
19. Application Checklist			
☐ Completed all sections of this application		☐ Attached copies of your English proficiency	
☐ Attached relevant employment documentation		☐ Attached any other relevant documentation	
☐ Attached copies of your passport		☐ Read all the important information provided along with this application form in Appendix 2	
☐ Attached copies of your qualifications		☐ Read and signed the declaration	
☐ Filled up PTR questions attached along with the application for as Appendix 1			
NOTE: TIC is required to report students 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 TIC's website www.techie.edu.au or Student Handbook.			
All prospective students are required to familiarise themselves with TIC's Enrolment policy and procedures (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, TIC Policies and Procedures etc. This will be available on TIC's website www.techie.edu.au or can be made available at reception.			
Diversity and Inclusion			
TIC respectfully acknowledges the traditional owners and custodians of the land throughout Australia and their ongoing connection to country, sea, and community. We pay our respects to their cultures and elders — past, present, and emerging.			
TIC is committed to creating a welcoming and supportive environment for all students, including those from LGBTQIA+ communities, and values diversity in all its forms.			



Student Declaration and Consent

- ☐ I declare that the information provided on this form and supporting documentation is true and correct.
- ☐ I have read and understood the information in the Student Handbook, including entry requirements such as age, academic prerequisites, materials and equipment, English language proficiency, and other relevant conditions, including the availability of student support and wellbeing services to assist me throughout my learning and assessment process.
- ☐ I have read the Enrolment Kit, which includes detailed enrolment procedures, entry requirements, the Pre-Training Review (PTR), and the Language, Literacy, Numeracy, and Digital (LLND) skills assessment requirements prior to enrolment.
- ☐ I have read and understand TIC's Enrolment policy and procedures (Available on TIC's website www.techie.edu.au inside the Enrolment Kit)
- ☐ I am aware that I will be required to complete a Pre-Training Review and an LLN&D (Language, Literacy, Numeracy, and Digital) Skills Assessment prior to enrolment, and that my enrolment in the course will depend on meeting the requirements of the Institute's enrolment procedure for it to be finalised.
- ☐ I confirm that I am aware of TIC's policies and procedures, including but not limited to Fee Payment and Refund Policy, Deferment, Suspension and Cancellation Policy, Course Progress and Attendance Policy, Feedback, Complaints and Appeals Policy, Student Support, Welfare, and Wellbeing Services.
- ☐ I acknowledge that TIC will notify me as soon as practicable of any changes affecting my training or support services, including course details, fees, support services, training product updates, contact information, or organisational changes.
- ☐ I acknowledge that I am required to notify TIC of any changes to my contact details, including my residential address, mobile number, email and emergency contact, within 7 days of the change.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ 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 applicable fees, cancellation and refund conditions and I agree to be a student at TIC.
- ☐ I have read and understood important information (Appendix 2) provided to me along with this application form.
- ☐ I understand that I am responsible for keeping a copy of written agreements as supplied by TIC, and receipts of any payments of tuition fees or non-tuition fees.

STUDENT SIGNATURE

Student..... Date.....

Appendix 1

Pre-Training Review (PTR)

Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by TIC can meet the student's individual needs.

Before we make an offer, TIC is required to review the student's current competencies, student needs, English level, digital literacy, support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes. *

As part of this review, you will be required to complete a Language, Literacy, Numeracy, and Digital (LLND) skills assessment. This assessment helps TIC determine whether you have the entry level skills required for your chosen course and if any additional support or reasonable

adjustments are needed to assist you in achieving your learning goals.

If the LLND assessment identifies any areas where support is needed, such as difficulties with reading, writing, numeracy, communication, or using digital tools, TIC will offer tailored support options, which may include a Support Plan or referral to additional resources.

If you require assistance at any stage, please refer to TIC's Student Support, Welfare and Wellbeing Policy for a full outline of available services.

You may also contact our Student Support Team in person at reception or via email at info@techie.edu.au

Guidelines for PTR



1. Students are required to fill up this PTR form and submit it with this application form.
2. Students are required to read all the details of their course, policies and procedures of the Institute before filling up the answers and completing all the answers of this PTR form in a true and correct manner.
3. Enrolment officer will conduct PTR Interview via Telephonic Conversation or via Face to Face.
 - **PTR Interview conducted via Telephone** (for onshore and off-shore students)-If PTR Interview is conducted via telephone, Enrolment officer will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic

Conversation, a communication log will be retained as evidence of student declaration in lieu of the student's physical signature e.g., through E-mail, call notes, etc. Response of the discussion will be recorded by the Enrolment officer.

- **PTR Interview conducted Face to Face** (for onshore students) - During face-to-face PTR interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer.
4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
 - if the student is aware of the policies, procedures and other information necessary for the students.
 - if the student has received true and accurate information and if they are suitable to undertake the course/s.
 5. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
 6. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures and other information necessary for students to make enrolment decision to study at TIC, Enrolment Officer will provide necessary information to the student required to make enrolment decision.
 7. **For example: If students have answered "No" or have not answered the questions in the PTR form,** Enrolment officer will provide students with true and accurate information so that students can

make an informed decision about their enrolment in the course undertaken at the institute.

8. While conducting PTR, Enrolment officer will take information from the Application form and Pre-training review form to identify any support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.
9. At the final stage of the PTR, the Enrolment officer will fill up the pre-training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

Please Note: Enrolment officer will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals. Enrolment officer will have a thorough discussion with the student and offer support or guidance if required.

Where a qualification's entry requirements include work experience or if entry requirements allow mature age students based on experience as exemption to academic requirement (year 12), the institute will assess the relevance of the applicant's experience to the course being offered and its alignment with the student's future goals.

During the PTR interview, the Enrolment Officer will inform the student of their course commencement date, end date, and possible class and training schedule to ensure the students are aware of this information prior to their enrolment into the course.

Application Rejection

Student's Application will be rejected if:

- The student does not have the appropriate work experience, skill level, or ability to successfully undertake the course.
- Enrolment in the course is not aligned with the student's educational or career goals, or with any previous experience in the relevant area (if applicable).
- The student did not meet the required ACSF levels in the LLN&D Skills Test, as per TIC's enrolment policy and procedure.
- The student does not meet the course entry requirements, including English language proficiency, academic qualifications, age requirements, or overall capacity to undertake the course successfully.
- The student demonstrated inadequate listening and oral communication skills, as observed during the Pre-Training Review (PTR) interview.



Enrolment officer will inform the student before cancelling and discuss reasons for cancellation.

Students are requested to fill all the questions provided in this form below. If any doubt arises, please contact TIC administration on +61 42 264 7275.

Do you have access to enough information to make an informed decision about your enrolment in this course at TIC? Let us know if you have questions or need more information	Where to find this information	Yes (Please tick the relevant box)	No (Please tick the relevant box)
Entry requirements for your proposed course for all the qualifications.	Student Handbook www.techie.edu.au		
Material and equipment required (for all qualifications)			
Content of your proposed course			
Duration of your proposed course including holidays			
Location at which the classes or practical learning will be conducted			
Whether or not your course includes a work placement			
Delivery method (i.e., classroom-based face-to-face/ practical learning in a workshop/worksite/Kitchen training)			
How assessment will be conducted during your course.			
You understand the assessment expectations and timelines (What kinds of assessment students will do, when these assessments will occur, Submission due dates, when students can expect to receive feedback/results, Timeframes for reattempts, if required)			
Do you know how and when to contact your trainer or student support team?			
The requirement for you to undertake an assessment of your language, literacy, numeracy and digital literacy skills prior to enrolment to determine any support needs you may have during your study.			

Students will receive the LLND test kit via email and are expected to complete it honestly and independently. During the Pre-Training Review (PTR) interview, students responses will be reviewed for accuracy and integrity. If there are concerns, students must retake the LLND test on campus using the ACSF-mapped LLN Robot tool under supervision. Note: LLN and digital literacy support will be provided using ACSF Support plan if students are unable to achieve the intended outcomes.			
Did you get information about indicative course-related fees incurred throughout the course, applicable fund withdrawal policies (fee payment and refund), course progress/attendance monitoring policy, satisfactory academic performance, assessment information and methods?			
"Course progress and Attendance" requirements, procedures for monitoring attendance and course progress. *Course progress: Students must maintain satisfactory course progress requirements i.e., to be successful in completing or demonstrating competency in at least 50% of the units in a given study period of the studies. *Attendance requirements: Students must maintain satisfactory attendance i.e., maintain a minimum of 80% of the attendance. * Students will not be reported on the basis of attendance. However, student's attendance will be recorded and monitored			



regularly as per the Attendance and Course progress policy. Students will be reported to the DHA via PRISMS if students demonstrate unsatisfactory course progress for two consecutive study periods.			
Did you get information about the grounds upon which your enrolment or course may be deferred, suspended or cancelled?			
Are you aware of the support services provided by TIC (academic, wellbeing, disability,			

reasonable adjustments)?			
Would you like to be contacted by student wellbeing support?			
Do you understand how to access academic and personal support during the course?			

Are you aware about the institute's policies and procedures including RPL, internal and external complaints procedures, appeals processes?			
Are you aware that the availability of complaints and appeals processes or any such agreement does not remove your rights to take action under the Australia's consumer protection laws?			
Are you aware about your obligations in regard to study hours commitment and course progress requirements to successfully complete your chosen course & the conditions under which you might be reported to the Department of Home Affairs (DHA)?			
Have you been advised that, as part of the view or audit of your training, you may: a. Receive a survey from the National Centre for Vocational Education Research (NCVER) and/or an invitation to take part in a project endorsed by a funding body. b. Be contacted by someone authorised by the funding body and/or the Regulator to talk to you about your			

training			
Do you have any cultural, family, or religious obligations or personal, health, or wellbeing concerns that may impact your training schedule, studies, attendance or assessments such as (e.g., assessment dates, class times)? If yes, please describe briefly if you would like to be contacted privately for support. *Note: All responses are confidential and will only be used to arrange necessary support services. ☐ Yes ☐ No If yes, please identify what kind of support is needed in question 6 of this PTR form given below. Please indicate if you prefer to speak privately ☐ Would you like further information on any of the items listed above? Are you willing to commit to undertake a minimum of 20 hours of study and work-related assessments as this qualification requires minimum 20 hours of study week? Enrolment Officer will contact students if students feel that they have not been provided with enough information or if students are not aware of it. *If you are facing any problem, please give us a call on +61 42 264 7275 or send an email on info@techie.edu.au* Note for Enrolment Officer/Assessor: If students have			



answered "No" or have not answered the questions in the PTR form, Enrolment Officer must provide students with true and accurate information for that particular section so that students can make an informed decision about their enrolment in the courses at TIC.

Suitability of this course for you

1. Reasons for Study:

- ☐ To get a job
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get into another course of study
- ☐ I wanted extra skills for my job
- ☐ For personal interest or self-development
- ☐ To get skills for community/voluntary work
- ☐ Others

In case of others, please state the reason:

2. How is the chosen course able to help you in your future career prospective?

3. What previous experience have you had in an area/ industry directly related to the chosen course?

4. Why did you choose TIC as your desired course provider for this course?

5. Do you require any kind of support in English language proficiency? If yes, please specify what kind of support?

Students are requested to fill up the questions related to English language proficiency mentioned in the application form-Section 2

6. Would you like access to any of the following support services? (Tick all that apply)

- ☐ Study skills (e.g. time management, assessment preparation)
- ☐ Mental health or counselling referral
- ☐ Financial support
- ☐ Legal assistance referrals
- ☐ Culturally specific services

- ☐ Study-life balance
- ☐ Support for family violence, harassment, or abuse
- ☐ Disability or learning support
- ☐ Others: _____
- ☐ Not at this time

7. What field or industry would you like to work in after completing this course? How do you believe the qualification will help you achieve that goal?

8. Have you reviewed the course structure, including units offered in the course offered by TIC? What skills and knowledge you will develop after completing these units. Can you name at least two units or skills associated with this qualification.

9. Mode of Study/Learning Style: Thinking about how you'll best learn, which method will suit you the best?

- ☐ Classroom-based face-to-face (e.g., lectures, discussions, presentations, simulations)
 - ☐ Practical/workshop-based Learning ☐ Workplace experience
 - ☐ Other (please describe): _____
- Do you have any preferences or needs regarding how learning activities are structured to support your engagement and progress? Please describe:

Do you require any learning support for the above preference?

- ☐ No
- ☐ Yes (please describe)

10. Computer and Internet Skills

Note: Your responses will help us assess your language, literacy, numeracy and digital (LLND) abilities to ensure this course is suitable for you. An assessor will review this information with you to identify any support you may need.

Do you have regular access to computer devices and the internet?

- ☐ No ☐ Yes

Do you use MS Office applications, e.g., Microsoft Word, Power-point etc?

- ☐ No ☐ Yes

Do you find it easy to use search engines such as Google and using the internet in general?



☐ No (support can be arranged) ☐ Yes
Are you comfortable using online learning tools (e.g., LMS, Zoom, email)? ☐ No ☐ Yes
Do you require IT support to access online platforms? ☐ No ☐ Yes
Do you use digital tools for learning (e.g., Word, PowerPoint, email)? ☐ No ☐ Yes
Do you find it easy to search for information online? ☐ No ☐ Yes
Do you need digital literacy support? ☐ No ☐ Yes If yes, what support do you require?

11. Have you reviewed the Credit Transfer and RPL Policy (available @ www.techie.edu.au)? ☐ No ☐ Yes
Do you wish to apply for an RPL? RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education and work experience. ☐ Yes, (please fill RPL Application Form available on TIC 's website) ☐ No
Would you like to apply for CT? (Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another. ☐ Yes, (please fill CT Application Form available on TIC 's website) ☐ No

Student Declaration

- ☐ I certify that I have filled this PTR Form by myself.
- ☐ I have completed all the answers of this PTR form in a true and correct manner and provided genuine answers to the best of my knowledge.
- ☐ I have received detailed information about the college's feedback, complaints and appeals process. I understand that if I remain dissatisfied following an internal appeal, I may request to lodge an external appeal with an independent body at minimal or no cost.
- ☐ I understand the available support services and how to access them.
- ☐ I confirm that I have read the Recognition of Prior Learning (RPL) Policy and the Credit Transfer (CT) Policy available on the TIC website.
- ☐ I understand that this PTR process helps align the course with my goals and support needs.

.....

Student Signature:

.....

Date:



Appendix 2

Important Information for Students

Please read the below given information carefully before signing the application form. Students may contact the institute for any further information or email us at info@techie.edu.au. It is advisable to read Student's handbook for detailed information.

Course Monitoring and Attendance Policy

TIC has a Course Monitoring and Attendance Policy which states that the students are required to maintain satisfactory course progress throughout the course. Students are also required to attend their classes and maintain 80% of attendance throughout the course.

Low attendance implies that students might not be able to complete their course on time and this will lead to students breaching their visa conditions. Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. Students will be reported on the basis of unsatisfactory course progress for two consecutive study periods to the Department of Home Affairs (DHA).

Satisfactory course Progress: where a student is able to meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in a given study period.

Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. Under the Education Services for Overseas Students Act 2000 and the National Code 2018, TIC is required to report the students on the basis of unsatisfactory course progress (failing to complete at least 50% of units for two consecutive study periods) to the Department of Home Affairs (DHA) via PRISMS. If you continue to fail the course progress requirements for two consecutive study periods, you will be reported to the Department of Home Affairs.

Note: Students will not be reported on the basis of attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to DHA.

If an overseas student is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student

because this may mean that they already have the skills, knowledge and experience to progress in their course without receiving structured training.

Institute will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

Refer to Course Monitoring and Attendance Policy and/or Student's handbook available on www.techie.edu.au

Fee Payment

a) The initial tuition fee, application fee, material fee (as applicable) as stated in the offer letter must be paid in advance before the enrolment of the course for confirmation of enrolment at the Institute.

b) Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).

c) Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalment amounts with the due dates. All due dates on the tuition fees will be kept at standard 15th of every month.

d) Student must pay full tuition fees for each term by the due date or as specified in the payment plan unless any other payment plan/arrangement is agreed with the Institute.

e) Tuition fees will be payable to the Institute by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars as agreed by the Institute.

f) Student must pay their fee directly to Techie International College (TIC). Student should not pay the fee to the education agent and/ or third party in relation to the application for enrolment.

Reminder letter

In case the student's instalment falls on a particular month, a friendly email reminder along with the first warning letter will be issued to the student after 7 working days of the date when the student has missed the payment i.e., 7 working days after the "due date". Students may also be informed via phone call or post for initial reminder.

After sending the first warning letter, if the student fails to make the payment again and does not communicate with the accounts/admin department, a second warning letter will be issued to the student after 7 Working days of



sending the first warning letter. Students will be provided with 7 more working days to make the payment or to request for an extension. Students may call TIC on +61 42 264 7275 for any further enquiries

g. If a student fails to make the payment of the outstanding fees even after a final notice and/or email, "Intention to cancel Enrolment" letter will be sent to the student. Student's enrolment will be cancelled after 20 working days of final notice. The suspension of enrolment will cause following restrictions to apply:

i. Loss of access to the institute library service, Learning Management System, classroom, computer system including internet and others.

ii. Loss of access to enrolment records, results and academic certificates.

iii. Inability to attend any classes where this may result in students having to repeat missed work and/units.

The student has the right to appeal against the decision from the date of letter. Refer to complaints and appeal policy for information available on TIC's website.

If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed.

h) If students choose not to appeal against the Institute's decision and makes no further payment or do not contact the Institute concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.

i) If student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with late fee of \$50 per week.

j) An additional fee for re-assessments will be applicable as:

Students will be given total 3 attempts including 1 original plus 2 reassessments.

Cost of reassessment will be as follows:

- 1st Original submission: Free of cost
- 2nd Reassessment fee: Free of cost
- 3rd Reassessment fee: \$300

If a student fails in the 3rd reassessment, then students will have to repeat the unit. Repeat unit fee- \$500.

Please refer to Student Handbook available on the website for more details.

k) Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.

All students' refunds are conditional; please refer to the course refund table below for details:

TIC COURSE FEE REFUND TABLE			
Refund circumstances	Refund of tuition fees paid	Refund of material fees	Application Fee

l) Tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, tuition fee for the transferred course will be applied.

Please Note: Fees are subject to change without prior notice. However, fees will remain the same once the student is enrolled into a course. Students are advised to contact student administration for updated fees and charges.

m) If student's visa status changes (e.g., becomes a temporary or permanent resident), student will continue to pay full overseas student fees for the duration of the enrolled program.

n) Institute reserves the right to engage in any third party to recover any outstanding fees payable to the Institute. The cost incurred to the Institute for engaging a third party to recover such outstanding fees will be charged to the student.

o) Institute applies the following procedures to ensure all students are treated fairly and with integrity when applying for refunds.

p) All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.

q) All 'refunds' will be approved by the Administration Officer and the applications will be processed within 10 working days of the application being placed.

Refund of Tuition fees

A student who wishes to apply for a refund of tuition fees in accordance with this refund policy should do so by filling up a Refund Application form available at Institute's reception or on the TIC website at www.techie.edu.au and submit with other supporting documents at the location mentioned below:

Administration Officer

Techie International College Pty Ltd (TIC),
Building C, 60 Belfast Street, Broadmeadows, Victoria 3047.
Or email us at info@techie.edu.au



Withdrawal at least 12 full weeks or more prior to agreed start date.	100%	100%	No refund
Withdrawal between 6 to 11 full weeks prior to the agreed start date.	50%	100%	No refund
Withdrawal in 5 full weeks or less	No refund	No refund	No refund
Withdrawal after the course start date	No refund	No refund	No refund
Course withdrawn by the institute	100%		
Application rejected by the Institute	100%	100%	No Refund
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to the course commencement	Total amount of the pre-paid fees received by TIC for the course in respect of the student course less the following amount (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser		
Visa is refused after the commencement of the studies due to not meeting visa requirements.	The refund amount = weekly tuition fee x the number of weeks in the default period a. The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7	No Refund	No refund
RPL fee	No refund if the 'Statement of Attainment' is provided	No refund	No refund
Withdrawal from the course without notification or breaching their visa conditions	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Student abandons the course	No refund	No refund	No refund
The Institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund
Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund. For example: If a student enrolls in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls within no refund time period of 5 weeks prior to the agreed start date of the course.			

COOLING OFF PERIOD

TIC will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at TIC and pays TIC relevant course fees as per the signed agreement. If the student changes their mind (for any reason), a full refund of course fees paid till date will be provided. Students must notify TIC in writing within 7 days of the signed agreement date.

STUDENT'S RIGHTS TO APPEAL

- Any student who is refused for a refund by the Institute may appeal within 20 working days in writing to the student Administration Officer and follow the complaints and appeal process of TIC.
- The Institute's appeal process does not restrict the student's right to pursue other legal avenues.

The written agreement and the right to make complaints and seek appeals of decisions and action under various



processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Timeline for refund

It is to be noted that refund will be made available to students differently based on the student's default and providers (TIC) default.

- i. **In case of Student default:** Refund will be paid within the period of 4 weeks after receiving written notification/claim from student and relevant forms duly signed by the student.
- ii. **In case of Provider's (TIC) default:** Refund will be paid within the period of 14 days after cessation of the course.

Please refer to detailed information on fee payment and refunds on the Fee payment and Refund policy available on TIC's website www.techie.edu.au or student's handbook.

Notification of Changes to Training or Support Services

Students enrolling at TIC will be notified promptly of any changes that may impact their training or access to support services. This includes changes to:

- TIC's contact details or campus location
- Course information such as fees, duration, or schedule
- Training products (e.g., updates, superseded products, or transition arrangements)
- Support services available to students
- TIC's ownership or management structure
- Delivery interruptions due to unexpected events (e.g. natural disasters)

Note: TIC does not outsource training or assessment to third parties but does engage education agents for student recruitment purposes. Refer to Enrolment Kit for further details available on TIC's website www.techie.edu.au.

Tuition Protection Services

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fee

For more information, please visit

<https://tps.gov.au/Home/NotLoggedInIn>

Media Consent

From time to time, TIC staff may request to take photographs/videos or verbal/written interviews/testimonials of students at TIC or at places where the student is involved in an activity. These creations may be used in a classroom, or for activities or could be published by TIC in print, digital or broadcast

media such as documents, the website, YouTube, social media platforms, newsletters, displays, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

- ☐ I consent to the use of my photos / videos / testimonials / interviews to be used in TIC's promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent withdrawal option

You have the right to refuse the use of your image or work. You may also decline the media consent by choosing "no consent" option below or withdraw your consent any time by sending an email or contacting TIC student administration.

- ☐ I do not consent to the use of my photos/videos/testimonials/interviews to be used in TIC's promotional materials prepared for marketing purposes in Australia and overseas.

Feedback, Complaints and Appeals Policy

TIC is committed to providing a fair and transparent process for resolving student complaints and appeals through its Student Feedback, Complaints, and Appeals Policy and Procedure.

TIC maintains a structured complaints management system that allows students to submit feedback or lodge complaints regarding the College, its staff, or any third-party representative. All complaints are handled with fairness and confidentiality, and TIC aims to respond to and resolve matters promptly in accordance with its policy.

Students have access to both informal and formal complaint processes. If a student is not satisfied with the outcome of a formal complaint, they may escalate the matter through an internal appeal process. If still dissatisfied, the student may request an external review through an independent body, such as the Commonwealth Ombudsman- a free and impartial service available to international students (phone: 1300 362 072).

If a complaint cannot be resolved through Techie International College's (TIC) internal processes, students have access to further independent avenues for review and resolution such as Commonwealth Ombudsman.

The Commonwealth Ombudsman is a free and independent service (phone 1300 362 072).

Examples of an external or independent body or person may include:

- Private conciliators or dispute resolution counsellors
- A complaints and appeals body established by a peak industry body



- Representatives of Commonwealth and state or territory government departments including the Office of the Training Advocate; or
- Commonwealth and state or territory offices of the Ombudsman may be the appropriate body for a public provider.

All the Information on feedback, complaints and appeals is publicly available and easily accessible on TIC's website www.techie.edu.au

The Commonwealth Ombudsman

The Commonwealth Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent and impartial. You can find out more about this service on their website: <http://www.ombudsman.gov.au/>.

Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.

TIC will endeavor to take all the reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

TIC stores and uses personal information only for the purposes of administering student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment in order to meet the obligations of Institute under the Standards for RTOs 2025, ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018 and the Standards for RTOs 2025. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, TIC is required to collect personal information about

you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this application form, USI and your training activity data) may be used or disclosed by TIC for statistical, administrative, regulatory and research purposes. TIC may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training for industry placement Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Pre-populating student's application/enrolment forms.
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, education agent or third-party contractor. Please note that you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. Complaints and Appeals policy and procedures is available on TIC's website and can also be made available from the reception.

Emergency Medical Indemnity

I _____ also authorise TIC or _____ their representative to obtain Medical Treatment in the event of an emergency. I indemnify TIC or their representative.

Unique Student Identifier (USI)

In accordance with the Student Identifiers Act 2014, TIC requires all students enrolling into their national recognised course at TIC to provide a valid Unique Student



Identifier (USI) prior to enrolment or the commencement of training and assessment.

If a student does not have a valid USI, they are encouraged to create and provide it independently. TIC may assist in creating a USI if the student provides appropriate consent via the application form and submit valid forms of identification at the time of enrolment. Refer to Appendix 3 for further information.

It is a mandatory requirement for VET students to have a valid USI, and TIC will not issue a VET qualification or statement of attainment unless the student has been

assigned a valid Unique Student Identifier. For further details, refer to TIC's Qualification Issuance and Statement of Attainment Policy.

Appendix 3: Unique Student Identifier

If you wish for Institute of Culinary Education t/a TIC to create a USI on your behalf, be aware of the following:

TIC will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*.

This information can only be used for:

- Applying, verifying and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts.

This information may be shared with:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- The purpose of administering and auditing VET, VET providers and VET programs;
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions;
- VET admissions Bodies for the purpose of administering VET and VET programs,
- Current and former Registered Training Organisations to enable them to deliver VET courses to individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Institute/Schools for the purpose of delivering VET courses to the individual and reporting on these courses;
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics;
- Researchers for education and training related research purposes;
- Any other person or agency that may be authorised or required by law to access the information;
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

Will not be disclosed without your consent unless authorised or required by or under law.

If you would like us (TIC) to apply for a USI on your behalf, you must authorise us to do so (refer to USI section mentioned above in the application and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted below so that we can apply for a USI on your behalf.

Students will be required to fill up USI Application form during induction prior to the course commencement.

OFFICE USE ONLY:

OFFICE USE: PRE-TRAINING REVIEW

Note To the Enrolment Officer: Enrolment officer must refer to Guidelines and Procedures of "Pre-Training Review-Assessor Version" while evaluating PTR questions completed by students.

Qualification applying for:	
Student name:	



PTR call conducted via:	☐ Face to face ☐ Telephone ☐ Others, please specify
Summary of Discussion (Enrolment Officer or representative must provide brief summary of the discussion had with the student)	

Pre-Training Evaluation Checklist	
<i>TIC staff must use this pre-training review checklist to ensure that the student will be enrolled in a course suitable to their needs, abilities, and study/career goals, and to recommend appropriate learning or other support.</i>	
Section 1	
Identity has been verified.	☐ Yes ☐ No
Understands course information, including entry requirements, units, course duration, including holidays, mode of study, location and assessment methods.	☐ Yes ☐ No
Student is aware of the course progress and attendance requirements including deferment suspension and cancellation of the course	☐ Yes ☐ No
Student is fully aware of the fees including tuition and non-tuition fees. Student is also aware of fee payment & refund policy and procedure	☐ Yes ☐ No
Student's answers have been discussed thoroughly with the student to ensure that the student is aware of the policies, procedures and other information necessary to make enrolment decision to study at TIC.	☐ Yes ☐ No
During PTR interview, student has been informed of the course commencement date, end date, possible class and training schedule.	☐ Yes ☐ No
Student is eligible for RPL/CT (if yes, please initiate RPL/CT process)	☐ Yes ☐ No
Student is aware of the visa obligations including full-time study requirements.	☐ Yes ☐ No
Student is aware of their obligation to notify TIC of any changes to their contact details, including residential address, mobile number, email address, and emergency contact information, within 7 days of the change.	☐ Yes ☐ No
Student understands that TIC will notify them of any changes that may affect their training or support services, including updates to course details, fees, support services, training products, contact information, or organisational structure.	☐ Yes ☐ No
Student has been provided with the information if answers provided for information received section is 'NO'.	☐ Yes ☐ No
A copy of the TIC indicative fee schedule has been supplied to the student.	☐ Yes ☐ No
Training plan is established based on the information provided. A training plan has been established based on the information provided. If additional support is required (e.g., for LLND, disability, mental health, or digital access), this has also been identified and recorded appropriately.	☐ Yes ☐ No
Section 2	
Has appropriate educational qualification/ work experience, level of skills and the ability to undertake this course successfully as defined in entry requirements of the course.	☐ Yes ☐ No
Enrolment in this course is aligned with the student's educational goals and work/career goals.	☐ Yes ☐ No
Student meets the entry requirements specified for the course including English requirements, academic requirements, age, and can undertake this course successfully.	☐ Yes ☐ No
Student has met all the requirement ACSF level components of Language, Literacy, Numeracy and Digital skills as per applied course's entry level and has completed this test honestly and independently.	☐ Yes ☐ No
A negative response (i.e., No) in "Section 2" questions must result in the rejection of the enrolment application and other options must be discussed with the student.	
The student has been identified as requiring support based on the outcome of the Language, Literacy, Numeracy, and Digital (LLND) skills test, and appropriate support options have been discussed with the	☐ Yes ☐ No



student.	☐ Not Applicable.
Additional Notes:	
Enrolment to Proceed	
☐ Yes ☐ No If No, please specify why?	
<i>If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Support Services/Academic Department.</i>	
Recommendations on the required support/adjustments (in conjunction with the application form)	
Enrolment officer or representative	
Name:	
Signature:	Date:

Staff Member			
Signature			
Date:			
Student ID:			
Student Application Checklist			
Particulars	Yes	No	Comments (if required)
Student Management System Updated			
New Student/Existing Student			
Any support need identified on application form are discussed with the student and forwarded to relevant support officer to make arrangements for support (a brief summary of the discussion with the student, including any reasonable adjustments offered or the reasons why adjustments could not be made)			



Student Enrolment Activated			
ID number Issued			