

# DOMESTIC STUDENT APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

Agent Code/Stamp



Campus Location:  Melbourne  Hobart

## A PERSONAL DETAILS

Family name: \_\_\_\_\_  
(as stated in your birth certificate/medicare card/passport)

Given name (s): \_\_\_\_\_

Date of birth\*: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
(dd/mm/yyyy)

Gender:  Male  Female

### Residential Address

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: Australia

Telephone: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

First Language: \_\_\_\_\_

Languages spoken at home: \_\_\_\_\_

### Mailing Address (if different)

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you have any disabilities or medical conditions?  Yes  No

If 'Yes', please specify: \_\_\_\_\_

Will it impact your ability to study?  Yes  No

Do you have a Unique Student Identifier (USI) Number?  Yes, please specify

No If 'No',  I will create myself (please visit [www.usi.gov.au](http://www.usi.gov.au))

I authorise RGIT Australia to create on my behalf (please fill USI Consent Form)

### Do you have a Victorian Student Number (VSN)?

Enter your VSN Number (provided to you by most recent Victorian School/TAFE attended):

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since 2011

Yes – I have attended a Victorian School since 2009

Most recent school attended: \_\_\_\_\_

And/or  Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011 (List up to 3 training organisations)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## B COURSE OF STUDY

Please list the course/s you are applying for to study at RGIT Australia.

Course Code	Name of the Course	Course Duration	Commencement Date (e.g. Oct 2018)

## C REASON FOR CHOOSING THIS COURSE/S (please Tick one)

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

Where did you hear about us?  Website  Agents/Seminars  Advertisements  Friends  Other: \_\_\_\_\_

My referring agent/consultant is \_\_\_\_\_

## D ENGLISH LANGUAGE PROFICIENCY

Please tick (✓) which of the following applies to you. Attach relevant evidences/ documentation to support your selections.

- English is my first language.  English was the language of instruction in my secondary/tertiary studies.
- I have completed a recognised English language test. Name of the test (eg:IELTS, TOEFL): \_\_\_\_\_ Test score: \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus. From 1 July 2018, students applied for HLT54115 would be required by the NMBA to provide a formal English language skills test when applying for registration, must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program ([www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)).

Please provide details and documentation of your past education including the highest qualification reached or completed.

## E EDUCATION HISTORY

Year Completed	Name of School/Institution	State/Country	Name of Qualification	Course Duration

## F EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed (e.g. Mar 13 – Feb 14)	Name & Country of Employer (e.g. Sheraton Pty Ltd, Australia)	Position	Duties

## G MEDIA CONSENT

From time to time, RGIT Australia staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RGIT or at places where the student is involved in an activity. These creations may be used in a classroom or on-the-job work activities or could be published by RGIT in print, digital or broadcast media such as documents, student magazine, website, RGIT TV, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request students provide any of the above of the students' own creation for the same purposes.

- I do consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.
- I do not consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.

## H STUDENT DECLARATION

I confirm that I have read and understood RGIT Australia's current Student Prospectus or information provided on RGIT Australia website ([www.rgit.edu.au](http://www.rgit.edu.au)) which details information about the course entry requirements, English entry requirements, LLN requirements. I also understand fees payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered.

I confirm that I am fully aware of the fees and refund policy, conditions of enrolment and privacy statement as set out in Privacy Policy and Procedure, available at [www.rgit.edu.au/policies](http://www.rgit.edu.au/policies), which I agree to abide by as a student at RGIT Australia.

I understand that I am not required to pay more than the initial tuition fee amount as stated on this offer letter (or 50% of the tuition fee) before the start of the course.

However, I am also aware that I have a choice to pay more than 50% of the tuition fees or the full course fees upfront if I choose to do so. Any amount of fees paid before the start of the course will be reflected in my Confirmation of Enrolment (CoE).

I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment.

\_\_\_\_\_  
Signature of Student\*

\_\_\_\_\_  
Signature of Parent or Legal guardian\*

\_\_\_\_\_  
Date (dd/mm/yyyy)

\*Note: This application and declaration must be signed by a parent or legal guardian if the student is under 18 years of age at the time of application.

## K Pre-Training Review (PTR)

The Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Royal Gurkhas Institute of Technology (RGIT) Australia is able to meet the student's individual needs and their host workplace requirements (if applicable).

Before we make an offer, RGIT Australia is required to conduct a review of a student's current competencies, including their literacy and numeracy skills, in order to enroll them in the most appropriate course to achieve their intended outcomes.

The PTR ensures that RGIT Australia:

- understands the student's reasons for undertaking the course,
- ensures the suitability of the training to the student's
- understands the student's current competencies and therefore provides opportunities for these to be assessed through Recognition of Prior Learning (RPL), Recognized Current Competency (RCC) and/or Credit Transfer (CT)
- ensures the student's Language, Literacy and Numeracy skills suit the training and assessment strategies employed to deliver the course, and
- provides the relevant support required for the student to succeed in the course.

**Please Note:** The PTR assessment can be conducted and completed by the prospective student under the supervision of an authorised RGIT Australia representative. Part of this form may be completed by assessing the student application and supporting documents submitted.

PTR conducted via:

- Face to face     Telephone     .....

### Course and unit information and job outcomes/pathways from the course

#### 1. Provide details about the course and unit information.

Do you have an understanding of the course outline and the training program? Please refer to student's prospectus in RGIT Australia's website ([www.rgit.edu.au](http://www.rgit.edu.au))

Yes     No

Do you think this course will improve your future career/education prospects?

Yes     No

If yes, what are the reasons?

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#### 2. Provide details about the potential job outcomes and pathways.

Do you hope to work in the industry of your course after you graduate?     Yes     No

If yes, please specify how this course will assist you to achieve your career goal?

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### Competencies previously acquired

#### 3. Do you have any work experience related to this course?    Yes    No

If yes, please specify:

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#### 4. Do you have any previous qualifications related to this course?    Yes    No

If yes, please specify:

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#### 5. What is your highest qualification? \_\_\_\_\_

#### 6. RPL (Recognition of Prior Learning) is a form of assessment that recognizes skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.

Would you like to apply for RPL?     Yes (please fill RPL Application Form)     No

#### 7. CT (Credit Transfer) is a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.

Would you like to apply for CT?     Yes (please fill CT Application Form)     No

## Mode of study/learning style

8. **Thinking about how you best learn, which method is best for you?**

- Classroom face to face based  
 Workplace experience  
 Online learning  
 Mixed-mode of online learning and face to face

9. **When you have been taught previously, which methods suit you the best?**

- Demonstration  
 Role-plays  
 Written instructions, essay, written responses to short answer questions  
 Oral questions / interview / Discussions  
 Computer based learning and research  
 Projects / assignment  
 Group activities, working as part of a team

## English Language requirement for HLT54115 Diploma of Nursing Program

10. **Did you read and understand the English language requirement for HLT54115 Diploma of Nursing Program? Please refer to Entry requirements for HLT54115 at RGIT Australia website ([www.rgit.edu.au](http://www.rgit.edu.au))**

- Yes  
 No ( The student is advised to read the entry requirement in the website/ prospectus to continue the review)  
 N/A

11. **Do you understand that you have to provide evidence for the English language requirement prior commencing HLT54115?**

- Yes  
 No (Advise the student to refer to [www.rgit.edu.au](http://www.rgit.edu.au) website and <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx> )  
 N/A

## Learning needs – Language, Literacy and Numeracy (LLN)

The students' LLN level and needs is assessed using the prescribed testing method.

The following are a series of questions to ask the student, which supplement the prescribed testing to provide a holistic perspective of the students' needs and to recommend appropriate LLN, learning or other specific support arrangements. Students who would enroll in HLT54115, has to undertake ACER Language, and Literary and Numeracy test with at least working level 4 / exit level 3.

12. **At school and/or at work, have you had any difficulties in any of the following skills or do you require any support?**

**Speaking/listening**  Yes  No

Please tick any specific English speaking issues you have

Pronunciation/accent <input type="checkbox"/> Yes <input type="checkbox"/> No	Grammar <input type="checkbox"/> Yes <input type="checkbox"/> No
Vocabulary <input type="checkbox"/> Yes <input type="checkbox"/> No	Fluency <input type="checkbox"/> Yes <input type="checkbox"/> No

**Reading**  Yes  No

Please tick any specific English reading issues you have

Definitions <input type="checkbox"/> Yes <input type="checkbox"/> No	Punctuation <input type="checkbox"/> Yes <input type="checkbox"/> No
Grammar <input type="checkbox"/> Yes <input type="checkbox"/> No	Comprehension <input type="checkbox"/> Yes <input type="checkbox"/> No

**Writing**  Yes  No

Please tick any specific English writing issues you have

Forming letters <input type="checkbox"/> Yes <input type="checkbox"/> No	Punctuation <input type="checkbox"/> Yes <input type="checkbox"/> No
Grammar <input type="checkbox"/> Yes <input type="checkbox"/> No	Spelling <input type="checkbox"/> Yes <input type="checkbox"/> No

**Mathematics**  Yes  No

Please tick any specific numeracy issues you have.

Percentages <input type="checkbox"/> Yes <input type="checkbox"/> No	Multiplication <input type="checkbox"/> Yes <input type="checkbox"/> No
Subtraction <input type="checkbox"/> Yes <input type="checkbox"/> No	Addition <input type="checkbox"/> Yes <input type="checkbox"/> No
Use of a calculator <input type="checkbox"/> Yes <input type="checkbox"/> No	Fractions <input type="checkbox"/> Yes <input type="checkbox"/> No
Measurement <input type="checkbox"/> Yes <input type="checkbox"/> No	Mathematical Symbols <input type="checkbox"/> Yes <input type="checkbox"/> No

## Computer and internet skills

The following are a series of questions to ask the student, to provide a holistic perspective of the student's access and abilities in using the computer and internet, which may be required as part of course i.e. assessments and research, and recommend appropriate support arrangements.

13. **Do you have regular access to computer devices and the internet?**  Yes  No

If no, please specify how/where you intend accessing the internet?

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14. Do you use MS Office applications, e.g. Microsoft Word, Excel etc.?  Yes  No

If yes, how would you rate your skills:

- Beginner** (i.e. creating new documents, saving files, can use cut, copy and paste functions etc.)
- Intermediate** (i.e. can generate graphs and use scaling options and most of functions)
- Expert** (i.e. can use all functions in MS-Office)

15. Do you have any difficulties using search engines such as google and using internet in general?  Yes  No

If yes, please specify:

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## Work placement requirements

This section needs to be completed for students enrolling into a qualification that requires work placement i.e. Hospitality or Early Childhood Education and Care or Nursing. If the students are applying for a qualification that does not require work placement, please go to next section **Participation and training**.

16. As part of your course you must complete required hours of work placement before a qualification can be completed. Do you understand this requirement?  Yes  No

17. Are you aware of any difficulties that will prevent you from satisfactorily completing the work placement requirements e.g. unable to attend or commit?  Yes  No

18. Do you currently have a valid Working with Children Check (WWCC) and National Police Check?

Yes  No

19. If No, are you able to acquire them immediately?  Yes  No

If No, please specify reasons why not:

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20. Do you currently have your immunization record which is required as a part of Professional experience placement (PEP) requirement for HLT54115?

Yes  No

21. If No, are you able to acquire them prior to the commencement of placement (PEP)?  Yes  No

If No, please specify reasons why not:

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## Participation and training

The training and assessment pertaining to your course of study may involve areas outside of classroom activities/practical components, e.g. *students undertaking Cookery courses may need to come in contact with meat products etc.* Please specify, if you have any concerns relating to your course of study:

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## STUDENT DECLARATION

I declare the information I have given through my responses are true and accurate to the best of my knowledge and I have not willfully suppressed any information. I understand that RGIT Australia may refuse, vary, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information. I understand that if there are any changes to the information provided by me in this interview, I will notify RGIT Australia immediately, and in the event that I fail to do so, I may be liable for any additional costs incurred. I also acknowledge that I have been provided an opportunity to ask questions.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE SECTION**

**Pre-training evaluation (please tick)**

**Yes**

**No**

Understands course and unit information



Enrolment in this course is aligned with the student's work/career plans



Appropriate work experience and level of skill and ability to undertake this course successfully



Student is eligible for RPL/CT



Appropriate proposed assessment modes, methods and learning styles (refer to TAS)



Student requires additional LLN or other support to participate in the proposed course



**Recommendation:**

Based on the information provided above:

**Enrolment to proceed:**  Yes  No **Enrolment to proceed with adjustments/conditions:**  Yes  No

Area requiring assistance/recommendation for support or adjustment (if any):

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*If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Services/Academic Departments.*

**Staff Signature:**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this completed Student Application Form to:**

Street Address: **28-32 Elizabeth Street, Melbourne, VIC 3000, Australia**  
 Postal Address: **GPO Box 5466 Melbourne VIC 3001**  
 Phone: **+61 3 8639 9000** Fax: **+61 3 8639 9001**  
 Email: **admissions@rgit.edu.au** Web: **www.rgit.edu.au**

**Office Use only**

Student File No. : \_\_\_\_\_  
 Offer Number : \_\_\_\_\_  
 Application assessed by : \_\_\_\_\_