

APPLICATION FOR ADMISSION

INTERNATIONAL APPLICANTS ONLY

Australian Engineering College Pty Ltd t/a Australian Engineering College (herein referred to as "AEC")

1. Complete all sections of this application.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged a non-refundable application fee of AUD \$250.00.

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:	
Enter your full name*			
Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').			
Family Name (surname):		Given Name:	
Middle Name:			
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Australian Engineering College (AEC) 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 2nd page 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 Australian Engineering College.**

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. More information is also available on the website of Australian Engineering College at www.aecollege.vic.edu.au.

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

AEC 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)

- ☐ LGBTQIA+ Communities
☐ Other (please specify): _____
☐ Prefer not to say
☐ Neither of the above

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

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
☐ Other
☐ Mental Health Condition
☐ Medical Illness
☐ Acquired Brain Impairment
☐ Vision

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 AEC's website. Alternatively, you can contact AEC by phone at +61 390 886 440 or email us at info@aecollege.vic.edu.au for more information.

4. Department of Home Affairs (DHA) – Visa Application Location

Please indicate where you applied for your Australian visa:

☐ Onshore (within Australia): Office / Location: _____

☐ Offshore (outside Australia): Country / City: _____

5. Visa Details (if applicable)

Visa Type:		VISA Subclass:	
VISA Number:		VISA Expiry date:	

6. 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 Australian Engineering College (AEC) to create a USI on my behalf

--	--	--	--	--	--	--	--	--	--

Please note that from 1 January 2015, Australian Engineering College (AEC) 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: Information about the Unique Student Identifier (USI), including how to create or retrieve a USI, how it will be used, and the option for AEC to apply for a USI on the student's behalf with their consent, has been provided to the student as part of the Pre-Training Review (PTR).

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

7. Contact Details					
Address (Home Country)					
Address:					
State/Province:		Country:		Post Code:	
Phone no:		Email:			
Residential Address (Australia)					
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:	

8. 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.			

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

10. Overseas Student Health Cover – Must cover the entire enrolment period	
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: Australian Engineering College (AEC) does not apply for OSHC on behalf of students. Students are required to arrange for their own health cover. However, AEC can assist students in arranging their own OSHC. Please contact Australian Engineering College (AEC) for assistance in arranging OSHC.

11. Course Selection (Please choose by placing an X in the boxes that apply to you)
Please be advised that, as part of the application process, you will be required to complete a Pre-Training Review Form

(PTR). The PTR was conducted prior to this Application Form and the form is also available on the website of AEC: www.aecollege.vic.edu.au.

Intake Applying for:

Please tick	Course Code and Name	CRICOS Course Code	Total Course Duration	Study Period (SP) (week)
☐	BSB50820 Diploma of Project Management	112435H	58 weeks (including 8 weeks holiday break)	5 SP of 10 weeks each
☐	CPC30620 Certificate III in Painting and Decorating	119269E	56 weeks (including 6 weeks holiday break)	5 SP of 10 weeks each
☐	CPC31320 Certificate III in Wall and Floor Tiling	119268F	52 weeks (including 6 weeks holiday break)	3 SP of 11 weeks each and 1 SP of 13 weeks
☐	CPC33020 Certificate III in Bricklaying and Blocklaying	120864J	58 weeks (including 8 weeks holiday break)	5 SP of 10 weeks each
☐	CPC31020 Certificate III in Solid Plastering	120865H	56 weeks (including 6 weeks holiday break)	5 SP of 10 weeks each
☐	CPC40120 Certificate IV in Building and Construction	120863K	40 weeks (including 6 weeks holiday break)	2 SP of 9 weeks each and 2 SP of 8 weeks each
☐	CPC50220 Diploma of Building and Construction (Building)	119270A	56 weeks (including 6 weeks holiday break)	5 SP of 10 weeks each
☐	FNS40222 Certificate IV in Accounting and Bookkeeping	112434J	36 weeks (including 6 weeks holiday break)	3 SP of 10 weeks each
☐	ICT50220 Diploma of Information Technology	118178E	56 weeks (including 6 weeks holiday break)	2 SP of 12 weeks each and 2 SP of 13 weeks each
☐	ICT60220 Advanced Diploma of Information Technology	112436G	104 weeks (including 14 weeks holiday break)	9 SP of 10 weeks each
☐	RII50520 Diploma of Civil Construction Design	118177F	56 weeks (including 6 weeks holiday break)	2 SP of 12 weeks each and 2 SP of 13 weeks each
☐	RII60520 Advanced Diploma of Civil Construction Design	112437F	104 weeks (including 14 weeks holiday break)	9 SP of 10 weeks each

Fee Information Acknowledgement- Please tick below for confirmation or enquire at info@aecollege.edu.au for more information.

Fee and Delivery Information

Before submitting this application, please review the AEC Course Information and Fee Schedule for your chosen course. The course page <https://aecollege.vic.edu.au/#> lists all tuition fees, material and resource fees, delivery modes, and payment options.

- ☐ I confirm I have read the AEC Course Information and Fee Schedule for the qualification I am applying for.
- ☐ I understand that material fees are in addition to tuition fees and cover [e.g. workbooks, PPE, assessment consumables] as described in the Fee Schedule.
- ☐ I understand that my specific fee amounts, payment schedule, and confirmed delivery mode will be set out in my Letter of Offer before my enrolment is confirmed.
- ☐ I understand that fees and delivery modes are subject to change for future intakes and that the Letter of Offer will confirm the arrangements that apply to my enrolment.

Delivery Information
Delivery Mode:

- ⇒ Face-to-face theory learning in a classroom with access to course related equipment and resources.
- ⇒ Practical training at AECs Workshop or simulated environment based on the course.

⇒ Practical placements at host employer (for the courses which require placement)

Delivery Location

Classroom: Suite 1, Level 4 & 5, 398 Lonsdale Street, Melbourne VIC 3000

Workshop Training (CPC30620, CPC31320, CPC50220, CPC33020, CPC31020 and CPC40120): AEC's Workshop as advised

Details of course information can also be found on AEC's website www.aecollege.vic.edu.au or can be made available at the reception.

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

Please refer to AEC's Student Handbook available on the website <https://aecollege.vic.edu.au/wp-content/uploads/2024/06/Attachment-6-International-Student-handbook.pdf> or contact the institute at +61 3 9088 6440 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 AEC'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, AEC doesn't provide accommodation to its students.		
Do you require assistance with Airport pickup?	☐ Yes	☐ No
Australian Engineering College can provide airport pick-up. Students will be required to fill out the Airport Pick up form available on the Australian Engineering College's website or can email their request for Airport pick up at info@aecollege.vic.edu.au . Students are requested to contact the institute at +61 390 886 440 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?

- ☐ Education Agent
 ☐ Advertisement
 ☐ Newspaper
 ☐ Internet
 ☐ Friends
 ☐ Search engines/Google
☐ Other, specify: _____

18. Application Checklist

- | | |
|--|--|
| ☐ Completed all sections of this application
☐ Attached relevant employment documentation
☐ Attached copies of your passport
☐ Attached copies of your qualifications
☐ Completed Pre – Training Review | ☐ Attached copies of your English proficiency
☐ Attached any other relevant documentation
☐ Read all the information provided under "Important Information for Students" in the PTR Form.
☐ Read and signed the declaration |
|--|--|

NOTE: Australian Engineering College 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 Australian Engineering College's website www.aecollege.vic.edu.au or Student Handbook.

All prospective students are required to familiarise themselves with the Enrolment policy and procedures of Australian Engineering College (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, Australian Engineering College Policies and Procedures etc. This will be available on Australian Engineering College's website www.aecollege.vic.edu.au or can be made available at reception.

Diversity and Inclusion

Australian Engineering College (AEC) 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. AEC 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 the Australian Engineering College's Enrolment policy and procedures (Available on the Australian Engineering College's website www.aecollege.vic.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 is processed, 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 Australian Engineering College'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 AEC 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 AEC 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 Australian Engineering College.
- ☐ I have read and understood important information from the PTR Form provided to me along with this application form.
- ☐ I understand that I am responsible for keeping a copy of written agreements as supplied by Australian Engineering College, and receipts of any payments of tuition fees or non-tuition fees.

Student Signature	
Date (DD/MM/YYYY)	