

Complete all section in **BLOCK LETTERS** and ensure that you sign wherever necessary

PERSONAL DETAILS

Title: ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other

Family Name:

First Name:

Middle Name:

Gender: ☐ Female ☐ Male ☐ Other

Date of Birth:

For students under 18 years of age:

**Parent /
Guardian Name:**

Email ID:

Telephone No:

**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 IHNA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.*

Have you got a current concession card ☐ Yes ☐ No

[Please provide a copy]

USUAL ADDRESS: *Do not use PO Box and advise IHNA if you change your address during your course*

**Building / Property
Name:**

Flat / Unit Number:

**Street Number &
Name:**

Suburb / City:

State:

Zip / Postcode:

Country:

Home Phone:

Work Phone:

Mobile:

***Email:**

**On commencement of Training you will be required to use email to receive correspondence from IHNA and to use our online learning portal to access the resources and submit your assessments. Therefore, it is necessary to provide an email address"*

POSTAL ADDRESS: (If not same as above)

**Building / Property
Name:**

Flat / Unit Number:

**Street Number &
Name:**

Suburb / City:

State:

Zip / Postcode:

Country:

UNIQUE STUDENT IDENTIFIER (USI)

IMPORTANT: You must provide a valid USI to receive a nationally recognised VET qualification or statement of attainment when you complete your program.

Option 1 (Already have USI) * All fields for this option are mandatory

☐ I already have a USI and I give IHNA permission to verify my USI.

My USI is:

OR

Option 2 (Creating own USI)

☐ I do not hold a USI. I will create my own USI account and provide my USI to IHNA along with permission to verify my USI prior to enrolment into the course.

IMPORTANT: To create my own USI visit <http://www.usi.gov.au/pages/default.asp>

Option 3 (IHNA to create USI - available only in the event you are unavailable to create your own USI)

☐ I am unable to create my own USI and I authorize IHNA to create a USI on my behalf and that I have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. I have provided one of the following forms of personal identification.

☐ Driver's License (Australian)

☐ Australian Passport

☐ Citizenship Certificate

☐ Australian Birth Certificate

☐ Medicare Card

☐ Other

(Contact IHNA for confirmation)

Document Identification Number:

Country of Birth:

Town or City of Birth:

IMPORTANT: For this service there will be a processing period of 1-3 business days.

COURSE DETAILS

Which course are you applying for?

Course Delivery Mode:

☐ Face to face

☐ Blended

Course start date
(If applicable):

NEXT OF KIN (in case of emergency who can we contact): For students under the age of 18, this must be a Parent/ Nominated Guardian

Full Name

Relationship

Mobile

Telephone

Address

Email

All fields are mandatory to complete.

LANGUAGE AND CULTURAL DIVERSITY

1. In which country where you born?

☐ Australia

☐ Other - please specify

If not Australian, your current residential status (*Specify the type of visa*):

2. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

☐ No, English only

☐ Yes, other – please specify

3. How well do you speak English?

☐ Very well

☐ Well

☐ Not well

☐ Not at all

Do you meet the NMBA English Language requirements?

☐ Yes

☐ No

**Students applying for HLT54121-Diploma of Nursing must meet the NMBA English Language requirements prior to enrolling in the course. Refer to Page 8 for more details*

4. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

DISABILITY

5. Do you consider yourself to have a disability, impairment, or long-term condition?

- ☐ Yes ☐ No (If no, go to question 7)

6. If you indicated the presence of a disability, impairment or long-term condition, please select the area (s) in the following list:

- ☐ Hearing/deaf ☐ Physical ☐ Learning ☐ Mental Health Condition
☐ Intellectual ☐ Medical condition ☐ Vision ☐ Acquired brain impairment
☐ Other, Please Specify

SCHOOLING

7. What is your highest COMPLETED school level? (Tick ONE box only)

- ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent Year
☐ 09 or equivalent ☐ Year 08 or below ☐ Never attended school

8. In which YEAR did you complete that school level?

9. Are you still attending secondary school? ☐ Yes ☐ No

PREVIOUS QUALIFICATIONS ACHIEVED

10. Have you SUCCESSFULLY completed any of the following qualifications? ☐ Yes ☐ No

If YES, then tick ANY applicable boxes.

A - Australian

E - Australian Equivalent

I - International

A E I

- ☐ ☐ ☐ Bachelor Degree or Higher Degree
☐ ☐ ☐ Advanced Diploma or Associate Degree
☐ ☐ ☐ Diploma (or Associate Diploma)
☐ ☐ ☐ Certificate IV (or Advanced Certificate / Technician)

A E I

- ☐ ☐ ☐ Certificate III (or Trade Certificate)
☐ ☐ ☐ Certificate II
☐ ☐ ☐ Certificate I
☐ ☐ ☐ Certificates other than the above

EMPLOYMENT

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

- | | |
|---|--|
| ☐ Full-time employee | ☐ Employed - unpaid worker in a family business |
| ☐ Part-time employee | ☐ Unemployed - seeking full-time work |
| ☐ Self-employed - not employing others | ☐ Unemployed - seeking part-time work |
| ☐ Self-employed - employing others | ☐ Not employed - not seeking employment |

12. Which of the following qualification BEST describes your current or recent occupation? (Tick one box only) If never employed go to question 14 Options for this question are:

- | | | |
|--|--|--|
| ☐ Managers | ☐ Professionals | ☐ Technicians and Trade Workers |
| ☐ Community and Personal Service | ☐ Sales Workers | ☐ Clerical and Administrative Workers |
| ☐ Machinery Operators and Drivers | ☐ Labourers | ☐ Other |

13. Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If never employed go to Question 14 options for this question are:

- | | | | | |
|--|---|---------------------------------------|--|---------------------------------------|
| ☐ Manufacturing | ☐ Mining | ☐ Construction | ☐ Wholesale Trade | ☐ Retail Trade |
| ☐ Agriculture, Forestry and Fishing | ☐ Electricity, Gas, Water and Waste Services | | | |
| ☐ Transport, Postal and Warehousing | ☐ Accommodation and Food Services | | | |
| ☐ Arts and recreation Services | ☐ Information Media and telecommunications | | | |
| ☐ Financial and Insurance Services | ☐ Rental, Hiring and real Estate Services | | | |
| ☐ Professional, Scientific and Technical Services | ☐ Administrative and Support Services | | | |
| ☐ Public Administration and Safety | ☐ Education and Training | | | |
| ☐ Health Care and Social Assistance | ☐ Other Services | | | |

EMPLOYMENT

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

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

VICTORIAN STUDENT NUMBER

To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Question

Enter your Victorian Student Number (VSN)

No more questions if you provided your VSN.

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

☐

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

No more questions if you answer No above.

☐

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended
and / or

☐

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

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

Funding/VET Student Loan Eligibility

Are you eligible for government funding ☐ Yes ☐ No

Have you completed the VTG form ☐ Yes ☐ No

Are you eligible for VET Student Loan ☐ Yes ☐ No

Would you like to avail for VET Student Loan ☐ Yes ☐ No

You would need to provide your TFN number for the ecaf application. For more details please visit
<https://www.education.gov.au/vet-student-loans>

TUITION FEE PAYMENT

Choose one of the payment plans below.

- ☐ Full Fee Paying Student ☐ Skill First Funding ☐ DTWD Funding ☐ VET Student Loans

If you have selected, Full Fee Payment student please select from the below.

- ☐ Full Fee Paid Upfront ☐ Payment Plan

**IHNA does not require students to pay in excess of \$1500 prior to the course commencement. However, the remainder of the course fees must be paid as outlined in IHNA Fees policy.*

(Please contact your admission consultant or customer service team on 1800 22 52 83 for any questions.)

Please choose one of the following Fees payment methods. Please use invoice number in all payment transactions. To finalize the enrolment quickly it is recommended you include a copy of the deposit receipt with this enrolment form.

☐ **Bank transfer**

Bank Details

Bank: ANZ Heidelberg, Victoria, Australia.

Account Name: Institute of Health & Nursing Australia

BSB No. 013-313

Account No. 197 452 667.

☐ **Pay Online from our website**

<https://www.ihna.edu.au/pay-online/>

☐ Pay at our campus

☐ Using Credit card

Credit Card Authorization

**Cardholders
Name:**

**Card
Number:**

**Credit card
type:**

☐ Master Card

☐ Visa

Expiry Date:

CVV No:

I authorize the Institute of Health and Nursing Australia to process payment/s against the credit card (Credit card surcharges apply @ 1.50%) as set out in my selected Payment Plan.

Signature:

Date:

For students under 18 years of age:

**Parent /
Guardian Name:**

Telephone No:

Email ID:

☐ **Direct Debit***

Please provide following details

Name of Account Holder		BSB No	
Accno		Date you want to start the direct debit	

To ensure your enrolment is finalised quickly, it is recommended to sign and sent the direct **debit form** to the enrolment officer as quickly as possible.

**For direct debit administration charges & fees apply. Dishonour fee of AUD 20/- is applicable in case of dis-honour of any direct installment.*

VET Student Enrolment Privacy Notice

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

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.

For further information, please contact IHNA's Privacy Officer in the first instance by phone [#] or email [#].

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

☐ I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student Signature		Parent/Guardian Signature*	
Date		Date	

**Parental/guardian consent is required for all students under the age of 18.*

NMBA English Language Requirement

From 1 July 2018 all students that 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 as below:

- Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12 [NB: At the time of applying for NMBA registration as a program graduate: the applicant will have completed an NMBA approved Enrolled Nurse program and will therefore have a qualification that has been taught and assessed solely in English.]

OR

- At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 5 years (full time equivalent) of studies taught and assessed in English – that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

- Has formal English language test score results showing:
 - an IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: achieved a minimum overall score of 7 in each sitting and achieved a minimum score of 7 in each component across the two sittings, and no score in any component of the test is below 6.5. **OR**

- an OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: was tested in all four components in each sitting, and achieved a minimum score of B in each component across the two sittings, and no score in any component of the test is below C. **OR**

- a PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: a minimum overall score of 65 is achieved in each sitting, and you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and no score in any of the communicative skills is below 58. **OR**

- a TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and no score in any of the sections is below: 20 for listening, 19 for reading, 24 for writing, and 20 for speaking. **OR**

- other English language test approved by the NMBA as published on the Board's website with the required minimum scores.

Unique Student Identifier Privacy Notice and Privacy Policy

Privacy Notice

You are advised that and agree that you understand and consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts.

- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and Statutory bodies performing functions relating to VET for:
 - The purposes of administering and auditing Vocational Education and Training (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 Admission Bodies for the purposes of administering VET and VET programs
 - Current and former Registered Training Organizations to enable them to deliver VET

Courses to these individual meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies:

- Schools for the purposes 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 for 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 authorized 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 otherwise be disclosed without their consent unless authorized or requires by or under law.

USI Privacy policy

You can find further information on how the Student Identifiers Registrar collect, use, disclose and store personal information including sensitive information in Student Identifiers Registrar's Privacy Policy. The registrar's Privacy policy contains information about how you may access and seek corrections of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

Student Checklist

- ☐ Selected payment option
- ☐ Attached copy of Green Medicare/ Concession card.
- ☐ Attached Copy of Photo ID and Age Proof (*Passport, Driver's Licence, etc.*)
- ☐ Attached copy of proof of residence.
- ☐ Signed this form.
- ☐ Attached copies of your previous academic qualifications. (*if applicable*)
- ☐ Completed Funding Application form. (*if applicable*)
- ☐ For student under the age of 18, parent/ nominated guardian has signed this form
- ☐ For students applying for HLT54121-Diploma of Nursing, attach relevant evidence for meeting NMBA English Language Requirements (*refer to page 8 for more details*)

DECLARATION

- I have read and understood the student handbook and the course Brochure (available at www.ihna.edu.au)
- I am aware of all course details, units of competencies, duration, mode of delivery and fees for the course I am enrolling in.
- I would like to apply for enrolment with IHNA and agree to be bound by the policies and procedures set out by IHNA and I agree to maintain good and proper behaviour for the duration of my training. I understand my enrolment can be suspended or cancelled by the breach of IHNA policies and procedures, use inappropriate behaviour, or endanger myself or others.
- I declare that the information I have provided in this application is true and correct.
- I acknowledge and agree to the terms described in privacy statement including the USI privacy policy
- I have received the Course Handbook for students. I have fully advised the assessment processes involved in the course including the work experience placement and I acknowledge that I am willing to be assessed. I am aware that the Course Handbook is available on the Student Portal
- I have read and understood the work experience placement assessment section in the Course Handbook for students. Work experience placement (if it is a part of the course) will be arranged by IHNA with its preferred partners and specific requirements like Australian National police clearance, immunization (if required), WWCC (if applicable) should be met by the students before the placement.
- I have read and understood the course extension, refund, withdrawal, deferral, credit transfer and RPL policy published in IHNA website and Course Handbook (<http://www.ihna.edu.au/policydocuments/listing>)
- I am obliged to advise IHNA of my residential address in Australia, and advise any change in my address during the period I am enrolled in the course/s. This can be done through IHNA online portal "Student Hub"
- I am aware that it is a requirement of the VET Quality Framework that students can access personal information held by the Institute. Accordingly, if I wish to correct or update information, I shall apply to IHNA if I wish to review my own records.
- I understand that enrolling in this qualification and availing the relevant state funding, may affect student's future training options and the eligibility for further government subsidised training.
- I agree that the Institute reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the Institute's control necessitate such a change.
- I understand that all soft and hard copies of lessons and/ or any related material supplied by IHNA are copy-right, and any unauthorized copying is prohibited.

As a registered training organisation (RTO), IHNA collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course(s) with us. If you do not provide the required information as, we will not be able to enrol you as a student.

Please refer to our Privacy Policy for more details.

Applicant's Name:			
For students under 18 years of age:			
Parent/Guardian Name:			
Signature:		Date	

ABOUT IHNA

How did you hear about IHNA?

☐ Online

Please Specify:

☐ Friend/ Relative

Please Specify:

☐ Magazine/Advertisement

☐ Other

Please Specify:

☐ Refer a friend scheme

Please Specify:

I agree that IHNA can take my photo, video footage, details, achievements and feedback that may be used for promotional purposes.

☐ Agree

☐ Do not agree

I agree to receiving marketing materials such as emails, newsletters etc. from IHNA for the purpose of notifying me of IHNA's offers for other courses etc.

☐ Agree

☐ Do not agree

FEEDBACK:

Can you suggest any improvements to our pre-enrolment information, application/enrolment process?

Please submit the completed application form by e-mail or post to:

Email: enquiry@ihna.edu.au

Post:

To: Admissions, Institute of Health and Nursing Australia,

Melbourne CBD

Level 6, 131 Queen Street,
Melbourne, VIC - 3000,
Australia

Melbourne CBD

Level 4 and 10, 399 Lonsdale
Street, Melbourne, VIC -
3000, Australia

Melbourne Heidelberg

597-599 Upper Heidelberg
Road, Heidelberg Heights,
VIC 3081, Australia

Perth CBD

Level 2 and 4, 12 St Georges
Terrace, Perth, WA – 6000,
Australia

Sydney

Level 7, 33 Argyle Street,
Parramatta, NSW 2150,
Australia

Brisbane

Level 3, 59, Adelaide Street,
Brisbane, QLD - 4000,
Australia

Our Corporate office

North Melbourne
Level 2, 187 Boundary Road,
North Melbourne, VIC - 3051

If you have any questions please feel free to contact IHNA at

Email: enquiry@ihna.edu.au **Telephone:** 1800 22 52 83

For Office Use Only:

- ☐ Confirmed all sections of application form are complete
- ☐ USI collected /Created and verified
- ☐ Checked and approved student funding and/or VET Student Loan (If applicable)
 - ☐ Eligible for funding ☐ Eligible for VET Student Loan ☐ Accessed VET Student Loans
- ☐ Completed LLN test
- ☐ Created Wise net ID:
- ☐ Checked and approved the payment plan
- ☐ Confirmed the initial deposit for the commencement of the course has been received
- ☐ Assessed and finalized RPL/Credit Transfer and informed change in fee to the accounts
- ☐ Sent confirmation letter with Academic Hub details to the students

Staff Name

Date

Signature