



ADMISSIONS · APPLICATION FOR ENROLMENT

Student Enrolment Form

*For students in Australia and overseas enrolling in an IOIS online course***BEFORE YOU START**

- **Read the Course Brochure and Student Handbook first.** They explain each course's units, duration, entry requirements, fees, assessment and your rights. All IOIS courses are delivered **online**, with live sessions on Microsoft Teams in Sydney time.
- **Complete every section that applies to you**, sign the declaration, and email this form with your supporting documents to **admission@iois.edu.au**, with your full name and course in the subject line. Most questions are required by the national VET data standard (AVETMISS); if you prefer not to answer a sensitive question, you may choose that option.
- **What happens next:** we acknowledge your application within **3 working days** and contact you within **4 working days** to book your **Course Entry Interview** on Teams or by phone. You also complete a short online LLND (language, literacy, numeracy and digital) screening. If you are suitable, we send you an **Offer Letter and Student Agreement**. We do not ask for fees until you accept it.
- **Studying from overseas?** IOIS is not CRICOS-registered, so our courses cannot be used to obtain an Australian student visa. **Under 18?** A parent or guardian must take part in your interview and sign this form.

01 PERSONAL DETAILS

FIRST NAME	MIDDLE NAME(S)	FAMILY NAME	
PREFERRED NAME		PREVIOUS NAME (IF ANY)	
DATE OF BIRTH	GENDER ☐ Male ☐ Female ☐ X (non-binary or another term)		
EMAIL ADDRESS		MOBILE NUMBER (WITH COUNTRY CODE)	

02 RESIDENTIAL AND POSTAL ADDRESS

RESIDENTIAL STREET ADDRESS (FLAT/UNIT, NUMBER AND STREET)			
SUBURB OR TOWN	STATE / PROVINCE	POSTCODE	COUNTRY
IS YOUR POSTAL ADDRESS THE SAME? ☐ Yes ☐ No		IF NO, FULL POSTAL ADDRESS	

03 RESIDENCY STATUS

WHICH BEST DESCRIBES YOU? (TICK ONE)		
☐ Australian citizen	☐ Australian permanent resident	☐ New Zealand citizen
☐ Permanent humanitarian visa holder	☐ Temporary visa holder in Australia	☐ Living outside Australia (offshore)
IF TEMPORARY VISA HOLDER: VISA SUBCLASS AND EXPIRY DATE		IF OFFSHORE: COUNTRY OF RESIDENCE AND TIME ZONE

Temporary visa holders must make sure their visa conditions allow them to study this course.

**04 UNIQUE STUDENT IDENTIFIER (USI)**

Every student in Australia needs a USI before IOIS can issue a qualification or Statement of Attainment. Students who live overseas and study wholly offshore may be exempt. Find or create your USI at usi.gov.au.

YOUR USI (10 CHARACTERS)	TOWN OR CITY OF BIRTH (FOR USI VERIFICATION)
IF YOU CANNOT GIVE YOUR USI (TICK ONE)	
☐ I authorise IOIS to find my existing USI on my behalf	
☐ I authorise IOIS to create a USI on my behalf, using the identity details and document I provide	
☐ I live outside Australia and will study wholly offshore, and I will apply for a USI exemption	

Under the Student Identifiers Act 2014 (Cth), IOIS is authorised to collect your personal information to verify or create your USI, and to give it to the Student Identifiers Registrar. The Registrar's privacy policy is at usi.gov.au.

05 EMERGENCY CONTACT

FULL NAME	RELATIONSHIP TO YOU
PHONE NUMBER (WITH COUNTRY CODE)	EMAIL ADDRESS

06 COURSE SELECTION

COURSE YOU ARE APPLYING FOR (TICK ONE)	
☐ BSB50420 Diploma of Leadership and Management	☐ BSB60420 Advanced Diploma of Leadership and Management
☐ ICT50220 Diploma of Information Technology	☐ ICT60220 Advanced Diploma of Information Technology
☐ Individual unit(s) only (list below)	
UNIT CODE(S) AND TITLE(S), IF ENROLLING IN INDIVIDUAL UNITS	
PREFERRED START DATE OR INTAKE	HOW DID YOU HEAR ABOUT IOIS?
DID AN EDUCATION AGENT HELP YOU? ☐ No ☐ Yes	IF YES, AGENT NAME

07 SCHOOL AND PREVIOUS STUDY

ARE YOU STILL AT SECONDARY SCHOOL? ☐ Yes ☐ No	YEAR YOU FINISHED SCHOOL	
HIGHEST COMPLETED SCHOOL LEVEL (TICK ONE)		
☐ Year 12 or equivalent	☐ Year 11 or equivalent	☐ Year 10 or equivalent
☐ Year 9 or equivalent	☐ Year 8 or below	☐ Never attended school
QUALIFICATIONS COMPLETED SINCE LEAVING SCHOOL (TICK ALL THAT APPLY)		
☐ Bachelor degree or higher	☐ Advanced Diploma or Associate Degree	☐ Diploma
☐ Certificate IV	☐ Certificate III	☐ Certificate II
☐ Certificate I	☐ Other certificate	☐ None
HIGHEST QUALIFICATION TITLE AND PROVIDER	YEAR COMPLETED	COMPLETED IN ☐ Australia ☐ Overseas
WOULD YOU LIKE TO APPLY FOR		
☐ Credit Transfer (free) ☐ Recognition of Prior Learning (RPL) ☐ Neither		

**08 LANGUAGE AND CULTURAL BACKGROUND**

COUNTRY OF BIRTH		LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME ☐ No, English only ☐ Yes (specify)	
IF YES, WHICH LANGUAGE?		HOW WELL DO YOU SPEAK ENGLISH? ☐ Very well ☐ Well ☐ Not well ☐ Not at all	
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both ☐ Prefer not to say			

09 EMPLOYMENT AND REASON FOR STUDY

CURRENT EMPLOYMENT STATUS (TICK ONE) ☐ Full-time employee ☐ Self-employed – not employing others ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking part-time work		☐ Part-time employee ☐ Employer ☐ Unemployed – seeking full-time work ☐ Not employed – not seeking employment	
MAIN REASON FOR STUDY (TICK ONE) ☐ To get a job ☐ To start my own business ☐ To get a better job or promotion ☐ I wanted extra skills for my job ☐ For personal interest or self-development ☐ Other reasons ☐ To develop my existing business ☐ To try for a different career ☐ It was a requirement of my job ☐ To get into another course of study ☐ To get skills for community or voluntary work			

10 LLND, TECHNOLOGY AND SUPPORT NEEDS

HAVE YOU HAD DIFFICULTY WITH ANY OF THESE? (TICK ALL THAT APPLY) ☐ Reading ☐ Writing ☐ Numeracy ☐ Spoken English ☐ Using computers ☐ Online learning ☐ None of these ☐ Prefer to discuss privately			
COMPUTER OR LAPTOP WITH WEBCAM AND MICROPHONE? ☐ Yes ☐ No		RELIABLE INTERNET CONNECTION? ☐ Yes ☐ No	
DO YOU HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION? ☐ Yes ☐ No ☐ Prefer not to say			
IF YES, TICK ALL THAT APPLY ☐ Hearing or deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other			
SUPPORT OR REASONABLE ADJUSTMENT YOU WOULD LIKE US TO DISCUSS WITH YOU			

Telling us about a support need will not disadvantage your application. We use it only to plan support and reasonable adjustment, and keep it confidential. Reasonable adjustment does not change the competency standard you need to meet.

**11 FEES AND PAYMENT**

WHO WILL PAY YOUR FEES? ☐ Me ☐ My employer ☐ Other		IF EMPLOYER OR OTHER: NAME AND EMAIL
PREFERRED PAYMENT METHOD ☐ Bank transfer ☐ Credit or debit card ☐ Other		PAYMENT PLAN NEEDED? ☐ Yes ☐ No

Your fees, payment schedule and refund conditions are set out in your Offer Letter and Student Agreement. Fees are charged in Australian dollars, payable by study period, and IOIS never holds more than \$1,500 of your fees in advance for training not yet delivered.

12 DOCUMENTS TO ATTACH

DOCUMENT	ATTACHED
Photo identification (passport, driver licence or national ID card)	☐
Evidence of your USI, or the identity document for IOIS to create one	☐
Certified copies or USI transcript of qualifications, if applying for Credit Transfer or RPL	☐
Evidence of a change of name, if your documents show a different name	☐
Signed consent from a parent or guardian (applicants under 18)	☐
Any other document requested by IOIS for your course	☐

13 PRIVACY NOTICE

Why we collect your personal information. As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information. We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information. We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information. The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact IOIS using the contact details below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at www.dewr.gov.au/national-vet-data/vet-privacy-notice.

Surveys. You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information. At any time, you may contact IOIS at admission@iois.edu.au to request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled, or ask a question about this Privacy Notice. The IOIS Privacy Policy explains how IOIS handles your information.

14 STUDENT DECLARATION

By signing this form, I declare and agree that:

- the information I have provided is true, correct and complete. I understand that false or misleading information may lead to my application being refused or my enrolment being cancelled, and I will tell IOIS within 7 days if my details change;
- I have read the Course Brochure and Student Handbook, and have had access to the IOIS policies, including the Fees and Refunds, Student Support, Training and Assessment, Credit Transfer and RPL, Plagiarism, AI Use, Deferral, Suspension and Cancellation, Complaints, Appeals and Privacy Policies and the Student Code of Conduct;
- I will take part in my course, submit my own work by the due dates, check my IOIS email and Moodle regularly, and follow IOIS policies and the Student Code of Conduct;
- I will pay my fees as set out in my Offer Letter and Student Agreement;
- I have read the Privacy Notice above and consent to the collection, use and disclosure of my personal information in accordance with it, including for my USI; and



- submitting this form does not guarantee enrolment, which is confirmed only after my Course Entry Interview and when I accept my Offer Letter and Student Agreement.

STUDENT NAME	SIGNATURE	DATE

Parent or guardian (applicants under 18): I consent to this application and agree to take part in the Course Entry Interview and co-sign the Offer Letter and Student Agreement, under the IOIS Under-18 (Minor Learner) Policy.

PARENT OR GUARDIAN NAME	SIGNATURE	DATE



OFFICE USE ONLY - ADMISSIONS			
DATE RECEIVED	ACKNOWLEDGED (3 DAYS)	INTERVIEW BOOKED (4 DAYS)	SMS STUDENT ID
CHECK			DONE
All required sections completed and declaration signed			☐ Yes ☐ No
Identity verified against photo identification			☐ Yes ☐ No
USI verified, created with permission, or offshore exemption recorded			☐ Yes ☐ No
Course Entry Interview completed and form saved to the student file			☐ Yes ☐ No
LLND screening completed and result reviewed by staff			☐ Yes ☐ No
Course entry requirements met			☐ Yes ☐ No
Support needs or reasonable adjustment referred to Student Support			☐ Yes ☐ No
Credit Transfer or RPL application received and referred			☐ Yes ☐ No
Under 18: guardian consent received and enrolment approved by the RTO Manager			☐ Yes ☐ No
Education agent arrangement verified (if an agent was involved)			☐ Yes ☐ No
OUTCOME ☐ Offer Letter and Student Agreement issued ☐ Not suitable – applicant told with reasons ☐ Referred to another course			
OLSA SENT (DATE)	SIGNED OLSA RECEIVED (DATE)	ENROLMENT CONFIRMED IN SMS (DATE)	
ADMISSIONS OFFICER NAME	SIGNATURE	DATE	