



# QFC International Student Application Form

## PRIVACY STATEMENT

### 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 NCVER and other bodies handle your personal information

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.

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

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed 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 <https://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 Queensford College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

**Phone:** 1300 120 457 | **Email:** [info@queensfordcollege.edu.au](mailto:info@queensfordcollege.edu.au)

**Queensford College Privacy Policy:** <https://queensford.edu.au/privacy-policy/>

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## APPLICANT INFORMATION

Title Mr.      Mrs.      Ms.	Existing student number (If applicable):		
First Name:	Last Name:	Middle Name:	
Date of birth (dd/mm/yyyy): _____ / _____ / _____		Gender: Male	Female      Other

From 1 January 2015, we [Queensford College] 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 Unique Student Identifier (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 <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

Enter your Unique Student Identifier Number (USI) (if you already have one):

## CONTACT DETAILS

Current Address:	Suburb:	
Postcode:	State:	
Home phone:	Work phone:	Mobile:
Email address:	Alternative Email address:	

## OVERSEAS RESIDENTIAL ADDRESS OF STUDENT

Building/Property Name:	Suburb:	
Flat/Unit Details:	State:	Postcode:
Street or Lot Number:	Street Name:	Country:

## POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)

Building/Property Name:	Postal Delivery Information:		
Flat/Unit Details:	Suburb:	State:	Postcode:
Street or Lot Number:	Street Name:	Country:	

## EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address:	Email:
Home Phone:	Mobile Number:

## LANGUAGE AND ENGLISH PROFICIENCY

Country of birth:	City of birth:	Town of birth:	Citizenship:	
Is English your first language? Yes      No      If not, what is your first Language?:				
If not, please indicate the English test you completed.      IELTS      OET      PTE(A)      CAE(A)      (Attach evidence)				
Registration number:	Date: _____ / _____ / _____			
Average score:	Listening:	Reading:	Writing:	Speaking:

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

Do you consider yourself to have a disability, impairment or long-term condition?			Yes	No	If no- go to next question
If you 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. Please refer to the Disability Supplement on page 10 for an explanation of the following disabilities)					

Hearing/deaf      Physical      Intellectual      Learning      Mental illness      Acquired brain impairment      Vision  
Medical condition      Other

## EDUCATION

Please fill out below your highest level of education achieved.					
Qualification name:	Qualification name:				
Name of institution:	Name of institution:				
Country:	Country:				
Year completed:	Year completed:				
Language of instruction: English	Other	Language of instruction: English	Other		

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## EMPLOYMENT

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

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

**Please attach a copy of your resume.** Ensure you provide your employment history starting with the latest on the top.

## PASSPORT AND VISA DETAILS

Passport No:	Country of Passport:				
Are you currently in Australia?* Yes No					
*If yes, which visa subclass are you currently holding:					
Student Visa, subclass	Visitor Visa	Working Holiday Visa			
Other, please specify:					
If applying for student visa, where will you apply:	In Australia	Outside Australia			
Have you been refused entry into Australia?	Yes	No	Have you ever breached any VISA conditions?	Yes	No
Have you ever had a visa application rejected including countries such as UK, USA, Canada and New Zealand?	Yes	No	Have you been convicted of any crime or offence in any country?	Yes	No
Have you been applied for a protection visa in any country to date?	Yes	No	Are you aware of work restrictions while studying in Australia?	Yes	No

## COURSE AND CAMPUS SELECTION

Diploma of Leadership and Management BSB50420 (CRICOS 104201D)	Advanced Diploma of Leadership and Management BSB60420 (CRICOS 106287K)	Certificate III in Individual Support CHC33021 (CRICOS 112655G)	Certificate IV in Ageing Support CHC43015 (CRICOS 089225C)
Diploma of Early Childhood Education and Care CHC50121 (CRICOS 107131M)	Diploma of Information Technology ICT50220 (CRICOS 106288J)	Advanced Diploma of Information Technology ICT60220 (CRICOS 106289H)	Diploma of Nursing HLTAU5121 (CRICOS 114217B) <i>Please refer to Page 9 for course entry requirements.</i>
Certificate III in Early Childhood Education and Care CHC30121 (CRICOS 107130A)	Certificate IV in Kitchen Management SIT40521 (CRICOS 109682H)	Diploma of Hospitality Management SIT50422 (CRICOS 110556D)	Advanced Diploma of Hospitality Management SIT60322 (CRICOS 110559A)
Certificate IV in Accounting and Bookkeeping FNS40222 (CRICOS 109978C)	Diploma of Accounting FNS50222 (CRICOS 110560H)	Graduate Diploma of Management (Learning) BSB80120 (CRICOS 108553C)	<b>Please visit our website for Vocational Placement Information</b>
Campus: Adelaide City Campus Parramatta Campus	Brisbane City Campus	Course Commencement Year: _____	Month: _____

## RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER

Are you seeking to access RPL or Credit Transfer?      Recognition of Prior Learning (RPL)      Credit Transfer      Not Applicable

*If you have selected "Credit Transfer", please complete a Credit Transfer Application and Review form and submit along with this application.*

*If you have selected "Recognition of Prior Learning", Queensford College Admissions team will contact you to discuss if the RPL option is appropriate for you and advise you of the further steps.*

## APPLICANT AND FAMILY BACKGROUND

What is your relationship status? Single      Engaged      Married      De Facto      Separated/Divorced      Widowed

If relevant, will your partner/ spouse/ children accompany you to Australia? Yes      No

Do you have any relatives in Australia? Yes      No

What is their relationship to you?      What is their occupation?

In which city/state do they live?      City:      State:

Have you previously travelled or studied overseas? Yes      No

If yes, which countries?

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**Student Declaration of Authenticity**

**Note:** You must sign the declaration for your LLND submission to be accepted.

Before you submit this Language, Literacy, Numeracy and Digital (LLND) Skills assessment, you must declare the work is your own.

**Please read the text below and sign the declaration if you agree with all the statements.**

I declare:

- The answers I have given in this LLND skills assessment are my own work and no part of it has been completed or copied from any other source.
- Queensford College will retain this assessment as evidence of LLND evaluation for audit purposes.
- I give permission for my LLND assessment to be reproduced, communicated, compared, and archived for the purposes of detecting plagiarism or collusion and to fulfil Queensford College's requirements as an RTO.
- Any assessment marked as unsatisfactory will require me to undergo further evaluation and may involve different assessment/evaluation to that originally undertaken.
- I have read and understand the policies and procedures relating to Language, Literacy, Numeracy and Digital (LLND) skills and Enrolment as outlined in the Queensford College Student Handbook (or the International Student Handbook) and the LLND and Enrolment Policies and Procedures ([www.queensford.edu.au](http://www.queensford.edu.au))

**Tick here to confirm you have declared and consented to the above mentioned**

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

Student Name: .....

Student Signature:

Student ID Number:

..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note:** If you are completing this document electronically, only authenticated digital signatures will be accepted.

## GENUINE STUDENT (GS) REQUIREMENTS

1. Why did you choose Australia as your study destination?
2. What motivates you to pursue this specific course of study in Australia with our institution? Additionally, please outline your understanding of the course requirements and your expectations for studying and living in Australia.
3. Are there similar courses available in your country? If yes, please explain why you choose to study at Queensford College and not your home country?
4. In what ways do you anticipate this Australian qualification benefiting your professional or academic aspirations?
5. How did you hear about Queensford College?
6. Have you considered any other providers in Australia?
7. Why did you choose Queensford College?
8. Please elaborate on your current circumstances, including details regarding home ties, community involvement, employment status, and financial situation.
9. Please elaborate your plans after completing the course.
10. Who will be supporting you all throughout your studies in Australia? Please elaborate.
11. Is there any other relevant information you wish to disclose in support of your application, such as previous qualifications or experiences?

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12. If you previously had a visa refusal from any country (kindly specify the country), please elaborate the refusal reason and how will you address the refusal grounds?

13. If you are currently the holder of a visa other than a (subclass 500) Student visa, explain the reason for lodging a Student visa application in Australia including reasons for any change in plans.

**If you are currently in Australia and currently hold a student visa, please answer the following:**

14. Please elaborate on your reasons for seeking new student visa at this time?

15. Have you commenced any course that you haven't completed? If yes, please explain why.

16. What all courses have you studied in Australia? Please provide copies of your CoE(s) and proof of completion(if any).

*It is a discretion of Queensford College to accept or refuse an application based on the information and level of evidence provided.*

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## STUDENT DECLARATION AND SIGNATURE

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice on page 1.
- I understand that giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I give Queensford College permission to obtain official records from an educational institution that I have attended.
- I understand that Queensford College collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Queensford College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Queensford College will be unpaid for.
- I have read, understood and agree to abide by the College Refund Policy found in the Student Handbook on the website of the College; [www.queensford.edu.au](http://www.queensford.edu.au).
- I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure and Student Handbook on the website of the College; [www.queensford.edu.au](http://www.queensford.edu.au).
- I understand that by signing this application form, I will be sent a letter(s) of offer for Queensford College if all admission requirements are met.
- I agree that on acceptance of enrolment by Queensford College, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees up front for the course before I commence the course that is more than 25 weeks. The College can request 100% of the total tuition fees for short courses of 25 weeks or less.

### Student Declaration and Consent

Tick here to confirm you have declared and consented to the above mentioned.

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

Signature of Applicant: .....

If student is under 18 years of age parent/guardian must sign below.

Name of Parent/Guardian:

Signature of Parent/Guardian:

..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## AGENT'S INFORMATION

Agency Name:

## EDUCATION AGENT DECLARATION AND SIGNATURE (WHERE APPLICABLE)

As a result of an interview and counselling session undertaken at , I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Student (GS) requirements to undertake study in Australia
- All information and documentation to support this application has been sighted and verified to be true and genuine

I hereby recommend Queensford College proceeds with the assessment of this application **AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

Name of the Main contact person:

Education Agent Business Details

Name:

Address:

Signature of Assessing Officer: .....

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

### Application Checklist

Completed Application Form	Academic certificate(s)	Resume	Proof of Immigration History
Copy of Passport	English Language Test Certificate (IELTS etc.)	Personal Statement	Letter of Release (if applicable)
Copy of Visa	English Course Certificate (where applicable)	Proof of Finances	OSHC Details (if applicable)

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# HLT54121 Diploma of Nursing

## Entry Requirements

Prior to enrolment into the course, all applicants are clearly informed about and provided with written information concerning:

- Students must be aged 18 years or above at commencement of course
- The requirements related to the proficiency in English language for people with English as a second language as a requirement of enrolment into NMBA approved course and the registration with AHPRA as an enrolled nurse;
- The compulsory need for a National Police Check and Working With Children and Young People Check before students can be allocated clinical placement in health care facilities;
- Minimum immunization requirements before students can be allocated clinical placement in health care facilities.

All students must meet the entry requirements and will be eligible to apply for registration as an enrolled nurse with AHPRA/NMBA upon successful completion of the course. To ensure an appropriate learning opportunity, students need to demonstrate a capacity to undertake study under the Australian Qualifications Framework (AQF) level 5.

**This can be demonstrated via the following English language skills (Please select one only):**

1. English is their primary language and:

- a. The applicant has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed solely in English in a recognised country, including at least two years between years 7 and 12, and
- b. The applicants tertiary qualification in the relevant professional discipline, which he/she are relying on to support your eligibility for registration under the National Law was taught and assessed solely in English in a recognised country and:
  - i. in the case of an enrolled nurse, applicant must provide evidence of having successfully completed at least a one year full-time equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in a recognised country.

OR

2. If the applicant is applying for registration as an enrolled nurse, they must provide evidence that they have successfully completed at least five (5) years (full-time equivalent) continuous education taught and assessed solely in English, in a recognised country, which includes vocational qualifications in the relevant professional discipline which the applicant is relying on to support their eligibility for registration under the National Law.

The Board will only accept the successful completion of five (5) years (full-time equivalent) continuous education that is a combination of:

- a. vocational and secondary education taught and assessed in English; or
- b. tertiary and vocational education taught and assessed in English; or
- c. combined tertiary, secondary and vocational education taught and assessed in English; or
- d. tertiary education taught and assessed in English

The last period of education must have been completed no more than five years prior to applying for registration.

OR

3. Applicant must achieve the required minimum scores in one of the following English language tests and meet the requirements for **test results** specified in this standard:

- a. the **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:

NMBA will only accept test results:

- i. from one test sitting, or
  - ii. a maximum of two test sittings in a six month period only if:
    - Applicant achieves a minimum overall score of 7 in each sitting, and
    - Applicant achieves 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
- b. the **OET** with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE:

NMBA will only accept test results:

- i. from one test sitting, or
  - ii. a maximum of two test sittings in a six month period only if:
    - Applicant is tested in all four components in each sitting, and
    - Applicant achieves a minimum score of B in each component across the two sittings, and
    - no score in any component of the test is below C.

- c. the **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:

NMBA will only accept test results:

- i. from one test sitting, or
  - ii. 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
    - Applicant achieves 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
- e. other English language tests approved by the Board from time to time and published on the Board's website with the required minimum scores.

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## Test results

The following requirements apply to the English language test results:

1. Test results will be accepted if they were obtained:

1.1 within the two years before the date you lodge your application for registration

OR

1.2 more than two years before the date you lodge your application for registration if, in the period since the test results were obtained, you:

a. have been in continuous employment as a registered health practitioner in the nursing and/or midwifery profession (which commenced within 12 months of the date of the test) in one of the recognised countries where English was the primary language of practice, and

b. lodge your application for registration within 12 months of finishing your last period of employment

OR

1.3 more than two years before the date you lodge your application for registration if, in the period since the test result was obtained, you:

a. have been continuously enrolled in a Board approved program of study, which commenced within 12 months of the date of the test result and undertook subjects in each semester, with no break from study apart from the education provider's scheduled holidays, and

b. lodge your application for registration within 12 months of completing the Board approved program of study.

2. For the purposes of calculating time, if an applicant relies on test results from two sittings, time begins to run from the date of the earlier sitting.

# Disability Supplement Information

## DISABILITY SUPPLEMENT

### INTRODUCTION

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

### If you indicated the presence of a disability, impairment or long-term condition, please see a explanation in the following list below:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across

the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

#### Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.