



## Application Form for Enrolment

This confidential Application Form for Enrolment asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs.

All staff at Ruby Institute are required by law to protect the information provided on this form. More information about privacy is included in the notice at the end.

Once completed, please email this form and the *Course Self-Assessment Form*, along with all supporting documents, to the Admissions Team by emailing [admissions@ruby.vic.edu.au](mailto:admissions@ruby.vic.edu.au)

Application for Enrolment	
Which course would you like to enroll into?	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication <input type="checkbox"/> BSB50620 Diploma of Marketing and Communication <input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> CHC33021 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC52021 Diploma of Community Services <input type="checkbox"/> General English - Beginner to Advanced _____ Weeks (Day) <input type="checkbox"/> General English - Beginner to Advanced _____ Weeks (Evening)
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ____ / ____ / ____
Have you ever studied with Ruby Institute before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for <b>Credit</b> ? If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for <b>Recognition of Prior Learning</b> ? If you indicate YES, you will be contacted to discuss this further.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you require <b>Overseas Student Health Cover (OSHC)</b> ? If you indicate NO, please provide a copy of your health insurance card/verification letter.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you holding an <b>Australian visa</b> currently? If you indicate YES, please provide a copy of your visa.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Personal Details	
<b>1. Enter your full name*</b>	
Surname:	
Given names:	
* 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, see section on the USI at the end of this form.	
<b>2. Date of Birth</b>	Day/Month/Year:        /        /
<b>3. Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
<b>4. Enter your contact details</b>	
Home phone:	(        )        Work phone: (        )
Mobile:	
Email address:	
Alternative email address (optional)	



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Personal Details			
<b>5. What is the address of your usual residence?</b> <i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</i>			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/territory:		Postcode:	

Next of kin/ emergency contact			
These are people that Ruby Institute may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Ruby Institute.			
Name:		Relationship to you:	
Address:			
Home phone:	( )	Work:	( )
Mobile:		Email:	

Language and cultural diversity	
<b>6. In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
<b>7. Do you speak a language other than English at home?</b> <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
<b>8. Are you of Aboriginal or Torres Strait Islander origin?</b> <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability		
<b>9. Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to question 11</u>	
<b>10. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:</b> <i>You may indicate more than one area) Please refer to the <u>Disability supplement</u> at the back of this form for an explanation of the following disabilities.</i>		
<input type="checkbox"/> Hearing/deaf [11]	<input type="checkbox"/> Physical [12]	<input type="checkbox"/> Intellectual [13]
<input type="checkbox"/> Learning [14]	<input type="checkbox"/> Mental Illness [15]	<input type="checkbox"/> Acquired brain impairment [16]
<input type="checkbox"/> Vision [17]	<input type="checkbox"/> Medical Condition [18]	<input type="checkbox"/> Other [19]



# Application Form for Enrolment

Qualifications		
<b>11. What is your highest COMPLETED qualification level</b>		
<input type="checkbox"/> Postgraduate (Doctoral, Masters, Graduate Diploma) _____ _____	<input type="checkbox"/> Undergraduate (Bachelor, Associate Degree, Advanced Dip., Dip) _____ _____	<input type="checkbox"/> Secondary (Year 12, Year 11) <input type="checkbox"/> Other
<b>12. Are you still enrolled in secondary or senior secondary education?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment		
<b>13. Of the following categories, which BEST describes your current employment status? (Tick one box only)</b>		
<i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i>		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	

Study reason	
<b>14. Of the following categories, select the one which BEST describes your main reason for undertaking this course? (Tick one box only)</b>	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons

Victorian Student Number <i>To be completed by all Victorian students aged up to 24 years</i>											
A Victorian Student Number (VSN) is allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.											
<b>15. Enter your Victorian Student Number (VSN)</b>	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										
<b>16. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</b>											
<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.											
<input type="checkbox"/> Yes - I have attended a Victorian school since 2009	Most recent Victorian school attended:										
<input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011	List the most recent training organisations with which you have participated in training in Victoria since 2011.										
	1. 2. 3.										



# Application Form for Enrolment

Unique Student Identifier (USI)									
<p>From 1 January 2015, Ruby Institute 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).</p> <p><b>If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</b></p> <p>Read the permission statements below and tick if consent is provided.</p> <p><input type="checkbox"/> I give my permission to Ruby Institute to apply for a USI on my behalf.</p> <p><input type="checkbox"/> I agree to provide one of the forms of identity required to create a USI (Non- Australian Passport with Australian Visa, Australian Driving License or other valid acceptable ID documents) <a href="https://www.usi.gov.au/providers/create-usi-student">https://www.usi.gov.au/providers/create-usi-student</a></p> <p><input type="checkbox"/> I give permission for Ruby Institute to verify my USI. In accordance with section 11 of the Student Identifiers Act 2014, Ruby Institute will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon.</p>									
<b>17. Enter your Unique Student Identifier</b>									

## PRIVACY NOTICE

Under the Data Provision Requirements 2012, Ruby Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Ruby Institute for statistical, regulatory and research purposes. Ruby Institute may disclose your personal information for these purposes to third parties, including: remove if these aren't applicable to your RTO

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.



# Application Form for Enrolment

## Student Declaration and Consent

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. I acknowledge that failure to provide any document or disclose my academic record may result in revoking an offer or terminating my studies at any stage.
3. I authorise Ruby Institute to verify my academic and professional qualifications and work experiences.
4. I understand that Ruby Institute reserves the right to notify other tertiary institutions and regulatory agencies and cancel the enrolment if any of the material presented to support my application is false.
5. I understand that at the time of enrolment, I will be required to supply the originals of all documents used to support this application.
6. I understand that Ruby Institute reserves the right to alter any course, program, unit, entry requirements or fees without prior notice.
7. I acknowledge that I have read and understood the Genuine Student (GS) requirements and the associated conditions available at <https://immi.homeaffairs.gov.au/>. I am aware that if Ruby Institute determines that I do not meet these requirements, they may refuse to assess my application, withdraw an offer, or cancel my confirmation of enrolment.
8. I understand that my personal information may be released to government agencies as required by law.
9. I acknowledge that I have read (current prospectus and course information available on Ruby Institute's Website) and understood the description of the course(s) and understand the requirements of the course applied.
10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
11. I acknowledge that I have read the Student Handbook, marketing material, and received full information from Ruby Institute's Education Agent (in case of enrolment through education agent) before making a decision to enrol in the course.
12. I agree to pay the applicable tuition fees before COE Issuance, term commencement and subsequent instalments of nominated studies on the offer letter and I understand the institution's refund policy, and requirements in the Student Handbook.
13. I authorise Ruby Institute to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
14. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I acknowledge that I have read and understood the information provided above and accept them in full. I also declare that I abide by the policies, procedures, rules and regulations of Ruby Institute.

Student Signature:		Date:	/ /
Student Name:			

## Application Checklist

Provide a copy of the following documents with your application: Please tick those that you are providing.

- Valid passport copy
- Valid visa (if applicable)
- High School certificate or other relevant certificates
- Proof of English Language Proficiency
- Evidence of OSHC (if applicable)
- Any other relevant documents to support your application e.g. resume



## Application Form for Enrolment

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### DISABILITY SUPPLEMENT

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

#### **'11 — 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.

#### **'12 — 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.

#### **'13 — 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.

#### **'14 — 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.

#### **'15 — 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.

#### **'16 — 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.

#### **'17 — 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.

#### **'18 — 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.

#### **'19 — 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.



## Course Self-Assessment Form

Applicants must submit the completed Course Self-Assessment Form with an Application Form for Enrolment for a course with Ruby Institute. Once the applicant has been deemed suitable for enrolment, the applicant is to be invited to attend an Entry Interview to confirm their suitability.

Note: Please answer the following question to the best of your information and understanding. Information provided by you forms part of the application process for admission into a course at Ruby Institute. Return along with other enrolment documents. If applied through an agent, after completing, sign and submit this form to your agent along with any other documents required.

Applicant Details			
Applicant Name:		Date of Birth:	/ /
Phone:	( )	Email:	
1. What course are you interested in enrolling in?			
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication <input type="checkbox"/> BSB50620 Diploma of Marketing and Communication <input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) <input type="checkbox"/> CHC33021 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC52021 Diploma of Community Services <input type="checkbox"/> 0000382 General English - Beginner to Advanced			
2. What interests you in this course/ what job outcomes are you hoping to have as a result of this training?			
<b>FOR VET ONLY (ELICOS STUDENTS PLEASE JUMP TO Q.6)</b>			
3. Have you ever worked in the industry in which you are seeking training in? This will help us determine if RPL is a suitable option for you?			
<input type="checkbox"/> Yes - please outline your role, when you worked in the industry and how long for, is this role current? _____			
<input type="checkbox"/> No			



## Course Self-Assessment Form

4. Have you completed any study relevant to this area previously? This will help us determine any potential credits you may be eligible for.

Yes - please outline what study you participated in:

No

5. What is your learning style and how do you like to learn? NOTE: You may also learn best through a combination of methods or through options not listed above. Those listed have been provided as examples.

Visual – Learn best through pictures, diagrams, watching etc.

Hands on – Learn best through practicing, role plays, simulations etc.

Reading – Learn best through research, reviewing text books, reading notes etc.

Other:

6. What learning materials and strategies will assist you to learn best? Tick as many as apply.

Textbooks that I can read and refer to in my own time

PowerPoints and handouts explained to me during classes

Pictures and diagrams

Group discussions with others

Online materials that I can access and complete when I need to

Conducting my own research

Practical application of skills and knowledge in a workplace or similar

Working through real examples such as a case study or scenario

Other (please explain):





## Course Self-Assessment Form

7. What support do you think you will need in order to complete this course successfully?

- English language support
- Reading support
- Writing support
- Study support
- One-on-one guidance with a trainer/assessor
- Additional resources

Other:

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8. Have you undertaken any English Language course, test or training? Please provide details, if any.

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9. Did you receive any English Language support or any form of academic/learning support in your previous school, college, or institution? If applicable, please provide details below.

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10. Do you have regular access to a computer and internet?

- Yes     No

If No, discuss solutions and strategies for accessing online content when needed and document here.

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## Course Self-Assessment Form

11. Please tick on the following if you are aware of the fees involved with this course.
<input type="checkbox"/> Fee amount discussed (tuition/ application/ material) <input type="checkbox"/> Payment plan discussed (if applicable)
12. Please tick if you are familiar with the following policy and procedures.
<input type="checkbox"/> Fees and refund <input type="checkbox"/> Complaints and appeals <input type="checkbox"/> Deferral, suspension and cancellation
13. Have you had a visa application refused by the Department of Home Affairs?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain. <hr/> <hr/>

<b>Applicant Full Name</b>		<b>Date</b>	/	/
<b>Signature</b>				



## Course Self-Assessment Form

### RUBY INSTITUTE (ADMIN USE ONLY)

Received by		Date	
Reviewed by		Admissions Manager	
Notes and Comments from the Analysis			

### Ruby Staff Declaration

<input type="checkbox"/> I have reviewed the entry requirements per current Course Outline including any evidence requirements.			
<input type="checkbox"/> Applicant meets initial suitability requirements and is ready to proceed for the Entry Interview.			
<input type="checkbox"/> Yes (please provide justification on why this student is suitable):  _____			
<input type="checkbox"/> No (if No, please indicate below why not):  _____			
Staff Name:		Position:	
Signature:		Date:	