

ENROLMENT APPLICATION FORM (DOMESTIC STUDENTS)

Please complete all section and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that MMC will not be accepting students less than 18 years of age at the time of enrolment.

CHOOSE YOUR COLLEGE:

☐ **Melbourne Metropolitan College**☐ **Langford English College****CHOOSE YOUR CAMPUS (for Vocational Educational Training (VET) courses):** ☐ **Melbourne**☐ **Adelaide**☐ **Gold Coast****CHOOSE YOUR CAMPUS (for ELICOS General English (GE) courses):**☐ **Melbourne**☐ **Gold Coast**

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PERSONAL DETAILS

Please select your title:☐ **Mr.**☐ **Mrs.**☐ **Miss**

Family name: _____ Given name(s): _____

Date of Birth: _____ Gender: ☐ Female ☐ Male ☐ Male Country of Birth: _____

Nationality: _____ Passport number: _____ Passport Expiry Date: _____

Are you living in Australia? ☐ Yes (Onshore) ☐ No (Offshore) Are you an Australian resident? ☐ Yes (Onshore) ☐ No (Offshore)

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CONTACT DETAILS

Unit/Flat/Suite: _____ Street number: _____ Street name: _____

City/Suburb/Town: _____ State/Province/Region: _____ Postal/Zip Code: _____ Country: _____

Phone number (Home) _____ Work: _____ Mobile: _____

Email Address: _____ Alternate Email Address (optional): _____

Do you give permission to MMC to contact you by e-mail or SMS for marketing purposes? ☐ Yes ☐ No

EMERGENCY CONTACT DETAILS

Name: _____ Relations: ☐ Family ☐ Friend ☐ Others

Mobile Number: _____ Email: _____

Address: _____

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PLEASE SELECT THE AREA/S IN THE FOLLOWING LIST, IF YOU TICKED ON "YES" ON THE BOX IN THE PREVIOUS SECTION:

☐ Hearing/Deaf ☐ Intellectual ☐ Physical ☐ Learning ☐ Acquired Brain Impairment☐ Mental illness ☐ Vision ☐ Medical Condition☐ Other _____Do you suffer from any allergies or medical problems? ☐ Yes ☐ No

If yes, please provide further information below: _____

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4 EDUCATIONAL BACKGROUND (PLEASE ATTACH EVIDENCE OF PREVIOUS STUDIES UNDERTAKEN E.G., HIGH SCHOOL, DIPLOMA, DEGREE)

What is your highest completed Qualification in Australia?

Name of school/Institution: _____

State/Country: _____ Years of study: _____ Years of study: _____

Name of qualification: _____

What is your highest completed Qualification from overseas?

Name of school/Institution: _____

State/Country: _____ Years of study: _____ Years of study: _____

Name of qualification: _____

5 ADVANCED STANDING

Credit Transfer and Recognition of Prior Learning (RPL)

Do you wish to apply for Course Credit/RPL? ☐ Yes ☐ No

Please attach a copy of your academic transcripts or other evidence of your studies or work experience, and complete a copy of the Application for Recognition Form from our website (enquiries@mmc.edu.au | enquiries@langford.edu.au). If any documents are not in English, please include a certified transcription.

6 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI? ☐ Yes ☐ No

If yes, please provide your USI number in the box below-

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If you do not have a USI number, you can visit www.usi.gov.au to create your USI. You can also contact our Student Support Officers to guide you how you could create your USI using the website.

7 PREFERRED INTAKE DATE

For VET Courses :

ELICOS :

(Applicable for Langford GE students Only)" OR "(Applicable for MMC VET students Only)

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8 ELICOS GE COURSE DETAILS

What is your course and campus selection? (Applicable for Langford GE students Only)

Courses	Melbourne	Gold Coast
Beginner : entry required (IELTS: 3.0-3.5) / (CEFR: A1)	☐	☐
Elementary : entry required (IELTS: 3.5-4.0) / (CEFR: A1/A2)	☐	☐
Pre Intermediate : entry required (IELTS: 4.0-4.5) / (CEFR: A2)	☐	☐
Intermediate : entry required (IELTS: 4.5-5.5) / (CEFR: A2/B1)	☐	☐
Upper Intermediate : entry required (IELTS: 5.0-6.0) / (CEFR: B1/B2)	☐	☐
Advanced : entry required (IELTS: 6.5-6.5) / (CEFR: B2/C1)	☐	☐

9 VET COURSES DETAILS

What is your course and campus selection? (Applicable for MMC VET students Only)

Code	Courses	Week	Melbourne	Adelaide	Gold Coast
BSB40120	Certificate IV in Business	52 weeks	☐	☐	☐
BSB50120	Diploma of Business	52 weeks	☐	☐	☐
BSB40520	Certificate IV in Leadership and Management	52 weeks	☐	☐	☐
BSB50420	Diploma of Leadership and Management	52 weeks	☐	☐	☐
BSB80120	Graduate Diploma of Management (Learning)	52 weeks	☐	☐	☐
BSB60420	Advanced Diploma of Leadership and Management	52 weeks	☐	☐	☐
AUR30620	Certificate III in Light Vehicle Mechanical Technology	62 weeks	☐	☐	☐
AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26 weeks	☐	☐	☐
AUR50216	Diploma of Automotive Technology	26 weeks	☐	☐	☐
ICT50220	Diploma of Information Technology (Cybersecurity)	78 weeks	☐	☐	☐
ICT60220	Advanced Diploma of Information Technology (Cybersecurity)	104 weeks	☐	☐	☐
ICT50220	Diploma of Information Technology (Telecommunications Network Engineering)	78 weeks	☐	☐	☐
ICT60220	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	104 weeks	☐	☐	☐
RII50420	Diploma of Civil Construction Management	52 weeks	☐	☐	☐
RII60520	Advanced Diploma of Civil Construction Design	104 weeks	☐	☐	☐

ENROLMENT APPLICATION FORM**10 PRE-TRAINING REVIEW**

Why have you chosen to enrol in this course? (tick ONE box only):

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

What outcomes are you seeking from completing this course (e.g., career/better employment/ further academic pathways etc.)? _____

Do you have any learning difficulties so that we could provide extra support?

- | | | | |
|--|--|--|---|
| ☐ Reading support | ☐ Writing support | ☐ One-on-one guidance | ☐ Additional resources |
|--|--|--|---|

Others (please specify): _____

11 CULTURAL DIVERSITY

Do you identify as any of the following:

- | | | | |
|--|--|-------------------------------------|---|
| ☐ Australian Indigenous | ☐ Aboriginal & Torres Strait Islander | ☐ Aboriginal | ☐ Torres Strait Islander |
| ☐ No, none of the above | | | |

Do you have any special cultural requirements?

- | | | | |
|------------------------------|-----------------------------|--------------------------------------|--|
| ☐ Yes | ☐ No | ☐ Prayer room | ☐ Other (please specify below): _____ |
|------------------------------|-----------------------------|--------------------------------------|--|

12 FEEDBACK

How did you learn about us?

- | | | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|----------------------------------|
| ☐ Google | ☐ Parent | ☐ Expo | ☐ Magazine | ☐ Internal memo | ☐ Website |
| ☐ Newspaper | ☐ Facebook | ☐ Internet | ☐ Friend | ☐ Teacher | |

Agent (Please provide information) _____

Agent name : _____

ENROLMENT APPLICATION FORM

13 SUMMARY CHECKLIST

Please ensure that you submit the following:

- ☐ Completed signed Application Form ☐ Proof of other studies or employment (if required)

14 PRIVACY POLICY

Why we collect your personal information and how we use and maintain it?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrollment in a Vocational Education and Training (VET) course with us. We use your personal information to enable us to deliver VET courses to you and as needed to comply with our obligations as an RTO. We are required by law (under the National Vocational Education & Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you for the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing, 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.

Why we collect your personal information and how we use and maintain it?

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 Education, Skills, and Employment (DESE), 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 DESE, who is authorised by law, including the Privacy Act and the NVETR Act, to collect, use, and disclose your personal information to fulfill specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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.

At any time, you may contact Melbourne Metropolitan College \ Langford English 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.

Melbourne Metropolitan College

Phone: 1300 271 796

Website: www.mmc.edu.au

Email: enquiries@mmc.edu.au, admissions@mmc.edu.au

Melbourne Address: Level 8, 190 -Queen Street, Melbourne VIC 3000

Gold Coast Address: Level 1, 9 Bay Street, Southport QLD 4215

Adelaide Address: Level 4 East, Suite 1, 50 Grenfell Street, Adelaide SA 5000

Langford English College

Phone: 1300 271 796

Website: www.langford.edu.au

Email: enquiries@langford.edu.au, admissions@langford.edu.au

Melbourne Address: : Level 8, 190 -Queen Street, Melbourne VIC 3000

Gold Coast Address: Level 1, 9 Bay Street, Southport QLD 4215

Student Declaration and Consent

- ☐ I declare that the information I have provided to the best of my knowledge is true and correct.
- ☐ I authorise Melbourne Metropolitan College \ Langford English College to obtain official records from any educational institution previously attended by me in Australia.

ENROLMENT APPLICATION FORM

Applicant Acknowledgement and Signature

Student full name:											
Student Signature:						Date:					
							Day	Month		Year	

Applicant Checklist

Please ensure you attach the following documents with your application.

☐	Completed all sections of the International Student Application Form
☐	Certified copy of personal details page of your passport
☐	Certified copy of your English language qualification or provide details of your English proficiency
☐	Certified copy of all academic qualifications, including secondary school studies
☐	CoE document(s) for all courses enrolled - if you are currently studying in Australia
☐	Certified official translation of any document not in English