



## Unique Student Identifier (USI)

A Unique Student Identifier (USI) is like a tax file number. It is unique to an individual person and stays with you for life. It is a reference number made up of numbers and letters that will be linked to the Australian National Vocational Education and Training (VET) Data Collection. A USI makes it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. From 1 January 2015 **it is mandatory** for all Australian students or students studying in Australia to have a USI.

**If you do not have a USI, please go to [usi.gov.au](http://usi.gov.au) to create one.**

If you are an international student studying offshore then you do not need to obtain a USI - this will mean that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar. If you are an international student studying offshore (i.e. outside of Australia) then please type "INTOFF" into the Unique Student Identifier field below. If you are an Australian student or you are studying in Australia then you must obtain and provide a USI.

Unique Student Identifier:

## Language and Cultural Diversity

In which country are you currently living?

Australia

Other ▶ Please Specify:

Do you currently hold or are applying to hold an Australian Study visa?

No

Yes ▶ Please contact us as we may not be able to accept your enrolment.

In which country were you born?

Australia

Other ▶ Please Specify:

Do you speak a language other than English at home?

No, English only

Other ▶ Please Specify:

How well do you speak English? (please tick one):

Very well

Well

Not Well

Not at all

Do you identify as Aboriginal or Torres Strait Islander origin?

No

Aboriginal

Torres Strait Islander

## Disability Considerations

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

No ▶ Go to next section

Yes ▶ Please answer below question

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the list ▶ (please tick any that apply):

Hearing / deaf

Physical

Intellectual

Learning

Mental Illness

Acquired brain impairment

Vision

Medical Condition

Other ▶ Please Specify:

## Previous Education

What is your highest COMPLETED school level (please tick one)

- |  |  |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 9 or equivalent  |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 8 or below       |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Never attended school |

In which YEAR did you complete that school level?

Are you still attending secondary school? (please tick one)

- No  Yes

Have you successfully completed any other qualifications? (please tick one)

- No ▶ Go to next section  Yes ▶ Please answer below question

If YES, then tick any that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate I   | <input type="checkbox"/> Diploma (or associate diploma)       |
| <input type="checkbox"/> Certificate II  | <input type="checkbox"/> Advanced diploma or associate degree |
| <input type="checkbox"/> Certificate III (or trade Certificate)                | <input type="checkbox"/> Bachelor or degree or higher degree  |
| <input type="checkbox"/> Certificate IV (or advanced certificate / technician) | <input type="checkbox"/> Certificates other than the above    |

## Employment

Current Occupation:

Which best describes your current employment status? (please tick one):

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employed | <input type="checkbox"/> Volunteer / unpaid position         |
| <input type="checkbox"/> Part-time employed | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self employed      | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Employer           | <input type="checkbox"/> Unemployed – not seeking employment |

Which best describes your main reason for undertaking this course? (please tick one):

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job                          | <input type="checkbox"/> It was a requirement of my job  |
| <input type="checkbox"/> To get a better job or promotion      | <input type="checkbox"/> I wanted extra skills of my job |
| <input type="checkbox"/> To try for a different career         | <input type="checkbox"/> To develop my existing business |
| <input type="checkbox"/> To get into another course of study   | <input type="checkbox"/> To start my own business        |
| <input type="checkbox"/> Personal interest or self-development | <input type="checkbox"/> Other reasons                   |

## Course Details

Name of the qualification in which you want to enrol: (e.g. Cert IV in TESOL)

Delivery Mode (please tick chosen delivery mode & complete relevant details)

- Distance Education (select duration) ▶  Full-time  
 Part-time

Face to Face (complete details) ▶

Location:

Start date:

 /  / 

Do you wish to apply for any Direct Credit or Recognition of Prior Learning (RPL)?

- No  Yes

## Entry Requirements

In order for you to gain entry into the LTI Certificate IV or Diploma of TESOL Course, you need to have a sound level of ability in written and spoken English. **One of the below** examples of evidence of English proficiency must be provided prior to enrolment in the course. The LTI Admissions Team will then assess if you meet the course entry requirements based on the evidence provided. **Please tick the evidence of English proficiency that you are attaching to your enrolment form:**

- Senior secondary school report results from year 12 level English showing a pass level or higher
- Junior secondary school report results from year 10 level English showing a very high level
- Completion of a tertiary level Cert III or higher Qualification (must have been studied / completed in English)
- Enrolment in other courses of study requiring equivalent or above levels of English ability (e.g. University Degree)
- A result from an endorsed test of English proficiency (IELTS score of 5.5 or equivalent for Cert IV entry or 6.0 for Diploma entry)
- Another form of evidence (discussed with LTI prior to enrolment application being submitted)

## Payment Information

Course Fees, and, Payment and Refund Information will vary with delivery format, location, and special offers.

**Please select the appropriate payment being made and relevant amounts you will pay after enrolment:**

<input type="checkbox"/> <b>FastPay</b> ▶	My upfront deposit is:	\$
	I will make a 2 <sup>nd</sup> payment of:	\$
	and (if applicable) I will make 3 <sup>rd</sup> payment of:	\$
	<b>This means my total course fee is:</b>	\$

<input type="checkbox"/> <b>EasyPay</b> ▶	My upfront deposit is:	\$
	and my installment payments are:	\$
	to be paid (weekly / fortnightly / monthly):	
	<b>This means my total course fee is:</b>	\$

**Please select your chosen payment method & complete the relevant details:**

<input type="checkbox"/> <b>Credit Card</b> ▶	Card Type >	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
	Card Number >	<input type="text"/>	<input type="text"/>
	Expiry Date >	<input type="text"/>	<input type="text"/>
	Name on Card >	<input type="text"/>	
	By signing below, I authorise for funds as specified above to be debited from my account in accordance with the payment and refund policy.		
	Signature >	<input type="text"/>	

<input type="checkbox"/> <b>Direct Debit</b> ▶	Account holder's full name >	<input type="text"/>
	Bank Name >	<input type="text"/>
	Branch Location >	<input type="text"/>
	BSB >	<input type="text"/>
	Account Number >	<input type="text"/>
	By signing below, I authorise for funds as specified above to be debited from my account in accordance with the payment and refund policy. I note that insufficient funds in my account may result in a penalty charge being incurred by me.	
	Signature >	<input type="text"/>

**Please contact us if you wish to pay via an alternate payment method.**

## Course Information & Declaration

### Pre-enrolment Information

Before you enrol it is important that you read the following information (available at [www.lti.edu.au](http://www.lti.edu.au)):

Information about the Certificate IV in TESOL or Diploma of TESOL Course including:

- [Entry Requirements](#)
- [Course Content](#)
- [Assessment](#)
- [Practical Placement](#)
- [Course Outcomes](#)

Information about your class or distance education (including start dates, close of study dates, session times, location etc.)

- [Class Locations](#)
- [Distance Education](#)
- [Student Handbook](#)
- [Enrolment Terms and Conditions](#)
- [Payment and Refund Policy](#)

### Privacy Notice

Under the Data Provision Requirements 2012, Universal Education and Training Ltd 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 Universal Education and Training Ltd for statistical, regulatory and research purposes. Universal Education and Training Ltd may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- 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 a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation.
- 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.

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)).

### Student Declaration and Consent

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 above.

I declare that I have read and understood the Pre-enrolment information.

Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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*If you (the student) are under 18 years of age, your parent or guardian must also sign*

Parent / Guardian Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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