Vocational Education and Training (VET) Program
Restricted Course Application Form

Important Information

Students wishing to undertake a VET restricted course offered by RMIT University through Open Universities Australia (OUA) is required to complete and submit this application form for assessment.

For more information about eligibility for this course, please refer to the eligibility criteria for this course on the OUA Website or contact our Student advisors on 1300 363 652 if you require further information.

Applications are due the Friday 2 weeks prior to the close of enrolment date for the study term you are applying for. Information about closing dates can be found at www.open.edu.au

Please complete all relevant sections of this form and send your application form to:

Email: apply@open.edu.au
or
Fax: +61 03 8628 2955

Tuition fee assistance

VET Student Loans is a loan scheme that assists eligible Vocational Education students in eligible diplomas, advanced diplomas, vocational graduate certificates and vocational graduate diplomas to pay for all or part of their tuition costs. The loan is later repaid through the Australian Taxation Office.

For further information about VET Student Loans download the information at VET Student Loans or visit
If you are wishing to apply for VET Student Loans, you will be contacted by RMIT and invited to complete part of your enrolment online with RMIT.

Section 1: Course for which you are applying

This section refers to the program which you are applying. Before completing this section, please refer to the OUA Website for program details: www.open.edu.au.

- Diploma of Logistics  □ Full-time  □ Part-time

- Do you wish to access VET Student Loans? □ Yes  □ No

Section 2: Supporting documentation

In order for your application to be assessed, you must provide certified copies of results from other institutions for current or previous studies for each application. These must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration.

Please do not submit original documents as these cannot be returned to you.

Please note that failure to provide official academic records may result in the cancellation of any offer or enrolment by RMIT University.

RMIT University qualifications
If you are currently studying at RMIT University, your academic results will be accessed directly by selection staff and therefore it is not compulsory for you to provide them.

Overseas qualification and documentation
Applicants with overseas Year 12 qualifications must apply to the Victorian Curriculum and Assessment Authority to have them assessed for Australian equivalency. For further information please visit the VCAA website at www.vcaa.vic.edu.au.
Applicants with overseas tertiary qualifications must apply to the Overseas Qualifications Unit (OQU) to be assessed for Australian equivalency. For more information visit the OQU website at www.liveinvictoria.vic.gov.au or telephone 1800 042 745. The assessment of your qualification may take up to 12 weeks.

**Submitting additional supporting documentation**
If you are submitting additional supporting documentation please complete a Submission of supporting documents cover sheet available at [http://mams.rmit.edu.au/1e2bjr8tv91.pdf](http://mams.rmit.edu.au/1e2bjr8tv91.pdf) and send via email to apply@open.edu.au or fax to +61 03 8628 2955 so they can be correctly matched to your application form. A complete set of supporting documents should be provided for each application you have submitted.

**Change of name**
If documents are in a previous name, submit a certified copy of an identity document that supports your request of name change. Further information of documentary evidence can be found at Update your personal details. Failure to provide this information may delay the processing of your application.

**Cancelling your application**
You may cancel your application by advising OUA by emailing apply@open.edu.au

**Unique Student Identifier (USI)**
A Unique Student Identifier (USI) is a reference number made up of numbers and letters that give students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. **If you do not already have a USI you will need to create one via the USI website using an acceptable form of identification, such as a driver’s license, passport or birth certificate.**

For further information or to create a USI, please visit [http://www.usi.gov.au/](http://www.usi.gov.au/)

### Section 3: Personal Details

(Mandatory) Unique Student Identifier (USI) Number:

<table>
<thead>
<tr>
<th>Current RMIT Student:</th>
<th>□ Yes</th>
<th>□ No</th>
<th>RMIT Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current OUA Student:</td>
<td>□ Yes</td>
<td>□ No</td>
<td>OUA ID (if known):</td>
</tr>
<tr>
<td>Title: (Please circle) MR MRS MISS MS DR</td>
<td>Date of Birth: / / M F</td>
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<tr>
<td>Surname*:</td>
<td>Given Name/s:</td>
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*If you have recently changed your name and it no longer matches any supporting documents or existing OUA or RMIT ID, you must supply evidence of the change. See above for details.

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<tr>
<th>Street number and name:</th>
<th>Suburb:</th>
<th>State:</th>
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<tr>
<td>Country:</td>
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<td>Postcode:</td>
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**Section 4: Academic record information**

Minimum requirement is year 12. Australian Tertiary Admissions Rank (ATAR) VCE study score or equivalent Year 12 (in the last 12 months)

Please enter ATAR score achieved:

(Note: VCE letter displays your ATAR score)

Please list all qualifications in the table below.

<table>
<thead>
<tr>
<th>List of prior qualifications</th>
<th>Date of completion</th>
<th>Full name of institution</th>
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Section 5: Employment / Work Experience

Relevant employment history
Please provide details of relevant employment or work experience you wish to be considered. Please attach a copy of your curriculum vitae (i.e. resume) along with your application.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job title/Description</th>
<th>Employment Period (MM/YY – MM/YY)</th>
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Section 6: Personal Statement

The following personal statement is required to support your application and will be used to assess your application. The statement should demonstrate your motivation and commitment to study, your knowledge of the program and include any relevant work experience information.

If the space below is inadequate, please attach details on an A4 sheet of paper and ensure your full name, date of birth and the program for which you are applying are clearly noted on all attachments.

________________________________________________________________________
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### Section 7: Credit transfer and Recognition of Prior learning (RPL)

Have you undertaken part of this course (or an equivalent course) with an Australian University, TAFE Institute or Private Registered Training Organisation (RTO)?

- [ ] Yes
- [ ] No

If you answered ‘Yes’, you may be eligible to receive credit for any successfully completed units.

Do you have previous work, life or informal education that may meet the required outcomes of specific units within this course?

- [ ] Yes
- [ ] No

If you answered ‘Yes’, you may be eligible for Recognition of Prior Learning (RPL).

To apply for credit transfer or RPL you must first have accepted any offer from RMIT and then complete a credit transfer/RPL application form. For more information, or to download the form, please see [http://www1.rmit.edu.au/students/enrolment/credit](http://www1.rmit.edu.au/students/enrolment/credit)
### Section 8: Statistical Data

1. What is your main reason for undertaking this Program traineeship/apprenticeship? (Tick ONE box only)
   - To get a job
   - To develop my existing business
   - To start my own business
   - To change careers
   - 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
   - For personal interest or self-development
   - Other reason

2. Do you intend to complete the program to obtain a qualification?
   - Yes
   - No, I’m only interested in part of the program

3. What information sources were most important to you when choosing where to study? (please select as many as necessary)
   - VTAC guide
   - RMIT advertising
   - RMIT website
   - Other websites
   - Recommendations from previous RMIT students
   - Advice of parents/family members
   - Advice of teachers/career members
   - Education agents
   - Career expos Open Day
   - Other (please specify)

4. Did you attend Open Day at RMIT?
   - Yes
   - No
   If you answered Yes, how important was Open Day in your decision making process?
   - Very important
   - Fairly important
   - Neither important or unimportant (neutral)
   - Unimportant/irrelevant

5. What is your major source of income?
   - Family
   - Youth Allowance/Austudy
   - Employment/Cadetship
   - Home government scholarship for international students
   - RMIT scholarship for international students
   - Australian government scholarship for international students
   - Scholarship (Australian students)
   - Other

6. Please indicate your current employment status
   - Full time employee
   - Part time employee
   - Self-employed – not employ other
   - Employer
   - Employed – unpaid worker in family business
   - Unemployed – seeking full time work
   - Unemployed – seeking part time work
   - Unemployed – not seeking employment
   If unemployed, have you been out of work for the past 12 months or more?
   - Yes
   - No

7. If employed, which of the following BEST describes your occupation? (Tick ONE box only)
   - Manager
   - Professional
   - Technician or Trade Worker
   - Community and Personal Service Worker
   - Clerical and Administrative Worker
   - Sales Worker
   - Machinery Operator or Driver
   - Labourer
   - Other

8. If employed, which of the following classifications BEST describes your employment? (Tick ONE box only)
   - Agriculture, Forestry and Fishing
   - Mining
   - Manufacturing
   - Electricity, Gas, Water and Waste Services
   - Construction
   - Wholesale Trade
   - Retail Trade
   - Accommodation and Feed Services
   - Transport, Postal and warehousing
   - Information Media and Telecommunications
   - Financial and Insurance Services
   - Rental, hiring and Real Estate Services
   - Professional, Scientific and Technical Services
   - Administrative and Support Services
   - Public Administration and Safety
   - Education and Training
   - Health Care and Social Assistance
   - Arts and Recreation Services
   - Other services
9. Where will you live while you study?
(Tick ONE box only)
☐ At home with parents
☐ With relative or guardian
☐ Own home or flat away from home
☐ With relatives
☐ In a hostel
☐ Board and lodging
☐ Room with shared facilities
☐ Room only
☐ Rented house or flat
☐ Hall of residence attached to a tertiary institution
☐ Other
☐ Unknown as yet

10. In which country will you live while you study?
If Australia, please indicate the suburb/locality/town. This must be a physical location, not a locked bag, post office box or large volume receiver.
Suburb ..................................................................................................................
Postcode ...............................................................................................................

11. In which country were you born?
If you were not born in Australia, please enter the year you first arrived in Australia.
Year ....................................................................................................................

12. Where is your permanent home residence?
Australia Postcode .............................................................................................
Other country (please indicate below)
..............................................................................................................................
If you are an international student studying in Australia, please enter the country of your permanent overseas home residence.

13. Do you speak a language other than English at home?
☐ Yes ☐ No
If yes, which language do you speak at home?
..............................................................................................................................

14. How well do you speak English?
☐ Very Well
☐ Well
☐ Not well

15. Do you wish to be a member of the RMIT Student Union?
☐ Yes ☐ No

16. Are you still attending secondary school?
☐ Yes ☐ No
What is the highest level secondary school you completed?
☐ Completed Year 12
☐ Completed Year 11
☐ Completed Year 10
☐ Completed Year 9 or equivalent
☐ Completed Year 8 or lower
☐ Did not go to secondary school

If you answered ‘Did not go to secondary school’ please go to question 17.

Which year did you complete your highest level of Schooling?
..............................................................................................................................

17. Post-secondary education
Have you successfully completed any of the following qualifications? If so, please indicate those completed in Australia.
☐ Yes ☐ No
If Yes, please enter ONE of the following indicators to any applicable qualification level.

A - Australian
E - Australian Equivalent
I - International

Ie. ☐ Bachelor degree or higher degree
☐ Bachelor degree or higher degree
☐ Advanced diploma of associate degree
☐ Diploma (or associate diploma)
☐ Certificate IV (or advanced certificate/technician)
☐ Certificate III (or trade certificate)
☐ Certificate II
☐ Certificate I
☐ Certificates other than above
18. Please indicate the level of education of your parents or guardians.

(a) Parent / guardian 1

☐ Male ☐ Female

☐ No parent or guardian

What is the highest level of education completed by your parent or guardian 1? (Tick ONE box only)

☐ Postgraduate qualification (e.g. graduate diploma, masters, PhD)
☐ Bachelor degree
☐ Other post-school qualification (e.g. associate degree, diploma, advanced diploma, apprenticeship, VET/TAFE certificate)
☐ Completed Year 12 or equivalent
☐ Completed Year 10 or equivalent continued at school, but didn’t complete Year 12 or equivalent
☐ Completed Year 10 or equivalent
☐ Didn’t Complete Year 10 or equivalent
☐ Don’t know

(b) Parent / guardian 2

☐ Male ☐ Female

☐ No parent or guardian

What is the highest level of education completed by your parent or guardian 2?

☐ Postgraduate qualification (e.g. graduate diploma, masters, PhD)
☐ Bachelor degree
☐ Other post-school qualification (e.g. associate degree, diploma, advanced diploma, apprenticeship, VET/TAFE certificate)
☐ Completed Year 12 or equivalent
☐ Completed Year 10 or equivalent continued at school, but didn’t complete Year 12 or equivalent
☐ Completed Year 10 or equivalent
☐ Didn’t Complete Year 10 or equivalent
☐ Don’t know

19. Do you have a diagnosed disability, impairment or long term medical condition which may affect your studies?

☐ Yes ☐ No

Please indicate the areas of disability, impairment or long-term condition.

☐ Select one or more
☐ Hearing/deaf
☐ Physical
☐ Intellectual
☐ Learning
☐ Mental Illness
☐ Acquired brain impairment
☐ Vision
☐ Medical condition
☐ Other

If YES, would you like to receive advice on support services, equipment and facilities which may assist you in your studies?

☐ Yes ☐ No

Only answer Question 20(below) if you are less than 25 years of age.

20. Have you previously attended a Victorian school, TAFE or other training/education provider?

☐ Yes ☐ No

If yes, please specify your Victorian Student Number (if known)

.................................................................

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS FORM IS CORRECT AND COMPLETE

Student signature:

Date:
### Section 9: Statistical Data

Please provide the following additional information so that RMIT can comply with the data requirements for the Higher Education Support Act 2003 (HESA).

1. **Did you attend Year 12?**
   - Select one
   - ☐ Yes  ☐ No  ☐ Unknown

   If you attended Year 12, please indicate:

   - Which state you lived in for Year 12
   - Which year you attended Year 12
   - Your Year 12 school name

   Your Year 12 student number

2. **Have you ever attended another higher education institution?**
   - Select one
   - ☐ Yes  ☐ No  ☐ Unknown

   If you attended another higher education institution, please indicate:

   - Name of higher education institution
   - Year of attendance
   - Student number at this institution

3. **What education had you completed or commenced at any institution before you first enrolled in your program?**
   - a) Higher education postgraduate program of any type
     - ☐ Completed
     - ☐ Commenced but not completed
     - ☐ Never commenced

   Please indicate last enrolment year
   - Was it completed in Australia? ☐ Yes  ☐ No

   - b) Higher education bachelor degree program
     - ☐ Completed
     - ☐ Commenced but not completed
     - ☐ Never commenced

   Please indicate last enrolment year
   - Was it completed in Australia? ☐ Yes  ☐ No

   - c) Higher education sub-degree program
     - ☐ Completed
     - ☐ Commenced but not completed
     - ☐ Never commenced

   Please indicate last enrolment year
   - Was it completed in Australia? ☐ Yes  ☐ No

   - d) TAFE sub-degree program
     - ☐ Completed
     - ☐ Commenced but not completed
     - ☐ Never commenced

   Please indicate last enrolment year
   - Was it completed in Australia? ☐ Yes  ☐ No

   - e) TAFE award other than the above
     (Do not include secondary education courses or programs, hobby/recreation/leisure or personal enrichment courses or programs)

     - ☐ Completed
     - ☐ Commenced but not completed
     - ☐ Never commenced

   Please indicate last enrolment year
   - Was it completed in Australia? ☐ Yes  ☐ No

   - f) Final year of secondary education at a TAFE college

     - Did not do final year at a TAFE college
     - Did do final year at a TAFE college

   In what year did you complete the final year of secondary education at a TAFE college?
   - Was it completed in Australia? ☐ Yes  ☐ No

   - g) Final year of secondary education at a high school, technical high school, secondary school or secondary college

     - Did not do final year at a high school etc
     - Did do final year at a high school etc

   In what year did you complete the final year of secondary education at high school etc?
   - Was it completed in Australia? ☐ Yes  ☐ No

   - h) Other qualification

     - Did not do other qualifications/certificates
     - Did do other qualifications/certificates

   Was it completed in Australia? ☐ Yes  ☐ No
Permission statement

RMIT University is collecting your information for the purpose of assessing your entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of your Commonwealth Higher Education Student Support Number (CHESSEN). RMIT University will disclose this information to the Department of Education and Training for those purposes. The Department will store the information securely in the Higher Education Information Management System. The Department may disclose the information to the Australian Taxation Office. RMIT and the Department will not otherwise disclose the information without your consent unless required or authorised by law.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS FORM IS CORRECT AND COMPLETE

Student signature:  
Date:
Section 10: Privacy and Declaration

Applicant certification

Please read and sign the following applicant certification. This application is not valid unless signed and dated.

If you are signing this application on behalf of the applicant, a certified copy of your authority to act on their behalf must be attached.

I agree that:

- I have read and understood the above statement and accept its conditions
- I will be bound by the statutes, regulations, standards of conduct and policies of the University as amended from time to time
- I consent to receiving information electronically from the University and from Open Universities Australia.
- Open Universities Australia and RMIT University collect personal information (including sensitive information) about me for the purposes of assessing my application, enrolling me in my selected unit(s) and managing my participation in my unit(s) and course(s).

I acknowledge that:

- the information supplied regarding my application is correct and complete
- the submission of incorrect or incomplete information may result in the withdrawal of any offer and/or cancellation of enrolment at any stage

- it is my responsibility to provide all relevant and required documentary evidence of my qualifications.

I authorise RMIT University and Open Universities Australia to:

- obtain further information with respect to my application from other organisations
- provide information to government, educational, health and other relevant institutions, in the processing of, or in conjunction with my application.

This application is not valid unless signed and dated.

| Applicant Signature: | Date: |

Submitting your application

You can send your application form and any supporting documentation to:
Email: apply@open.edu.au
or
Fax: +61 03 8628 2955
All applicants will be acknowledged and advised on the outcome of their applications.
### Applicant Checklist

Please ensure you have completed this checklist as assessment of your application may be delayed without all information.

I have:

- [ ] Completed all relevant sections of this application form
- [ ] Attached evidence of my name change (if applicable)
- [ ] Completed all statistical questions (application cannot be processed unless all questions are answered)
- [ ] Completed the personal statement to support my application
- [ ] Signed and dated the Applicant declaration above