Enrolment/Application

Domestic Student

Instructions

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for national database; state government funding and tracking purposes and assists in ongoing qualification issuance as required.

All data is confidential and is not forwarded to any other party with the exception of the national statistical database and state government to inform future federal and state funding in Vocational Education and Training.

Location:

Please choose your campus

	Adelaide SA		**Sydney NSW**		**(Other)**

Personal Details

Title	
Family Name	
Middle Name	
Given Name	
Date of Birth*	
Gender	

***Swann College does not accept enrolments for students Under 18 years of age.**

Contact Information

Email	
Mobile Number	

Nationality

Country you were born in	
Country of citizenship	
Country of residence	
Visa Type*	
Visa Subclass	
Passport No	

***Please see here for temporary visa types for government subsidised training: https://providers.skills.sa.gov.au/check-student-eligibility**

Residential Address

Unit			
Street No. & Name			
Suburb/Town		Post Code	
State		Country	

Postal Address

	Tick this box if Postal Address is same as Residential Address, if not please complete below table

Unit			
Street No. & Name			
Suburb/Town		Post Code	
State		Country	

Emergency Contact Information

Person Name	
Relationship	
Contact Number	

Courses

Please select the Courses or qualifications you wish to enroll in:

Name of the course/qualification	**Tick**
AUR21920 – Certificate II in Automotive Tyre Servicing Technology	
AUR30320 – Certificate III in Automotive Electrical Technology	
AUR 30620 – Certificate III in Light Vehicle Mechanical Technology	
AUR30820 – Certificate III in Motorcycle Mechanical Technology	
AUR31120 -Certificate III in Heavy Commercial Vehicle Mechanical Technology	
AUR31520 – Certificate III in Automotive Diesel Engine Technology	
AUR40216 – Certificate IV in Automotive Mechanical Diagnosis	
AUR40620 – Certificate IV in Automotive Electrical Technology	
AUR50116 – Diploma of Automotive Management	
AUR50216 – Diploma of Automotive Technology	
BSB50120 – Diploma of Business	
BSB60120 – Advanced Diploma of Business	
UEE60220 – Advanced Diploma of Electronics and Communications Engineering	
SHORT COURSES	
White Card CPCWHS1001 - Prepare to work safely in the construction industry	
*Automotive Air Conditioning Training AURETU013 Service Air Conditioning and HVAC Systems AURETU014 Diagnose and Repair Air Conditioning and HVAC components	
AURSS00064 Battery Electric Vehicle Inspection and Servicing **Skill Set**	
AURSS00037 Hybrid Electric Vehicle Inspection and Servicing **Skill Set**	
*Battery/ Hybrid Electric Vehicle Inspection **Module 1**	
*AURETR149 Apply knowledge of ADAS technology in vehicle pre-repair scans	
*AURETH012 Service and maintain electrical components in hybrid electric vehicles	

**The following training products are not on the Subsidised Training List therefore these are not funded.*

Credit Transfer/RPL

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

Credit Transfer		RPL	

When do you want to start the course

Specific Month		Year	

Employment Details

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

Employment Status			
Full time employee		Part time employee	
Self-employed - Not employing others		Self-employed - employing others	
Employed - Unpaid worker in a family business		Unemployed - Seeking Part time work	
Unemployed - Seeking full time work		Not employed - Seeking full time work	

Your Position	
Business Name	
Business Address	
Contact Number	

Schooling

Are you still attending secondary school? Yes ☐ No ☐

*School-enrolled students are subject to separate eligibility criteria. However, Swann College does not enrol students who are still in Secondary School.

If no, in which year did you complete school? ☐

What is your highest completed school level?

Completed year 12		Completed year 11		Completed year 10	
Completed year 9		Completed year 8 or lower		Did not go to school	

Previously achieved qualifications

Have you successfully completed any of the following qualifications?

☐ Bachelor's degree or Higher Degree Year completed:

☐ Advanced Diploma or Associate Degree Year completed:

☐ Diploma (or Associate Diploma) Year completed:

☐ Certificate IV (or Advanced Cert/Technician) Year completed:

☐ Certificate III (or Trade certificate) Year completed:

☐ Certificate II Year completed:

☐ Certificate I Year completed:

☐ Certificates other than the above Year completed:

***Entitlement's based on an individual's highest level of non-school education and their employment status at first enrolment in subsided VET can be found here: https://providers.skills.sa.gov.au/check-student-eligibility. Currently, eligible students can access courses regardless of their prior qualifications and undertake more than one course or short course.**

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship /apprenticeship? *(Tick ONE box only)*

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

Please explain in a few words what your career goals and aspirations are

Unique Student Identifier (USI) Authority

Do you have a Unique Student Identifier (USI) number? Yes ☐ No ☐

If yes, my USI number is: ☐

If no, I authorise Swann College to apply for my USI number on my behalf. Yes ☐ No ☐

You will need to supply a copy of your driver's license with your application form to obtain a USI from us or please obtain a USI number by visiting the website www.usi.gov.au.

Language and cultural diversity

Are you of aboriginal or Torres Strait Islander origin? No ☐

(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes) *Yes* ☐

Yes, Torres Strait Islander ☐

Is English your first language Yes ☐ No ☐

Do you speak a second language No, English only ☐ Yes, other: ☐

How well do you speak English? Very well ☐ Well ☐ Not well ☐ Not at all ☐

Have you completed an English Proficiency Test within the last 24 months? Yes ☐ No ☐

If yes please attach a certified copy of your results

Disabilities

Do you have a disability, impairment or long-term condition that may impact your studies and for which you will require support? (You may indicate more than one area)

No		Vision		Hearing/Deaf		Physical		Medical Condition	
Other		Intellectual		Mental Illness		Learning		Acquired brain impairment	

Caring Responsibilities

Understanding any unpaid caring responsibilities you have can inform Swann College in addressing any barriers to participation in vocational education and training that may exist.

Do you have any caring responsibilities for a child/children and/or another adult/s?

☐ Yes ☐ No ☐ Prefer not to say.

If yes, please select all that apply:

If you share care responsibilities equally then please answer as the primary carer. A primary carer is defined as an individual who plays a substantial role in the care of another person, who may or may not have multiple primary carers. Primary thus describes the level of responsibility to care for another person, rather than being the sole carer for that person.

☐ Primary carer of a child or children (under 18 years)

☐ Primary carer of a child or children who is disabled or has a health condition or illness, or temporary care needs, (Under 18 years).

☐ Primary carer or assistant for a disabled adult or adults (18 years and over)

☐ Primary carer or assistant for an older person or people (65 years and over)

☐ Secondary carer (another person carries out main caring role)

☐ Prefer not to say.

Document Checklist

Please ensure you have included the following applicable documents when submitting your Enrolment Form:

☐ Passport including Visa details/Australian citizenship certificate

☐ Driving Licence

☐ Birth certificate: not an extract

☐ Proof of age card

☐ Medicare card

☐ Evidence of Qualification

☐ Unique Student Identifier (USI)

☐ **I attached my 100 points ID documents with this form.**

Swann College's Obligations

Swann College is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations (RTOs) 2025, and for the issuance of the Australian Qualifications Framework [AQF] certification documentation.

Student Declaration

- I understand information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify all details provided on these forms are true & correct.
- I agree to pay the full course fees 30 days before the commencement of my course.

- I understand that I will be required to undertake an LLND test if I am not undertaking the upfront assessment of needs (UAN) .
- I understand I will be required to undertake an Upfront Assessment of Needs (UAN) in order to access subsidised qualifications, skill sets and managed courses, including qualifications delivered under a Training Contract arrangement or through a project. I further understand all relevant documentation including notes in relation to my enrolment and any identified needs and relevant support will be retained by Swann College.
- I understand once my UAN is completed, I will be required to complete the participant agreement form prior to my training account has been completed.
- I understand further information regarding Swann College's work experience component, policies and procedures as well as (funded) learning support and eligibility is available on its website: www.swanncollege.edu.au.

Student Sign: _____ Date: _____

Payment Details

Please do not hesitate to contact Swann College if you require an Invoice prior to payment, however, a Receipt will be issued to business or personal name once we receive the payment.

Account Name: - Swann College
Bank: - Bank SA
BSB: - 105-029
Account No: - 083417340

Office Use Only

Application Fee Paid Yes ☐ No ☐ Receipt Number _____

Application accepted Yes ☐ No ☐

Accepted by: _____ Sign _____ Date _____

Rejected by: _____ Sign _____ Date _____

The reason for rejecting this application (if rejected):

Information entered on SMS Yes ☐ Date _____

Administrator Sign _____ Date _____