

## APPLICATION FOR ADMISSION

### INTERNATIONAL APPLICANTS ONLY

*True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)*

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged AUD \$500.00 (non-refundable) Application Fee.

#### 1. Personal Details (Please choose by placing an X in the boxes that apply to you)

Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified <input type="checkbox"/> Non-Binary <input type="checkbox"/> Indeterminate <input type="checkbox"/> Intersex <input type="checkbox"/> Unspecified
Date of Birth: [Day/month/year]		Country of Birth:	
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 and want TEDI to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** that you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

#### 2. English Language Proficiency

Do you speak a language other than English at home?	<input type="checkbox"/> No, English only. <input type="checkbox"/> Yes, others – please specify	Was English the language of instruction in your secondary/tertiary studies.	<input type="checkbox"/> Yes <input type="checkbox"/> No
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	Have you taken the English language test in the last two (2) years e.g., IELTS, PTE, TOEFL Or equivalent? (if yes, please indicate name of test and score) (If No, please refer to section given below)	<ul style="list-style-type: none"> <li>• Test Name:</li> <li>• Score Achieved:</li> <li>• Date:</li> </ul>
Please note TOEFL internet-based test only accepted if test is taken on or before 25 July 2023 Tests that were completed between 26 July 2023 and 4 May 2024, will not be accepted for Australian visa and migration purposes. During this period, the TOEFL iBT test being offered was not an approved test.			

- ☐ Not Required. I am a citizen and passport holder of (please tick):  
☐ United Kingdom ☐ Republic of Ireland ☐ Canada ☐ USA ☐ New Zealand

**\*Please note that all the students must undertake a Language, Literacy, Numeracy and Digital.** Language, Literacy, Numeracy and Digital Skills test will be conducted by using LLN robot prior to enrolment. For more information refer to Enrolment Kit available on Institute's website [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au).

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait origin, mark both 'Yes' boxes)

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
Department of Home Affairs (DHA) Office where you applied for your VISA	<input type="checkbox"/> Onshore (please specify the name) <input type="checkbox"/> Offshore	

Do you have a Unique Student Identifier (USI) Number? Unique Student Identifier (USI):		<input type="checkbox"/> Yes, please specify this below. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <input type="checkbox"/> I will create it myself (visit <a href="http://www.usi.gov.au">www.usi.gov.au</a> ) <input type="checkbox"/> I authorize TEDI to create a USI on my behalf (read the information provided below in Appendix 3)	
<p>Please note that from 1 January 2015, TEDI can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course, if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <a href="https://www.usi.gov.au/your-usi/create-usi">https://www.usi.gov.au/your-usi/create-usi</a>.</p> <p>Note: Students are required to read Unique Student Identifier (USI) information provided below in "Appendix 3" if the student authorises TEDI to apply for a Unique Student Identifier. Students will be required to fill up the USI Consent Application form during induction prior to course commencement.</p> <p><b>Note: A Language, Literacy, Numeracy (LLND) and digital skills test will be conducted prior to enrolment to determine any support needs and assess the suitability of the chosen training product. Based on the outcome, individual advice will be provided to each student regarding course suitability and application outcome.</b></p>			
<b>3. Contact Details</b>			
<b>Address (Home Country)</b>			
Address:			
State/Province:		Country:	Post Code:
Phone no:		Email:	
<b>Residential Address (Australia)</b>			
Address:			
Suburb:		State:	Post Code:
Mobile no:		Email:	
<b>Postal Address in Australia (if different from Residential)</b>			
Address:			
Suburb:		State:	Post Code:
Preferred method: <input type="checkbox"/> Email <input type="checkbox"/> Phone			
<b>4. Passport Details:</b>			
Passport no:		Passport Expiry Date:	
Country and place of passport issue:			
A true copy of your original documents must be provided as part of your application.			
<b>5. Visa Details</b>			
<input type="checkbox"/> Yes, (if yes, complete the following section) <input type="checkbox"/> No (Please specify current visa)			
VISA Type:		VISA Subclass:	
VISA Number:		VISA Expiry date:	
<b>6. Education Agent</b>			
Did you choose any Education Agent? If yes, please fill in the details of the agent referred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the Agent/ Agency:	
<b>7. Emergency Contact Details</b>			



True Education Pty Ltd Trading as  
1. Technical Education Development Institute  
2. Technical Electronics Centre  
Application for Admission Form  
ABN: 63 135 095 957| Version no: 25.3

### 10. Wellbeing and Support Needs (Including Additional Support)

At Technical Education Development Institute (TEDI), we are committed to creating a safe, inclusive, and culturally respectful learning environment where all students can thrive. We recognise that wellbeing including mental, physical, emotional, cultural, social, and digital needs is essential to student success.

TEDI recognises the importance of mental health and overall wellbeing in achieving academic and personal goals. If you're experiencing personal challenges, you may be eligible for a Wellbeing Support Plan that includes tailored strategies and referral options, such as academic flexibility, counselling services, culturally appropriate support, or disability adjustments.

We also provide dedicated support to Aboriginal and Torres Strait Islander students through culturally safe practices, specialised resources, and our First Nations Liaison, acknowledging the unique strengths and heritage of Australia's First Peoples.

To help us connect you with the right support, please indicate if you are experiencing any of the following:

#### Do you need assistance with any of the following?

(Please tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Mental health concerns (e.g. anxiety, stress, depression) | <input type="checkbox"/> Physical health issues or ongoing medical conditions       |
| <input type="checkbox"/> Emotional or psychological wellbeing support              | <input type="checkbox"/> Disability, neurodiversity, or learning difficulty.        |
| <input type="checkbox"/> Family, personal, or cultural challenges                  | <input type="checkbox"/> Time management or study-life balance                      |
| <input type="checkbox"/> Housing, financial, legal, or visa-related stress         | <input type="checkbox"/> Digital access or capability (e.g. using online platforms) |
| <input type="checkbox"/> Aboriginal or Torres Strait Islander support needs        | <input type="checkbox"/> Other (please specify):                                    |

Would you like to speak with TEDI Student Support Officer or access external counselling/referral services?

☐ Yes ☐ No

*Note: If you select "Yes" to any of the wellbeing support areas above, a member of our Student Support Team will contact you to discuss personalised academic, wellbeing, or disability support options. This may include the development of a formal Support or Wellbeing Plan, with your consent in accordance with the Privacy Act 1988.*

#### b) Religious or Cultural Requirements

Do you have any religious or cultural requirements (for example, prayer breaks, fasting, or access to a prayer room) that TEDI should be aware of in order to provide appropriate support?

☐ Yes ☐ No (If yes, please provide details (e.g., preferred prayer times, fasting requirements, or other needs))

*Note: Sharing this information helps TEDI support your needs respectfully and ensure appropriate adjustments are made.*

### 11. Course Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process, you will be required to complete pre-training review form which is given below in the Appendix 1.

#### Intake Applying for:

Course Code and Name	CRICOS Code	Duration (weeks including holiday breaks)
BSB40120 Certificate IV in Business	107596M	30 weeks (including holidays breaks)
BSB50120 Diploma of Business	107597K	52 weeks (including holiday breaks)
BSB60120 Advanced Diploma of Business	107598J	52 weeks (including holiday breaks)
UEE30920 Certificate III in Electronics and Communications	103416H	52 weeks (including holiday breaks)
UEE41520 Certificate IV in Video and Audio Systems	103407J	78 weeks (including holiday breaks)
UEE50520 Diploma of Electronics and Communications Engineering	103403B	94 weeks (including holiday breaks)
CPC30220 Certificate III in Carpentry	104767K	56 weeks (including holiday breaks)
CPC31320 Certificate III in Wall and Floor Tiling	104766M	56 weeks (including holiday breaks)
CPC50320 Diploma of Building and Construction (Management)	107293D	52 weeks (including holiday breaks)
CPC50220 Diploma of Building and Construction (Building)	117811D	56 weeks (including holiday breaks)
BSB80120 Graduate Diploma of Management (Learning)	107599H	94 weeks (including holiday breaks)
UEE60220 Advanced Diploma of Electronics and Communications Engineering	116572M	104 weeks (including holiday breaks)
UEE62122 Advanced Diploma of Engineering Technology – Electrical	116571A	104 weeks (including holiday breaks)

Application Fees - \$500 (Non-refundable) \*

\*Conditions apply. Please refer to the Fee Payment and Refund Policy available on website for more details.

Delivery Location (Campus location): Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000 Australia

**Delivery Mode:**

- For all the courses mentioned above: Face to Face theory learning.
- For Electronics and Communication (UEE): UEE30920, UEE41520 and UEE50520: Face to Face theory learning on campus and Practical learning at Institute's industrial environment "Technical Electronics Centre" located at TEDI's workshop.
- For CPC30220, CPC31320, CPC50220 and CPC50320: Face to Face theory learning on campus and Practical learning at TEDI's workshop.

**For Electronics and Communication (UEE) courses:** Students are required to attend practical training sessions at Institute's industrial environment "Technical Electronics Centre."

(Electronics and Communication LAB) located at TEDI's workshop at **17 David St, BRUNSWICK, VIC, 3056.**

In addition to it, students will be required to undertake supervised self-study depending upon the qualification undertaken where students will practice skills like maintaining and repairing electronic devices in electronics industry environment "Technical Electronics Centre" which will be managed by the institute. Logbooks will be maintained to monitor self-study hours.

**For Carpentry, Wall, and Floor tiling, building and construction (CPC) Qualifications:** Students are required to attend practical training sessions at TEDI's workshop at 17 David St, BRUNSWICK, VIC, 3056 as a part of these qualifications. To undertake practical training, students are required to have a PPE kit. This kit can be purchased from the institute or from any suppliers outside prior to undertaking practical training. Price for the Kit if purchased from the institute will be \$400. Students can contact TEDI at 61 3 8725 2061 for any further information. Material fees include printed reading materials and handouts only.

Students are required to attend a minimum of 20 scheduled course contact hours per week.

Please Note: Students will be provided with detailed information during orientation held prior to course commencement. However, prior to enrolment, students must read students handbook/prospectus available on TEDI's website: <https://tedi.vic.edu.au/> or contact student's administration +61 3 8725 2061 for detailed course information.

**12. Previous qualification achieved (PLEASE DO NOT LEAVE IT BLANK, IT'S MANDATORY)**

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? If yes, tick any of the below boxes:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Bachelor's Degree or higher  | <input type="checkbox"/> Advanced Diploma or associate degree | <input type="checkbox"/> Diploma       | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Certificate III  | <input type="checkbox"/> Certificate II                       | <input type="checkbox"/> Certificate I |   |
| <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) if others, please specify |   |  |   |

**13. Qualification details:**

Name of the Institute: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

- ☐ Yes ☐ No

Attach documentation including copies of all academic records. Academic records not in English must also be accompanied by a translated copy. If you believe you have relevant work experience, attach details and documentation (e.g. employer reference, curriculum vitae, etc.)

**14. Schooling**

What is your highest completed school level? (Tick ONE box only)

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

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

**15. Employment**

Which of the following best describes your current employment status?

- |  |  |
|--|--|
| <input type="checkbox"/> Full time employee                            | <input type="checkbox"/> Part time employee.   |
| <input type="checkbox"/> Unemployed-seeking part time work             | <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Not employed -not seeking employment. |
| <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Self-employed – employing others  |
| <input type="checkbox"/> Unemployed-seeking full-time work             |  |

<b>Which of the best describes your employment sector?</b>			
<input type="checkbox"/> A - Agriculture, Forestry and Fishing	<input type="checkbox"/> B - Mining		
<input type="checkbox"/> C - Manufacturing	<input type="checkbox"/> D - Electrical, Gas, Water and Waste Services		
<input type="checkbox"/> E - Construction	<input type="checkbox"/> F - Wholesale Trade		
<input type="checkbox"/> G - Retail Trade	<input type="checkbox"/> H - Accommodation and Food Services		
<input type="checkbox"/> J - Information Media and Telecommunications	<input type="checkbox"/> K - Financial and Insurance Services		
<input type="checkbox"/> L - Rental, Hiring and Real Estate Services	<input type="checkbox"/> M - Professional, Scientific and Technical Services		
<input type="checkbox"/> N - Administrative and Support Services	<input type="checkbox"/> O - Public Administration and Safety		
<input type="checkbox"/> P - Education and Training	<input type="checkbox"/> Q - Health Care and Social Assistances		
<input type="checkbox"/> R - Arts and Recreation Services	<input type="checkbox"/> S - Other Services, please specify position:		
<b>16. Accommodation Requirements</b>			
Do you require assistance in finding accommodation options?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify below.			
What type of accommodation arrangements would you like?		<input type="checkbox"/> Shared	<input type="checkbox"/> Private
Please note that TEDI's Student support officer can assist students in finding accommodation by conducting an online search, suggesting accommodation sites, real estate agents in a particular area, however, TEDI doesn't provide accommodation to its students.			
Do you require assistance for Airport pickup?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
TEDI provides airport pick up. Students are required to fill the Airport Pick up form available on TEDI's website or students can email their request for Airport pick up at <a href="mailto:admissions@tedi.vic.edu.au">admissions@tedi.vic.edu.au</a> Students are requested to contact TEDI at 61 3 8725 2061 for any other information. Airport pick-up fees: AU\$300. Kindly contact us in advance (preferably 5 working days) to avoid any inconvenience.			
There is a help desk available at the airport for international students to assist students in finding suitable airport pick-up services e.g. UBER, Sky Bus and taxi services.			
Any other additional information:			
<b>17. Marketing</b>			
How did you find out about this course?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Newspaper		<input type="checkbox"/> Internet	<input type="checkbox"/> Friends <input type="checkbox"/> Search engines/Google <input type="checkbox"/>
Other, specify:			
<b>18. Payment Details</b>			
<input type="checkbox"/> Payment by Credit Card (Please fill in the credit authorisation form) Note: 3% surcharge is charged on every transaction for the payment made by credit card			
<input type="checkbox"/> Bank Cheque made payable to Technical Education Development Institute (TEDI)			
<input type="checkbox"/> Bank Transfer to be made to the following bank account:			
<input type="checkbox"/> <b>Ezidebit</b> (This is a direct debit option; if you are selecting Monthly instalment then this is the only method of payment)			
Account Name:	True Education Pty. Ltd		
Account Number:	1053-9229	BSB Account No:	063-009
Swift Code:	CTBAAU2S		
Bank Name:	Commonwealth Bank		
Bank Address:	221 William St, Melbourne VIC 3000		



### 19. Application Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Completed all sections of this application.<br><input type="checkbox"/> Attached relevant employment documentation.<br><input type="checkbox"/> Attached copies of your passport.<br><input type="checkbox"/> Attached copies of your qualifications.<br><input type="checkbox"/> Filled up PTR questions attached long with the Application for Admission Form as Appendix 1 | <input type="checkbox"/> Attached copies of your English proficiency.<br><input type="checkbox"/> Attached any other relevant documentation.<br><input type="checkbox"/> Read all the important information provided along with this Application for Admission Form in Appendix 2<br><input type="checkbox"/> Read and signed the declaration |
|--|---|

**NOTE:** TEDI is required to report the students to the Department of Home Affairs based on unsatisfactory course progress. Students must maintain competency in 50% or more units for satisfactory course progress in each study period and attend their classes regularly as attendance will be monitored regularly. For CPC (Carpentry, Building Construction, Wall & Floor tiling) and UEE (Electronics) qualifications, students must attend all classes including practical workshops to fully develop their practical skills. Students are also required to attend their classes and maintain 80% of attendance throughout the course. Kindly go through Appendix 2 given below and student's handbook available on TEDI's website for detailed information on Attendance and Course progress. All prospective students are required to familiarise themselves with the Enrolment policy and procedures (given inside Enrolment Kit) of TEDI and Student's handbook for detailed information about the campus, facilities, equipment, learning resources, fee payable and fee payment, grounds on which enrolment may be deferred, suspended, or cancelled, course progress and attendance policy, Feedback, Complaints and appeals, TEDI policies and procedures etc. This will be available on TEDI's website. <https://tedi.vic.edu.au/> the student's handbook.

If an overseas student is not attending scheduled classes but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because this may mean that they already have the skills, knowledge, and experience to progress in their course without receiving structured training.

Institute will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

### Student Declaration and Consent

- ☐ I declare that the information provided on this form and supporting documentation is true and correct.
- ☐ I have read and understood the information in the student handbook, student prospectus, including Entry requirements and enrolment conditions, LLND assessment requirements (where applicable) Privacy policy, Refund policy, Course progress and attendance policy, Feedback, Complaints and appeals policy and procedures of TEDI provided to me along with this Application for Admission Form.
- ☐ I understand that the outcome of the LLND test (if applicable to my course) may affect my admission, and I may be offered a support plan or an alternative course pathway where necessary.
- ☐ I consent to TEDI conducting LLND assessments as part of determining my suitability for the course and providing learning or digital support if required.
- ☐ I understand that if I have disclosed any disability, long-term condition, or well-being-related needs, TEDI may contact me to discuss a Support Plan or Wellbeing Support Plan.
- ☐ I understand as per the National Code of Practice 2018 Standard 3.5 and the ESOS Act 2000, I must notify TEDI within 7 days of any change to my contact details (address, phone number, email).
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Act 1988 and the Privacy Notice.
- ☐ I have read and understand TEDI's Enrolment policy and procedures. (Available on TEDI'S website <https://tedi.vic.edu.au> and in the student's handbook)
- ☐ I understand that TEDI will notify me as soon as practicable if there are any changes to the training product I am enrolled in or changes to TEDI's operations that may affect my studies. This includes changes relating to the transition of superseded, deleted, or expired training products.
- ☐ I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
- ☐ I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at TEDI.
- ☐ I have read and understood important information (Appendix 2) provided to me along with this Application for Admission Form.
- ☐ I understand that I am responsible for keeping a copy of written agreements supplied by TEDI, and receipts of any payments of tuition fees or non-tuition fees.
- ☐ I understand my obligations as an overseas student under the ESOS Act 2000, ESOS Regulations 2019, and the National Code 2018.

### STUDENT SIGNATURE

Student.....

Date .....

## APPENDIX 1

### Pre – Training Review (PTR)

The Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Technical Education Development Institute (TEDI) can meet the student's individual needs.

Before we make an offer, TEDI is required to review the student's current competencies, student needs, English level, digital literacy

\*Support requirements and oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes.

\* As part of this review, you will be required to complete a Language, Literacy, Numeracy, and Digital (LLND) skills assessment. This assessment helps TEDI determine whether you have the entry level skills required for your chosen course and if any additional support or reasonable adjustments are needed to assist you in achieving your learning goals.

If the LLND assessment identifies any areas where support is needed such as difficulties with reading, writing, numeracy, communication, or using digital tools TEDI will offer tailored support options, which may include a Support Plan or referral to additional resources.

\*Refer to TEDI's Student support and welfare policy for more information on the support services provided by the institute available on TEDI's website <https://tedi.vic.edu.au/>.

If you require assistance at any stage, please refer to TEDI's Student Support and Welfare Policy for a full outline of available services. You may also contact our Student Support Team in person at reception or via email at [info@tedi.vic.edu.au](mailto:info@tedi.vic.edu.au) or [Support@tedi.vic.edu.au](mailto:Support@tedi.vic.edu.au)

As part of the PTR, students are also encouraged to inform TEDI of any religious or cultural needs such as prayer breaks or fasting requirements so appropriate support or adjustments (including access to our on-campus prayer room) can be arranged.

The pre-training review ensures that TEDI:

- understands the student's reasons for undertaking the course.
- ensures the suitability of the training for the students.
- understands the student's current competencies and, therefore,
- provides opportunities for these to be assessed.
- Provides students with information necessary for them to make enrolment decision and to ensure that students reasons for undertaking qualification with TEDI aligns with their previous experience in particular sector (If any), educational and career goals.
- identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- Assess your proficiency in English language, oral communication, and LLND core skills
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- provides relevant support required for the student to succeed in the course.
- Identify and arrange any necessary academic, digital, language, or wellbeing support for you to succeed

### Guidelines for PTR-To be filled up by Students.

1. Students are required to fill up this PTR form.
2. Students are required to read all the details of their course, policies and procedures of the Institute before filling up the answers and complete all the answers of this PTR form. Information can be made available from the Student Handbook/Student Prospectus and/or website.
3. Enrolment officer or representative will conduct PTR Interview via Telephonic Conversation or via Face to Face.
  - a. **PTR Interview conducted via Telephone**-If PTR Interview is conducted via telephone, Enrolment officer will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained as an evidence of student declaration in lieu of the student's physical signature e.g., through E-mail, call notes, etc. Response of the discussion will be recorded by the Enrolment officer.
  - b. **PTR Interview conducted Face to Face**- During face-to-face PTR interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer.
4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
  - a. if the student is aware of the policies, procedures and other information necessary for the students.
  - b. if the student has received true and accurate information and if they are suitable to undertake the course/s.



5. Enrolment officer or representative will ensure that PTR form received along with the Application for admission is completed by the student intending to apply for the course.
6. **If students have not received sufficient information i.e.,** are not aware of the policies, procedures and other information necessary for students to make enrolment decision to study at TEDI, Enrolment officer or representative will provide necessary information to the student required to make enrolment decision.
7. **For example: If students have answered “No” or have not answered the questions in the PTR form,** Enrolment officer or representative will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at TEDI. While conducting PTR, Enrolment officer will take information from the Application for Admission form and Pre training review form to identify any support and needs required by the student which includes disability support, RPL/CT, English language support, etc.
8. At the final stage of the PTR, the Enrolment officer will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support. PTR Evaluation checklist will form the basis of whether Enrolment should be preceded or no. Negative response (i.e. No) in “Section 2” of the PTR Evaluation checklist (filled up by Enrolment Officer) will result in the rejection of the enrolment application and other options must be discussed with the student.

**Please Note:** Enrolment officer will take holistic approach while assessing student’s answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.

Enrolment officer will have a thorough discussion with the student and offer support or guidance if required

### Language, Literacy, Numeracy and Digital Skills (LLND) Assessment

Students undertaking courses at TEDI must possess sound language, literacy, numeracy, and digital skills, as these are essential for successfully completing course-related tasks, assessments, communication, and the use of digital learning platforms.

- **Language skills** are necessary for understanding instructions and engaging in verbal communication.
- **Literacy skills** are required for reading course materials, writing assessments, and interpreting information.
- **Numeracy skills** are important for performing calculations, measuring, and managing tasks involving numbers.
- **Digital skills** are essential for navigating online systems, participating in e- learning activities etc.

To determine each student’s support needs and assess the suitability of the chosen training product, all prospective students are required to undertake a Language, Literacy, Numeracy and Digital (LLND) skills review prior to enrolment.

The LLND test will be conducted using an ACSF-mapped online assessment tool LLN Robot.

Based on the outcome of the review, students may be identified as requiring internal or external support services, and individual advice will be provided regarding the suitability of the chosen course.

All students are required to undertake this LLND assessment as part of the enrolment process.

Qualifications	Performance Level
BSB40120 Certificate IV in Business	ACSF Level 3
SB50120 Diploma of Business	ACSF Level 4
BSB60120 Advanced Diploma of Business	ACSF Level 4
UEE30920 Certificate III in Electronics and Communications	ACSF Level 3
UEE41520 Certificate IV in Video and Audio Systems	ACSF Level 4
UEE50520 Diploma of Electronics and Communications Engineering	ACSF Level 4
CPC30220 Certificate III in Carpentry	ACSF Level 3
CPC31320 Certificate III in Wall and Floor Tiling	ACSF Level 3
CPC50320 Diploma of Building and Construction (Management)	ACSF Level 4
CPC50220 Diploma of Building and Construction (Building)	ACSF Level 4
BSB80120 Graduate Diploma of Management (Learning)	ACSF Level 4
UEE60220 Advanced Diploma of Electronics and Communications Engineering	ACSF Level 4
UEE62122 Advanced Diploma of Engineering Technology -Electrical.	ACSF Level 4

Students are required to achieve the expected level of performance level as per the required level. Where a student does not achieve the required LLND scores for the qualification into which they are seeking enrolment, LLND support\* will be provided to the student,

providing the student achieves the required performance level in at least three of the core skill elements and only fails to achieve the required score in the other 2 areas by 1 level.

However, if a student fails to demonstrate performance level in more than two core skills or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application. A student failing to demonstrate this LLND level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.

\*LLND support-If students do not meet the recommended English and/or LLND requirements, students will be referred for additional support which will be provided by the institute with ACSF Support Plan or students may also be asked to take further Language, literacy numeracy and digital, such as ELICOS programs at other institutes to ensure that students are provided with support and proper guidance. TEDI does not offer ELICOS programs.

ACSF Support plan is a plan developed for students who are facing difficulties in meeting LLND requirements. This plan is implemented for students to achieve expected learning outcomes. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty and if a student's performance level is less than the required level. Support plans will be developed on an individual case-by-case basis. Refer to Student handbook for

### Application Rejection

Student's Application will be rejected if:

- Student does not have the appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that particular area (if any)
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake this course successfully.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.
- Enrolment officer will inform the student before cancelling and discuss reasons for cancellation. Students are requested to fill all the questions provided in the form below. If any doubt arises, please contact TEDI administration on 61 3 8725 2061.

Do you have access to enough information to make an informed decision about your course at TEDI? Let us know if you have questions or need more information	Where to find this information	Yes (Please tick the relevant box)	No (Please tick the relevant box)
Entry requirements for your proposed course	Student Handbook/prospectus <a href="https://tedi.vic.edu.au/">https://tedi.vic.edu.au/</a>		
Content of your proposed course			
Duration of your proposed course including holidays			
Delivery location			
Whether or not your course includes a work placement			
Delivery method (i.e., class / face-to-face / online or combination / practical learning)			
How assessment will be conducted during your course			
The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before the commencement to determine any support needs			
The LLND test will be conducted using an ACSF-mapped online assessment tool LLN Robot.			

Are you aware about the institute's policies and procedures including RPL, internal and external complaints procedures, appeals processes?			
Are you aware that the availability of feedback, complaints and appeals processes or any such agreement does not remove your rights to take action under Australia's Consumer Protection Laws?			
Did you get information about indicative course-related fees incurred throughout the course, applicable fund withdrawal policies (refund), course progress/attendance monitoring policy, satisfactory academic performance, assessment information and methods?			
*Course progress: Students must maintain satisfactory course progress requirements (i.e., to be successful in completing or demonstrating competency in at least 50% of the course requirements in any study period of the studies to achieve minimum competency level).			
*Attendance requirements: Students must maintain satisfactory attendance i.e., maintain a minimum of 80% of the attendance.			
Did you get information about the grounds upon which your enrolment or course may be deferred, suspended or cancelled?			
Are you aware about your obligations in regard to study hours commitment and course progress requirements to complete your chosen course & the conditions under which you might be reported to the Department of Home Affairs (DHA)?			
Have you been advised that, as part of the view or audit of your training, you may: a. Receive a survey from the National Centre for Vocational Education Research (NCVER) and/or an invitation to take part in a project endorsed by a funding body. b. Be contacted by someone authorised by the funding body and/or the Regulator to talk to you about your training			

Would you like further information on any of the items listed above?

Are you willing to commit to undertake a minimum of 20 hours of study and work-related assessments as the qualification/s requires a minimum of 20 hours of study per week?

Enrolment Officer or representative will contact the students if students feel that they have not been provided enough information or if students are not aware of it.

\*Please give us a call on +61 3 8725 2061 or send an email on [admissions@tedi.vic.edu.au](mailto:admissions@tedi.vic.edu.au) if you are facing any problem\*

#### Suitability of this course for you

#### 1. Reasons for Study

- ☐ To get a job
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job.
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get into another course of study
- ☐ I wanted extra skills for my job.
- ☐ For personal interest or self-development
- ☐ To get skills for community/voluntary work
- ☐ Others

In case of others, please state the reason:

\_\_\_\_\_

2. How is this course able to help you in your future career prospective?

\_\_\_\_\_  
 \_\_\_\_\_

3. What previous experience have you had in an area/ industry directly related to this course?

\_\_\_\_\_  
 \_\_\_\_\_

4. Why did you choose Technical Education Development Institute as your desired course provider for this course?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Do you require any kind of support in English language proficiency? If yes, please specify what kind of support?

\*Students are requested to fill up the questions related to English language proficiency mentioned in the Application for Admission form Section 2\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Do you require any kind of support? If yes, please specify what kind of support?

\_\_\_\_\_  
 \_\_\_\_\_

7. Mode of Study/Learning Style: Thinking about how you'll best learn, which method will suit you the best?

- ☐ Classroom face to face based
- ☐ Workplace experience.
- ☐ Mixed mode of online learning and face to face
- ☐ Practical Learning
- ☐ Others, please specify

8 Computer and Internet Skills	Yes	No
Do you feel confident using digital tools and have regular access to computer devices and the internet?		
Do you use MS Office applications, e.g., Microsoft Word, Power-point etc.?		
Do you find it easy to use search engines such as Google and using the internet in general?		
Do you require any kind of computer-related support? If yes, please specify below.		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		

**10. Would you like to apply for CT?**

(Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.

- ☐ Yes, (please fill CT Application Form available on TEDI's website)  
☐ No

*For students undertaking BSB80120 Graduate Diploma of Management (Learning) qualification.*

*What field or industry would you like to work in after completing this course? How do you believe this qualification will help you achieve that goal?*

*This course covers areas such as leading strategic transformation, implementing learning strategies, developing partnerships, managing finances and critical thinking. Which of these areas are most relevant to your current or future role, and what skills would you like to strengthen through this qualification?*

**Have you reviewed the course structure, including units offered in the course offered by TEDI? What skills and knowledge you will develop after completing these units. Can you name at least two units or skills associated with this qualification.**

**Student Declaration**

- ☐ I certify that I have filled this PTR Form by myself  
☐ I have completed all the answers of this PTR form in a true and correct manner and provided genuine answers to the best of my knowledge.  
☐ I understand that personal information collected on this form will be managed in accordance with the Privacy Act 1988 and TEDI's Privacy Policy

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## APPENDIX 2

### Important Information for Students

Please read the below given information carefully before signing Application for Admission form. Students may contact TEDI for any further information or email us at [admissions@tedi.vic.edu.au](mailto:admissions@tedi.vic.edu.au). It is advisable to read Student's handbook for detailed information available on TEDI's website [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au).

### Diversity and Inclusion Statement

TEDI is committed to creating a culturally safe, inclusive, and respectful learning environment. We honour and acknowledge the First Nations peoples of Australia the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we learn, teach, and live.

We value the diversity of our students and recognise the unique contributions of individuals from all backgrounds, including culturally and linguistically diverse (CALD) communities, people with disability, LGBTIQ+ individuals, and people of all faiths, genders, and socio-economic statuses.

We are dedicated to ensuring that every learner feels welcomed, supported, and empowered to succeed through inclusive practices and equitable access to education and support services.

### Course Monitoring and Attendance Policy

TEDI has a Course Monitoring and Attendance Policy which states that the students are required to maintain satisfactory course progress throughout the course. Students are also required to attend their classes and maintain 80% of attendance throughout the course. Low attendance implies that students might not be able to complete their course on time, and this will lead to students breaching their visa conditions.

Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress.

Under the Education Services for Overseas Students Act 2000 and the National Code 2018, TEDI is required **to report unsatisfactory course progress** (failing to complete at least 50% of units for two consecutive study periods) **to the Department of Home Affairs (DHA)** via PRISMS when students are at risk of breaching their Visa requirements. If you continue to fail the course progress requirements for two consecutive study periods, you will be reported to the Department of Home Affairs.

**Satisfactory course Progress:** where a student is able to meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in given study period.

**Note:** Students will not be reported on the basis of attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to the DHA.

If an overseas student is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because this may mean that they already have the skills, knowledge and experience to progress in their course without receiving structured training.

TEDI will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

For detailed information, kindly refer to Course Monitoring and Attendance Policy available on website or refer to Student's handbook.

### Transition of Training Products and Provider Changes

TEDI is committed to transparency and compliance with the Standards for RTOs 2025 and the National Code 2018. If any training product is superseded, deleted, or expired during your enrolment, or if operational changes occur that may affect your studies, TEDI will notify you as soon as practicable.

Where applicable, you will be transitioned to an appropriate replacement course within the allowable transition timeframe as published on the National Register ([www.training.gov.au](http://www.training.gov.au)), unless you complete your current course before the transition period ends.

Please note that changes to training products or institutional operations may also result in adjustments to the course duration, fee structure,



or delivery mode. Any such changes will be communicated clearly, and your rights under the ESOS Act 2000 and related policies will be upheld.

### Fee Payment

- A) The initial tuition fee, application fee, and material fee (if applicable) as stated in the offer letter must be paid in advance before the commencement of the course for confirmation of enrolment at the institute.
- B) Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).
- C) Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalment amounts with the due dates. All due dates on the tuition fees are kept at standard 15th of every month.
- D) Student must pay full tuition fees for each term by the due date or as specified in the invoices unless any other payment plan/arrangement is agreed with the institute.
- E) Tuition fees will be payable to the Institute by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars as agreed by the institute.
- F) Students must pay their fee directly to Technical Education Development Institute (TEDI). Student should not pay the fee to the agent and/or third party in relation to the application for enrolment.
- G) TEDI does not engage third-party providers for delivering services on its behalf.

### Reminder Letter

In case the student's instalment falls on a particular month, a friendly email reminder along with the first warning letter will be issued to the student after 7 working days of the date when the student has missed the payment i.e. 7 working days after the "due date". Students may also be informed via phone call or post for initial reminder.

After sending the first warning letter, if the student fails to make the payment again and does not communicate with the accounts department, a second warning letter will be issued to the student after 7 Working days of sending the first warning letter. Students will be provided with 7 more working days to make the payment or to request for an extension. Students must meet the Accounts Officer or call TEDI at 61 3 8725 2061 if they require any kind of support.

- H) If a student fails to make the payment and/or does not communicate with TEDI even after the second warning letter, a final notice i.e., "Intention to cancel Enrolment" will be issued to the student. Students will be provided with 20 working days to provide feedback, make complaints or lodge appeals.

If a student fails to make the payment of the outstanding fees after sending Intention to cancel enrolment and/or does not access the complaints and appeals procedures, Student's enrolment will be cancelled after 20 working days of the final notice.

The suspension of enrolment will cause following restrictions to apply:

- Loss of access to the Institute's library service, classroom, computer system including internet and others.
- Loss of access to enrolment records, results and academic certificates.
- Inability to attend any classes where this may result in students having to repeat missed work and/units.

The student has the right to appeal against the decision from the date of letter. Refer to feedback, complaints and appeal policy for information available on TEDI's website.

If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed.

If students choose not to appeal against the institute's decision and makes no further payment or do not contact the institute concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.

If student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with late fee of \$50 per week.

An additional fee for re-assessments will be applicable when:

Students have to undergo reassessment after two additional attempts. (Re-assessment fee after 2 attempts - \$500), or

Students have to repeat a subject (Repeat unit fee- \$500).

Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.

The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, tuition fee for the transferred course will be applied

Please Note: \*Fees are subject to change without prior notice. However, fees will not change after the course commencement. Please contact the student administration for updated fees and charges. For all the courses, course material fees will include handouts and printed material only.

**Please refer to the course refund table below for details:**

If the student's visa status changes (e.g., becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the duration of the enrolled program.

TEDI reserves the right to engage in any third party to recover any outstanding fees payable to the institute. The cost incurred to the Institute for engaging a third party to recover such outstanding fees will be charged to the student.

TEDI has Refund's policy and procedures to ensure all students are treated fairly and with integrity when applying for refunds.

All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.

All 'refunds' will be approved by the Accounts Officer and the applications will be processed within 4 weeks of the application being placed.

**Refund of Tuition fees**

A student who wishes to apply for a refund of tuition fees in accordance with this refund policy should do so by filling up a Refund Application form is available at TEDI's reception and on TEDI's website [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au) Students must submit refund application form available to TEDI's website along with other supporting documents on campus. The documents should be submitted to:

Accounts Officer

True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre

Level 5, 123 Lonsdale Street, Melbourne, Victoria – 3000 Australia

Or

Email us at [accounts@tedi.vic.edu.au](mailto:accounts@tedi.vic.edu.au)

**All students' refunds are conditional on the following:**

<b>TEDI COURSE FEE REFUND TABLE</b>			
<b>Refund circumstances</b>	<b>Refund of tuition fees paid</b>	<b>Refund of material fees</b>	<b>Application Fee</b>
Withdrawal at least <b>12</b> full weeks or more prior to agreed start date.	100%	100%	No refund
Withdrawal between <b>6</b> to <b>11</b> full weeks prior to the agreed start date.	50%	100%	No refund
Withdrawal in <b>5</b> full weeks or less	No refund	No refund	No refund
Withdrawal after the course start date	No refund	No refund	No refund
Course withdrawn by the institute	100%		

Application rejected by the Institute	100%	100%	No Refund
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to the course commencement	Total amount of the pre-paid fees received by TEDI for the course in respect of the student course less the following amount. (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser		
Visa is refused after the commencement of the studies due to not meeting visa requirements.	The refund amount = weekly tuition fee x the number of weeks in the default period a. the weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. the number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7	No Refund	No refund
RPL fee	No refund if the 'Statement of Attainment' is provided	No refund	No refund
Withdrawal from the course without notification or breaching their visa conditions	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Student abandons the course	No refund	No refund	No refund
The Institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

**No refunds will be granted where:**

- an international student currently in Australia has their student visa cancelled by the Department of Home Affairs (DHA) for a breach of visa conditions.
- The refusal was a reason for one or more of the following acts or omissions by the student that directly or indirectly caused the student to default in relation to the course at the location:
  - i. The student's failure to start the course at the location on the agreed starting day.
  - ii. The students' withdrawal from the course at that location.
  - iii. The student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, to undertake the course at that location.
  - iv. If your enrolment falls within no refund timelines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.  
 For example: If a student enrolls in week 5 before the course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls in no refund time period of 5 weeks prior to the agreed start

date of the course.

- Refund payments to students following visa refusals will be paid within a 4-week timeframe after receiving a written claim from the student. Students must provide the institute with substantiated evidence of their student visa refusal.

### COOLING OFF PERIOD

TEDI will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at TEDI and pays TEDI relevant course fees as per the signed agreement. If the student changes their mind (for any reason), a full refund of course fees paid till date will be provided. Students must notify TEDI in writing within 7 days of the signed agreement date.

### STUDENT'S RIGHTS TO APPEAL

- Any student who is refused for a refund by the Institute may appeal within 20 working days in writing to the student Administration Manager or representative and follow the feedback, complaints and appeal process of TEDI.
- The institute's appeal process does not restrict the student's right to pursue other legal avenues.

The written agreement and the right to provide feedback, make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the students to take action under the Australian Consumer Law if the Australian Consumer Law applies.

#### Timeline for refund

It is to be noted that refund will be made available to students differently based on the student's default and providers (TEDI) default.

**In case of Student default:** Refund will be paid within the period of 4 weeks after receiving written notification/claim from student and relevant forms duly signed by the student.

**In case of Provider's (TEDI) default:** Refund will be paid within the period of 14 days after cessation of the course.

Please refer to detailed information on fee payment and refunds on the Fee payment and Refund policy available on TEDI's website [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au) and/or student's Handbook

### Tuition Protection Services

**The Tuition Protection Service (TPS)** is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fee For more information, please visit <https://tps.gov.au/Home/NotLoggedIn>

### Media Consent

From time to time, TEDI staff may request to take photographs/videos or verbal/written interviews/testimonials of students at TEDI or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the- job work activities or could be published by TEDI in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

Please indicate your choice below:

- ☐ **I consent** to the use of my photos/videos/testimonials/interviews by TEDI for the purposes described above.
- ☐ **I do not consent** to the use of my photos/videos/testimonials/interviews by TEDI.

*Note: You may withdraw your consent at any time by notifying TEDI in writing. TEDI will handle this information in accordance with the Privacy Act 1988 and TEDI's Privacy Policy.*

### Feedback, Complaints and Appeals Policy

TEDI has a student's "Feedback, Complaints and Appeals Policy and Procedures" to provide students with a fair and equitable process

for resolving any disputes or complaints they may have. After completing TEDI's informal and formal complaints processes, a student dissatisfied with the outcome may lodge an internal appeal. If dissatisfied with the outcome, the students may lodge an appeal externally i.e. request mediation through the Overseas Student Ombudsman, which is free of cost. It is important that the student refers to a detailed feedback, complaints and appeals procedure in student's handbook. Alternatively, it can be obtained from the Administration or viewed at website [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au).

*IMP NOTE: The Commonwealth Ombudsman is a free and independent service (phone 1300 362 072).*

Examples of an external or independent body or person may include:

- private conciliators or dispute resolution counsellors
- A feedback, complaints and appeals body established by a peak industry body.
- representatives of Commonwealth and state or territory government departments including the Office of the Training Advocate; or
- Commonwealth and state or territory offices of the Ombudsman may be the appropriate body for a public provider.

### The Commonwealth Ombudsman

The Commonwealth Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent, and impartial. You can find out more about this service on their website: <http://www.ombudsman.gov.au/>.

### Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and the Department of Home Affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.

Technical Education Development Institute (TEDI) will endeavor to take all the reasonable steps to protect personal information from misuse, loss or unauthorised access, modification, or disclosure.

Technical Education Development Institute stores and uses personal information only for the purposes of administering student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment to meet the obligations of Institute under the ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000 (ESOS Act 2000), the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018 (National Code 2018). Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director.

In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by the law.

Under National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, TEDI 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 Application for Admission form, USI and your training activity data) may be used or disclosed by TEDI for statistical, administrative, regulatory and research purposes. TEDI may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies.
- National Centre for Vocational Education Research (NCVER).
- Personal information that must be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcript
  - pre-populating TEDI's student application/enrolment forms
  - facilitating statistics and research relating to education, including surveys and data linkage

- Understanding how the VET market operates, for policy, workforce planning and consumer information; and Administering VET, including programme 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. Please note that 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) )

### Access, correction, and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. Feedback, Complaints and Appeals policy and procedures is available on TEDI's website and can also be made available from the reception.

### Emergency Medical Indemnity

I \_\_\_\_\_ also authorise TEDI or their representative to obtain Medical Treatment in the event of an emergency and indemnify TEDI or their representative.

## APPENDIX 3

**If you wish for Technical Education Development Institute (TEDI) to create a USI on your behalf, be aware of the following:**

TEDI will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*. This information can only be used for

- Applying, verifying, and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts
- This information may be shared with:
- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- The purpose of administering and auditing VET, VET providers and VET programs.
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions.
- VET admissions Bodies for the purpose of administering VET and VET programs,
- Current and former Registered Training Organisations to enable them to deliver VET courses to individuals, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies.
- Schools/Institutes for the purpose of delivering VET courses to the individual and reporting on these courses.
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation, and auditing of national VET statistics.
- Researchers for education and training related research purposes.
- Any other person or agency that may be authorised or required by law to access the information.
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and Will not be disclosed without your consent unless authorized or required by or under law.

If you would like us (TEDI) to apply for a USI on your behalf, you must authorise us to do so (refer to USI section mentioned above in the application and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy/provider-privacy-obligations> You must also provide some additional information as noted below so that we can apply for a USI on your behalf.

Students will be required to fill up Unique Student Identifier (USI)–Consent Form during induction prior to the course commencement.



**OFFICE USE ONLY**

<b>Staff Member:</b>			
<b>Signature:</b>			
<b>Date:</b>			
<b>Student ID:</b>			
<b>Student Application Checklist</b>			
<b>Particulars</b>	<b>Yes</b>	<b>No</b>	<b>Comments (if required)</b>
Student Management System Updated			
New Student/Existing Student			
Any support need identified on Application for Admission have been discussed with the student and forwarded to relevant support officer to make arrangements for support.			
Student Enrolment Activated			
ID number Issued			

**Office use: Pre-Training Review**

**Note to the Enrolment officer or representative:** Enrolment officer must refer to Guidelines and Procedures of "Pre-Training Review-Assessor Version" while evaluating answers in this Application for Admission form including PTR questions completed by students.

<b>Pre-Training Evaluation</b>	
Qualification applying for:	
Student name:	
PTR call conducted via:	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone <input type="checkbox"/> Other, please specify
<b>Summary of Discussion</b> or representative (Enrolment officer must provide summary of the discussion had with the student).	

<b>Pre-Training Evaluation Checklist</b>	
<i>Technical Education Development Institute must use this pre-training review checklist to ensure that the student will be enrolled in a course suitable to their needs, abilities, and study/career goals, and to recommend appropriate learning or other support.</i>	
<b>Section 1</b>	
Identity has been verified.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Understands course information including entry requirements, units, course duration, including holidays, mode of study, location and assessment methods.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student is aware of the course progress and attendance requirements including deferment suspension and cancellation of the course	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is fully aware of the fees including tuition and non-tuition fees. Student is also aware of refund policy and procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student's answers have been discussed thoroughly with the student to ensure that the student is aware of the policies, procedures, and other information necessary to make enrolment decision to study at TEDI.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is eligible for RPL/CT (if yes, please initiate RPL/CT process)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student is aware of the visa obligations including change of address and full-time study requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student has been provided with the information if answers provided for information received section is 'NO'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A copy of the TEDI indicative fee schedule has been supplied to the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training plan is established based on the information provided. If additional support is required (e.g., for LLND, disability, mental health, or digital access), this has also been identified and recorded appropriately.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Students have been provided with pre-enrolment information for which they are not aware of. (Conducted via face to face or over the phone)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 2</b>	
Has appropriate educational qualification/ work experience, level of skills and the ability to undertake this course successfully as defined in entry requirements of the course.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment in this course is aligned with the student's educational goals and work/career goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student meets the entry requirements specified for the course including English requirements, academic requirements, age, and can undertake this course successfully.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student has appropriate. Language, Literacy, Numeracy and Digital skills as per applied course's entry level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A negative response (i.e., No) in "Section 2" questions must result in the rejection of the enrolment application. and other options must be discussed with the student.	
<b>Section 3 Student Support &amp; Commitment (disability/cultural/religious needs, wellbeing support, delivery mode suitability, reasons for study, course commitment)</b>	
Student has provided clear reasons for study and how this course supports career or further study goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student understands the delivery mode and confirms it suits their learning style.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student understands course commitment requirements (20 hours week, academic integrity, and course progress monitoring)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any disability, cultural, religious, or well-being support needs identified in the application form have been reviewed and adjustments planned. <i>Note: If "Yes," details of the adjustments must be recorded in the recommendations section below. If "No," this indicates that no support needs were identified by the student.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>SECTION 4 Language, Literacy, Numeracy and Digital Skills Test Outcome</b>	
<b>LLND Assessment outcome</b>	<b>Action Taken</b>
<input type="checkbox"/> Student achieved all required ACSF levels for the qualification.	<input type="checkbox"/> Offer Letter issued student has successfully met all LLND entry requirements. No Action Required
<input type="checkbox"/> Student met the required level in at least three core skill areas, with a shortfall of 1 level in one or two areas including digital literacy component.	<input type="checkbox"/> Conditional Offer Letter issued. ACSF Support Plan in place in consultation with a trainer to support the student during their course.
<input type="checkbox"/> Student did not meet the required level by more than 1 level in one or more core skills areas including digital literacy component.	<input type="checkbox"/> Student is currently not eligible to enrol in the selected qualification. Student support team will discuss available lower-level course options or refer to a suitable ELICOS provider for further LLND development. (ELICOS is not offered at TEDI)
<b>Additional Notes:</b>	
<b>Section 5 – Final Decision</b>	
<b>Enrolment to proceed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify why?	
<i>If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the Student Support Services/Academic Department.</i>	
<b>Recommendations on the required support/adjustments (in conjunction with the application form)</b>	
<b>Enrolment Officer Name:</b>  Signature: _____ Date: _____	