

Domestic Student Application Form

Please read this application carefully, complete all required sections, and ensure that all required supporting documents are attached. You may submit your completed application **online or in person at the JHIT campus**.

Online submission: Please email the completed application form and supporting documents to info@jabinhopkins.edu.au.

Please ensure that all information provided is **complete, accurate and current** before submitting your application.

For more information, please visit <https://www.jabinhopkins.edu.au/> or contact us via email at info@jabinhopkins.edu.au or by phone on +61 8 8223 3557.

For SA Government-Funded Training – Initial Eligibility Check (where applicable)

Do you currently live or work in South Australia?	☐	Yes	☐	No
Are you 18 years of age or older?	☐	Yes	☐	No
Have you completed secondary school (Year 10, Year 11, Year 12, or an equivalent qualification)?	☐	Yes	☐	No
Are you enrolled in high school? (If you are currently enrolled in secondary school, please contact JHIT before proceeding with this application.)	☐	Yes	☐	No
Have you previously undertaken SA government-funded or subsidised training?	☐	Yes	☐	No
Are you willing to participate in the required Upfront Assessment of Need (UAN) process?	☐	Yes	☐	No
I understand that a Student Contribution Fee and/or other applicable fees may apply to SA Government-funded training.	☐	Yes	☐	No

Please note: Completing this Initial Eligibility Check does not confirm eligibility for SA Government-funded training. JHIT will conduct further eligibility and pre-enrolment checks before accepting your application.

Skills South Australia – Check Your Eligibility:

<https://mytraining.skills.sa.gov.au/training/get-started/check-eligibility>

Course Selection						
Year:				Month:		
	Course Code and Name	Duration	SA Government-Funded General Training	Training Contract: SA Funded Apprentices/Trainees Training	SA Government-Funded Training Contribution Fee	Domestic Full Fee-Paying Training
	Information Technology Trainings					
☐	ICT40120 Certificate IV in Information Technology	52 Weeks	✓	✓	\$400/52 Weeks	✓
☐	ICT50220 Diploma of Information Technology	52 Weeks	✓	✓	\$600/52 Weeks	✓
☐	ICT60220 Advanced Diploma of Information Technology	52 Weeks	✓	✓	\$600/52 Weeks	✓
	Patisserie Training					
☐	SIT31021 Certificate III in Patisserie	52 Weeks	✓	⊗	\$450/52 Weeks	✓
	Cookery and Hospitality management Trainings					
☐	SIT40521 Certificate IV in Kitchen Management	26-90 Weeks	✓	✓	\$450/52 Weeks	✓
☐	SIT50422 Diploma of Hospitality Management	26-104 Weeks	✓	⊗	\$120-\$600/26-104 Weeks	✓
☐	SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks	⊗	⊗	N/A	✓

1. Personal Details

A. Enter your full name *

Single name only

Tick this box if you have one name only that cannot be written in the following format.
Write your single name in the 'Family name' section.

Title	
Family name (surname)	
First given name	
Other given name/s (middle)	

* 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 Jabin Hopkin Institute of Technology to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI of this form for a detailed explanation.

B. Enter your birth date

DD/MM/YYYY (e.g.01/01/2000)			
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C. Gender (Tick ONE box only)

Male	☐
Female	☐
Non-binary	☐
I use a different term	☐
This term is	
Prefer not to answer	☐

2. Contact Details

Mobile Number	Home phone Number	Work phone number (if applicable)
Email address		
Alternative email address (optional)		

3. Emergency Contact Information

Name:		Relationship:	
Contact Email:		Contact Number:	

4. Residential Address

Please provide your usual residential address where you normally live. This must be a physical residential address and not a PO Box or mailing-only address.
If you live in a rural or regional area where a standard street address is not available, provide the recognised residential address for your property, including the property name where applicable.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 18)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

What is your postal address (if different from above)?

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 18)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

6. In which country were you born

☐	Australia	☐	Other, please specify:
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7. What language do you speak at home?

☐	English	☐	Other, please specify:
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8. Are you of Aboriginal or Torres Strait Islander Origin?

☐	No	☐	Yes, Aboriginal	☐	Yes, Torres Strait Islander
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9. What is your residency status?

☐	Australian Citizen	☐	New Zealand Citizen	☐	Permanent Visa Holder
☐	Eligible Visa Holder, Visa Grant Number:				

10. Unique Student Identifier (USI)

From 1 January 2015, we [Jabin Hopkins Institute of Technology] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (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 <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device.

Please Enter your USI (if applicable)									
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You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>.

USI application through JHIT

Application for Unique Student Identifier (USI) (if you do not already have one)

If you would like Jabin Hopkins Institute of Technology (JHIT) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

Authorisation

I _____ authorise JHIT to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at [TOWN/CITY OF BIRTH] _____

Please provide details for one of the forms of identity below

☐	Australian Driver's Licence (Evidence attached)	☐	Medicare Card (Evidence attached)	☐	Australian Birth Certificate (Evidence attached)	☐	Australian Passport (Evidence attached)
☐	Non-Australian Passport (with Australian Visa) (Evidence attached)	☐	Immicard (Evidence attached)	☐	Citizenship Certificate (Evidence attached)	☐	Certificate of Registration by Descent (Evidence attached)

In accordance with section 11 of the *Student Identifiers Act 2014*, JHIT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

11. Disability

Do you consider yourself to have a disability, impairment, or long-term condition that may impact your ability to successfully complete your raining? ☐ Yes ☐ No

If yes, please select all relevant options from below.

Please refer to the Disability supplement for an explanation of the following disabilities.

A. Intellectual/learning

☐	Intellectual (including Down syndrome)
☐	Specific learning/Attention Deficit Disorder (ADD) (other than intellectual)
☐	Autism

B. Physical/diverse

☐	Physical
☐	Acquired brain injury
☐	Neurological (including epilepsy and Alzheimer's disease)

C. Sensory/speech

☐	Deafblind (dual sensory)
☐	Vision
☐	Hearing/deaf
☐	Speech

D. Psychiatric

☐	Medical condition
☐	Other, please specify:
☐	Prefer not to specify

12. Schooling

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

☐	Year 12 or Equivalent	☐	Year 11 or Equivalent	☐	Year 10 or Equivalent
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13. Previous Higher Education Qualifications (if applicable)

Have you successfully completed any of the following qualification?

In Australia		In Overseas	
☐	Certificate I	☐	Certificate I
☐	Certificate II	☐	Certificate II
☐	Certificate III (or trade certificate)	☐	Certificate III (or trade certificate)
☐	Certificate IV	☐	Certificate IV
☐	Diploma (or associate diploma)	☐	Diploma (or associate diploma)
☐	Advanced diploma or associate degree	☐	Advanced diploma or associate degree
☐	Bachelor's degree or higher degree	☐	Bachelor's degree or higher degree

14. Employment Background

Please tick the option that best describes your current employment status. (Select one box only - your most recent status.)
If participating in the work experience program, Work for the Dole, please select the appropriate Unemployed category.

☐	Full-time employee (35 hours or more per week)	☐	Employed - unpaid worker in a family business
☐	Part-time employee (less than 35 hours per week)	☐	Unemployed - seeking full-time work
☐	Self-employed - not employing others	☐	Unemployed - seeking part-time work
☐	Self-employed - employing others	☐	Not employed - not seeking employment

If you are currently employed in any of the categories listed above, please provide the following details of your employer:

Employer Postcode		Employer Suburb	
Job Title:			
Employment Date from - to:			

15. if unemployed, are you currently with a Workforce/Disability Provider?

☐	No	☐	Yes, please provide your agency's name below
Branch location			
Job Coach/ Case Manager's name		Job Provider number	

16. Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Are you applying for RPL?	☐	Yes	☐	No	If yes, you must complete the RPL Application Kit and attach all relevant supporting documents (e.g. resume/CV and academic transcripts).
Are you applying for CT?	☐	Yes	☐	No	You must complete the Credit Transfer application form and provide evidence of relevant Australian Qualifications Framework (AQF) qualification(s) previously completed, where applicable to your selected course at JHIT.

17. Study Motivation (Reason for Enrolment)

Please select one or more options that BEST describe your main reason(s) for undertaking this course:

☐	To get a job	☐	It was a requirement of my current job
☐	To develop my existing business	☐	I wanted additional skills for my job
☐	To start my own business	☐	To get into another course of study
☐	To change to a different career	☐	For personal interest or self-development
☐	To improve my job prospects or obtain a promotion	☐	To gain skills for community or voluntary work
☐	Other reason(s):		

18. How did you first hear about Jabin Hopkins or Are you referred by anyone?

☐	Agent	☐	Social medias	☐	From a friend or relative
☐	Internet search	☐	Event	☐	Others:

19. Documents to provide for Enrolment

Please ensure that you provide the following documents, where applicable, to allow your enrolment application to be assessed and processed.

South Australia Eligibility & Identification	☐	Photo ID: Driver's Licence, Proof of Age Card or Passport
	☐	Proof of Address: Utility Bill, Driver's Licence, Proof of Age Card or other acceptable evidence of residential address
	☐	Proof of Citizenship: Australian Birth Certificate, Australian Citizenship Certificate or Australian Passport
	☐	Eligible Visa Evidence (if applicable): Overseas Passport and valid Visa Grant Notice/document
Fess Concession	☐	Health Care Card
	☐	Pensioner Concession Card
	☐	Department of Veterans' Affairs (DVA) Gold Card
Academic / Prior Qualifications	☐	Qualification Certificate / Parchment
	☐	Academic results/Transcript
Course Credit / Recognition of Prior Learning (RPL)	☐	Current Resume / CV
	☐	Employment Evidence
	☐	Evidence of Relevant Skills, Knowledge and Experience
	☐	Previous Training or Qualification Evidence, where applicable

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We may be required by law, under the *National Vocational Education and Training Regulator Act 2011* (Cth) (*NVETR Act*), to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (*Privacy Act*), the *NVETR Act*, and the *Student Identifiers Regulation 2014*. NCVER may use and disclose your personal information for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security, and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

- administration of VET, such as program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates for policy, workforce planning and consumer information.

DEWR may be authorised by law to share "public sector data" with third parties, including under the *Data Availability and Transparency Act 2022* (Cth) (*DAT Act*). "Public sector data" is defined in the *DAT Act* to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body..." and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national_vet_data/vet_privacy_notice.

Surveys

You may receive a student survey from a government department or an NCVER employee, agent, third party contractor, or another authorised agency. Please note you may opt out of the survey at the time of being contacted. Contact information

At any time, you may contact Jabin Hopkins Institute of Technology to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled

please click the link for more information: <https://www.jabinhopkins.edu.au/policy-and-procedures/>

Student Declaration and Acknowledgement

By submitting this application, I confirm and acknowledge that:

1. Eligibility

(a) If I am applying for SkillsSA subsidised training, I confirm that I meet, or understand that I must meet, the applicable SkillsSA subsidised training eligibility requirements and any JHIT or course-specific eligibility requirements. Specifically, I confirm that, at the time of my enrolment at JHIT, I:

- live or work in South Australia;
- am 18 years of age or over and not enrolled at school;
- am an Australian citizen, New Zealand citizen, permanent Australian resident, or hold an eligible visa as specified by SkillsSA;
- understand that my entitlement to SkillsSA subsidised training is limited and depends on my highest level of prior non-school qualification and my employment status at the time of my first subsidised enrolment, and that undertaking subsidised training may reduce my future entitlement;
- acknowledge that accessing a government-subsidised course may affect my future eligibility for additional subsidised training;
- understand that I may not enrol in more than two government-subsidised courses at the same time, whether at the same or different institutions.

(b) If I am enrolling as a full-fee domestic student, or under any other arrangement, I confirm that I meet the applicable JHIT and course-specific eligibility and entry requirements for my chosen enrolment category.

2. Pre-Training Review (PTR)

- I understand that, JHIT is required to conduct a Pre-Training Review (PTR) before my enrolment is finalised, regardless of my fee type, funding status or visa status. I agree to participate fully and honestly in this process.
- The purpose of the PTR is to assess my readiness and suitability for the course, identify any support needs, and confirm that I have a genuine interest in and need for the training. The PTR will assess:
 - my Language, Literacy and Numeracy (LLN) skills;
 - my digital literacy capability;
 - my prior experience, education and career goals;
 - my genuine intent to undertake the training;
 - any support needs or reasonable adjustments required for me to participate successfully.
- I understand that I am required to complete assessments, interviews or questionnaires as part of the PTR, and that the outcome may affect my course suitability, enrolment, training arrangements, access to support services, and access to bridging or foundation skills training, where applicable.
- If I am applying for SkillsSA subsidised training, I understand that the PTR will be conducted as an Upfront Assessment of Need (UAN) in accordance with SkillsSA requirements, and that I must achieve the required LLN exit level. If I do not achieve the required level, I may be required to undertake foundation skills training or other appropriate support as a condition of enrolment.
- I confirm that I have selected this course after carefully considering my interests, abilities, previous experience and career goals, and believe that the course is appropriate for my intended career pathway.

3. Student Success and Wellbeing Services (SWS)

- I understand that Student Success and Wellbeing Services (SWS) are provided by JHIT only to students accessing SkillsSA subsidised training. If I am a SkillsSA subsidised student, I understand that I may access these services free of charge from the pre-enrolment stage onward to support my learning and personal wellbeing.
- I understand that if I wish to access SWS involving communication with a third-party service provider (free of charge), a separate consent and authorisation form will be required.
- I understand that if I am enrolling as a full-fee domestic student, I am not entitled to access Student Success and Wellbeing Services (SWS) under SkillsSA arrangements.

4. Accuracy of Information & Verification

- I declare that all information provided in this application, and all documents submitted in support of my application, are true, complete, accurate and current to the best of my knowledge.
- I understand that providing false, misleading, incomplete or fraudulent information or documentation may result in the rejection of my application, withdrawal of an offer, cancellation of enrolment, loss or withdrawal of subsidised training eligibility (if applicable), recovery of applicable fees or funding, or other action in accordance with JHIT's policies, SkillsSA requirements (if applicable) and applicable Australian legislation.

- I authorise JHIT, where reasonably necessary for assessing, administering and managing my application, enrolment and training, to:
 - request, verify and authenticate supporting documents, including identity documents, eligibility evidence, academic records, qualifications, employment records and other documents relevant to my application;
 - verify information with relevant educational institutions, employers, testing organisations, government agencies, regulatory authorities and other authorised organisations;
 - verify my citizenship, residency, visa status or other eligibility information through relevant Australian Government systems, where applicable and authorised;
 - verify the authenticity and validity of documents and information provided by me or on my behalf.
- I understand that JHIT may refuse or discontinue the assessment of my application, withdraw an offer or cancel my enrolment if information or documentation provided by me is found to be false, misleading, fraudulent, incomplete, inaccurate, expired or otherwise invalid. I understand that JHIT may take appropriate action and may report suspected fraudulent, false or misleading information or documentation to SkillsSA (if applicable), relevant government authorities, regulatory bodies, educational institutions or other relevant organisations, where required or permitted by law.
- I agree to promptly notify JHIT of any changes to the information provided in this application, including changes to my name, contact details, residential address, citizenship or visa status, educational circumstances, employment circumstances or other information relevant to my enrolment or subsidised training eligibility (if applicable).
- I understand that copies of documents submitted to JHIT may be retained as part of my student, enrolment, funding (if applicable) and compliance records and will not normally be returned.

5. Unique Student Identifier (USI)

I understand that, if I am a domestic student, I must provide a valid Unique Student Identifier (USI) to JHIT, or authorise JHIT to create one on my behalf, as required under the Student Identifiers Act 2014 (Cth).

6. Privacy & Information Sharing

- I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice provided to me.
- I authorise JHIT to use and disclose relevant personal information to SkillsSA (if applicable) and other relevant South Australian Government departments or agencies, Australian Government departments or agencies, regulatory authorities and other authorised bodies, where reasonably required for eligibility verification, enrolment, training, funding (if applicable), reporting, audit, compliance, regulatory or legal purposes.
- I understand that JHIT's collection, use and disclosure of my personal information will be managed in accordance with applicable privacy legislation, relevant SkillsSA requirements (if applicable) and JHIT's Privacy Policy. I understand that JHIT may collect, use or disclose personal information without my further consent where this is required or authorised by Australian law or otherwise permitted under applicable privacy legislation.
- I understand that if I have applied through an authorised agent, JHIT may share relevant correspondence with that agent.
- I agree that my academic progress and results may be shared with government departments (if applicable), or employers, where applicable.
- I authorise JHIT to disclose relevant information to service providers or other organisations engaged by JHIT where reasonably necessary to provide training, student support, assessment, administration or other services connected with my enrolment.

7. Fees, Refunds & Financial Obligations

- I understand that I am responsible for payment of all applicable fees and charges relating to my enrolment, including tuition fees, material fees and any other applicable charges, in accordance with JHIT's Fees, Refunds and Cancellation Policy. I acknowledge that I have had the opportunity to review this policy before submitting my application.
- I understand that if I am accessing SkillsSA subsidised training, I may be required to pay a co-contribution fee or other applicable charges as determined by SkillsSA and JHIT.

8. Admission, Enrolment & Placement

- I understand that submission of this application does not guarantee admission, enrolment or, if applicable, eligibility for SkillsSA subsidised training. I understand that access to SkillsSA subsidised training is subject to the applicable SkillsSA eligibility requirements, funding conditions, availability of subsidised training places and JHIT's eligibility and enrolment requirements.
- I understand that JHIT will assess my application against applicable enrolment requirements, including, where relevant, SkillsSA requirements, Australian Government requirements, JHIT admission requirements and course entry requirements, including, where applicable, eligibility, prior education and experience, language, literacy and numeracy capability, digital literacy, course suitability, student support needs and other requirements relevant to my proposed course.

- I understand that JHIT may require additional information or documentation to verify my identity, eligibility, course suitability, prior learning, support needs or entitlement to subsidised training (if applicable).
- I understand that if vocational placement is a mandatory component of the course, the Institute will assist me in securing one (1) placement provider. I acknowledge and accept my responsibilities to myself, the institute, and (if applicable) my vocational placement provider.

9. Policies, Conduct & Discipline

- I confirm that I have read and understood the information provided in this application and have had the opportunity to ask questions or seek clarification where required.
- I understand that I am responsible for reading and complying with JHIT's relevant policies, procedures, terms and conditions and student information applicable to my enrolment. This includes, where applicable, the Student Handbook, Student Code of Conduct, Privacy Policy, Complaints and Appeals Policy, Student Support information and other applicable policies and procedures. I understand that further information about JHIT and its policies is available on the JHIT website: www.jabinhopkins.edu.au
- I agree to abide by the JHIT Code of Conduct and Student Handbook, as outlined during the student induction. I understand that breaches may lead to disciplinary action, including suspension or termination of my enrolment.

10. Training Materials, Recording & Intellectual Property

- I understand that training sessions may be recorded for quality assurance and staff development purposes.
- I acknowledge that I am not entitled to any financial compensation (such as royalties or remuneration) for my involvement in projects or materials produced during training.
- I agree that I hold no copyright or intellectual property rights to any part of the training projects or assessment tasks undertaken.
- I grant JHIT permission to use training materials (including those I am involved in) in full or in part, across any format or media, with or without accompanying text or imagery.

11. Communication

I authorise JHIT to contact me via post, phone, SMS, and email regarding matters related to my enrolment and training.

Student Declaration

☐ I declare that I have read and understood the above acknowledgement and agree to its terms.

Student Print Name	Student Signature	Date

Authorised Person to Communicate on Your Behalf Regarding Enrolment (Optional)

This section is optional. Please complete it only if you would like to nominate a trusted person, such as a family member, carer or support person, to assist you with communication regarding your training and enrolment matters.

You may nominate a person if you require assistance to understand, manage or communicate with JHIT about your enrolment or training matters.

Full Name		Relationship to you	
Contact Number		Email Address	

☐ I authorise the person named above to communicate with JHIT on my behalf regarding my training and enrolment matters.

☐ I understand that this authorisation is limited to communication regarding my training and enrolment matters and does not authorise the nominated person to make decisions or undertake actions on my behalf unless separately authorised by JHIT.

Student Print Name	Student Signature	Date