



# Application and Registration Form

Professional Year Program  
Please print in BLOCK LETTERS

## Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other:
Family name:
Given names:
Preferred name:
Date of birth (DD/MM/YYYY):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other

## Contact details

Residential address (must be address of applicant, not agent):	
Flat/unit number:	Street number:
Street name:	
Suburb:	
State:	Postcode:
Australian phone:	Australian mobile:

Australian mailing address (if different from residential address):	
Flat/unit number:	Street number:
Street name:	
Suburb:	
State:	Postcode:
Overseas mailing address (must be address of applicant, not agent):	
Overseas phone:	Overseas mobile:
Email (must be applicant's email, not agent's email):	
Alternative email:	
Nationality:	
Passport (country):	Passport number:
Current visa:	
Date issued (DD/MM/YYYY):	

## Unique Student Identifier (USI)

Every student who undertakes nationally recognised Vocational Education and Training (VET) in Australia will be able to use a USI to access their enrolment and achievement record from a single online source.

Do you already have a USI?
<input type="checkbox"/> Yes, my USI is:
<input type="checkbox"/> No, I authorise Navitas Professional to create one, verify or search on my behalf

Please nominate below your preferred contact method for receiving information from the USI Team, including your USI, when it is created by Navitas Professional.

<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post
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For further information and to register please visit [usi.gov.au](http://usi.gov.au)

## Program selection

<input type="checkbox"/> Australian Computer Society Professional Year Program (ACS)
<input type="checkbox"/> Accounting Professional Year Program
<input type="checkbox"/> Professional Year in Engineering (EEA)*

\*EEA participants are required to complete an Engineering Education Australia Professional Year in Engineering Application Form. For more details visit: [ee aust.com.au/programs/professional-year-in-engineering](http://ee aust.com.au/programs/professional-year-in-engineering) or call 1300 653 113.

## Start date

Start date:
Please check the start dates for your location at <a href="http://navitas-professional.edu.au/future-students/start-dates">navitas-professional.edu.au/future-students/start-dates</a> . If your chosen date is not available you will be assessed for the next available intake and wait-listed for your preferred start date.
<input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane <input type="checkbox"/> Darwin <input type="checkbox"/> Hobart <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Sydney

## English proficiency

English language proficiency: <input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> CAE
Overall score:

## Education

Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest completed school level? <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
In which year did you complete that school level?
Have you successfully completed any of the following qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, tick any applicable boxes: <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associated Degree <input type="checkbox"/> Diploma or Associated Diploma <input type="checkbox"/> Certificate IV or Advanced Certificate <input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate other than above
Please specify the name of the program/qualification and year of completion:
Name of qualification:
Name of institution:
Start date (MM/YYYY):
Completion (MM/YYYY):
Course duration:

## Form submitted by

<input type="checkbox"/> Self <input type="checkbox"/> Professional agent	
Name of agency:	
Name of agent:	
Address:	
Phone:	Fax:
Email	

### If you have answered SELF above please complete this section:

How did you find out about the Navitas Professional Year Program?

<input type="checkbox"/> Navitas Professional website	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Facebook	<input type="checkbox"/> Google
<input type="checkbox"/> Other Social Media	<input type="checkbox"/> Referred by a friend/relative		
<input type="checkbox"/> Referred by uni/professional association			

## Emergency contact details

Australian emergency contact details:	
Name:	
Address:	
Phone:	Relationship:
Overseas emergency contact details:	
Name:	
Address:	
Phone:	Relationship:

## Medical/Disability\*

Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the area(s) of disability, impairment or long-term condition (you may indicate more than one area): <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Medical condition <input type="checkbox"/> Vision <input type="checkbox"/> Other (please specify):

\*Please refer to the Disability Supplement for an explanation of the above disabilities:  
[navitas-professional.edu.au/DisabilitySupplement](http://navitas-professional.edu.au/DisabilitySupplement)

## Special requests

Are there any special circumstances (e.g. cultural, religious, disability etc.) that you would like consultants at Navitas Professional to take into consideration at the training sessions?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:

## Language and cultural background

In which country were you born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
City or town of birth:
If you were not born in Australia, in which year did you arrive?
What is your first language?
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify):
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
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both boxes "Yes") <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Are you an Australian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a permanent Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a NZ citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Recognition of prior learning (RPL)/credit transfer (CT)

Recognition of prior learning is an assessment process that takes into account your life and work experiences that relate directly to the study you are undertaking. Credit transfer recognises previous successfully attained competencies that directly match some or all of the units of study you are undertaking.

According to the rules set out by Australian Skills Quality Authority (ASQA), Navitas Professional must offer all prospective and current students the opportunity to apply for Recognition of Prior Learning (RPL) and Credit Transfer (CT) in relation to the BSB40215 Certificate IV in Business. The Professional Year Program is run in accordance with the Department of Home Affairs guidelines which do not allow the shortening of the duration of the program. In addition, the Professional bodies that govern the Professional Year Program require students to take part in every task throughout the course. As a result, Navitas Professional is unable to offer any reduction in course duration, or workload in the Professional Year Program regardless of qualifying for RPL or CT.

## Study reason

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

## Employment

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

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

## ONLY COMPLETE THIS SECTION IF YOU ARE A STUDENT IN VICTORIA

### Victorian Student Number (VSN)

If you are aged 24 or below at time of enrolment, please provide your Victorian Student Number (VSN):
<input type="checkbox"/> I am new to the Victorian education system. I have never attended a Victorian school, TAFE or other training provider.

## Application checklist for ACS and Accounting PYP

Check that you have attached:
<input type="checkbox"/> Certified* copy of your academic transcript/qualifications
<input type="checkbox"/> Certified* evidence of English language proficiency
<input type="checkbox"/> Certified* evidence of current visa status
<input type="checkbox"/> A copy of your current resume
<input type="checkbox"/> A current passport sized photo
<input type="checkbox"/> Certified* copy of photo and signature page of passport
<input type="checkbox"/> A brief letter stating your reasons for wishing to undertake the program
<input type="checkbox"/> A relevant skills assessment from an industry professional body • Accounting: a certified* copy of a provisional skills assessment.

\*A certified copy means that the original document has been signed by an approved person and certified as a true copy of the original. Please see [navitas-professional.edu.au/certified-documents](http://navitas-professional.edu.au/certified-documents) for a list of persons approved to certify a copy.

## Privacy statement and declaration

### I understand that:

- Navitas Professional is required to provide training activity data to State and Federal government agencies and the National Centre for Vocational Education Research (NCVER) as a regulatory reporting requirement, which includes information that I have provided in this form. The data is used by the government for planning, administration, policy development, program evaluation resource allocation, reporting and/or resource activities. For these and other lawful purposes the State and Federal government or NCVER may disclose information to third parties including its consultants, advisors, other government agencies, professional bodies and/or other organisations.
- I may receive student surveys conducted by agencies authorised to receive my data, including State and Federal government and NCVER, and I may opt out of these surveys at the time of being contacted.
- NCVER will use, secure, disclose, and retain my data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))
- The Education and Training Reform Act 2006 requires Navitas Professional to collect and disclose my personal information for a number of purposes including the allocation to me of a Unique Student Identifier (USI).
- Navitas Professional will provide personal information including CV and academic transcript to Host Companies for the purposes of sourcing an internship.

I acknowledge and agree to the disclosure of the information referred to above for such purposes.

I understand that my application to enrol in a Navitas Professional program implies consent for Navitas Professional to use personal information provided by me during the enrolment process to either generate a USI on my behalf, or to validate my USI after I have provided it to Navitas Professional. Please refer to the Navitas USI Privacy Notice for further information at [navitas-professional.edu.au/unique-student-identifier-privacy-notice](http://navitas-professional.edu.au/unique-student-identifier-privacy-notice)

I acknowledge that I have read and accepted the terms of the Navitas Privacy Policy which can be found at [navitas.com/privacy\\_policy](http://navitas.com/privacy_policy)

I have read and understood the published course information and Terms and Conditions in the brochure or website and I have sufficient information about the program to apply.

I acknowledge that I have reviewed the course as detailed on the Navitas Professional website. I have read and understood the information regarding the course outcomes and the training and assessment arrangements including recognition of prior learning, privacy policy, participant support and the complaints and appeals process. I agree to be bound by Navitas Professional rules and regulations and any amendments made to the rules and regulations as outlined on the website, reviewed by me.

I understand that it is my responsibility to provide all relevant and required documents by allowing copies of my identification to be securely kept by Navitas Professional.

I give Navitas Professional permission to obtain official records from an educational institution attended by me.

I declare that the information provided to Navitas Professional in application for study is, to the best of my knowledge, true, correct and complete at the time of my application/enrolment.

I acknowledge that providing any false information and/or failing to disclose any information relevant to my application/enrolment may result in the refusal of my application or cancellation of enrolment.

I understand that I am required to advise Navitas Professional of any changes to my contact details within seven days.

I understand that if I have applied through an approved Navitas Professional agent, all correspondence relating to my application will be forwarded to that agent.

I understand that fees may rise. I accept liability for payment of all fees as explained in the brochure and I agree to abide by the Navitas Professional [Fees and Charges, Refunds and Withdrawal Policy](#) which is current at the time of my studies at Navitas Professional.

I understand that Navitas Professional may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or State.

The below applies only to Victorian participants.

### I understand that:

Navitas Professional is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET student Statistical Collection Guidelines (which are available at [skills.vic.gov.au/corporate/statistics/submit-data](http://skills.vic.gov.au/corporate/statistics/submit-data)). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisors, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires Navitas Professional to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

### Applicant's signature:

Date (DD/MM/YYYY):

## Terms and Conditions

### General information

I acknowledge the following Terms and Conditions in regard to my enrolment in the Professional Year Program with Navitas Professional.

The program consists of a 44 week<sup>†</sup> course and includes both theoretical coursework and a professional internship experience as part of the Department of Home Affairs (DHA) gazetted Professional Year Program. Please note that the course calendar is a guide only and not all participants will start their internship on the same date.

### I acknowledge that:

1. Any variation in these Terms and Conditions must be in writing and signed on behalf of Navitas Professional.
2. I understand that I am expected to attend 100% of classes and must complete all of the assessments. Please note that Navitas Professional will not approve any holidays or non-emergency medical absences from the program. When two (2) evening classes in a row or one (1) full day class is missed I will need to provide a medical certificate. Failure to achieve the minimum required attendance<sup>‡</sup> is an automatic failure of the program. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions. I understand that all personal holidays are to be scheduled during the allocated study breaks.
3. I understand the program is aimed at developing me as a professional, and therefore I am required to use my best endeavours to fulfil this obligation. If my behaviour is deemed unacceptable by Navitas Professional, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms and Conditions.
4. I understand I will be required to attend organised activities as part of the program, including the internship placement.
5. I authorise Navitas Professional, including the host company for the internship placement, to obtain medical treatment for me should Navitas Professional including host company, deem such action necessary. I agree to indemnify Navitas Professional or any host company for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
6. I understand my personal information will be made available to the relevant professional body and the DHA; and other Australian government bodies as required by law.
7. I understand that the successful completion of a Professional Year Program does not guarantee that I will receive permanent residence.
8. I acknowledge that Navitas Professional will arrange my internship in a host company which matches my field of study. I understand that I will need to attend interviews for the placement; and that the selected host company is at the final discretion of Navitas Professional.
9. I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.
10. I acknowledge that Navitas Professional takes no responsibility for my visa.

<sup>†</sup> Program may be longer depending on internship start date and completion of coursework components.

<sup>‡</sup> Minimum required attendance by DHA is 80% for coursework

## Monthly instalments (ACS and Accounting PYP only) - Refund / Withdrawal policy

### Full refund

Navitas Professional agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all program fees paid:

- Where Navitas Professional is unable to offer the Professional Year Program/s;
- Where Navitas Professional refuses the application for enrolment;
- Where written notice of cancellation is received more than 28 days prior to the commencement of the program.

### Partial refund

Navitas Professional agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all program fees paid, less amounts retained below:

- If written cancellation is received less than 28 days prior to the commencement of the program, Navitas Professional will retain a non-refundable amount equal to instalment 1.

### No refund

Navitas Professional will make no refund of the program fees if:

- Written notice of withdrawal is received after the commencement of the program;
- Applicants who withdraw after the commencement of the program are still liable for all program fees.
- The applicant provides false or fraudulent information/documentation.

Please note that all fees are subject to change without notice.

Travel to the professional internship and visa fees are not included in the program fees.

Refund information for the Professional Year in Engineering can be found at [eeaust.com.au/programs/professional-year-in-engineering](http://eeaust.com.au/programs/professional-year-in-engineering) or call 1300 653 113.

Your application will be processed upon receipt of your application fee, paid by cheque, EFTPOS, credit card or providing evidence of the direct deposit or transfer into the below bank account.

Bank name: Westpac  
Branch: 109 St Georges Terrace, Perth WA  
Account name: Navitas Professional Training Pty Ltd  
BSB: 036 000  
Account number: 773 796  
SWIFT code: WPACAU2S

Please ensure that you include your name or an identifier when you transfer the program fee and that a copy of the receipt is emailed to your local Navitas Professional office.

The participant is liable for all bank fees in relation to the application, program and service fee payments. If Navitas Professional is charged for any bank fees, the participant will be invoiced for these amounts.

All credit card payments will incur a 0.2% transaction fee to cover bank charges. Navitas Professional accepts only Visa and Mastercard.

I acknowledge Navitas Professional reserves the right to alter the commencement dates up to 28 days prior to the commencement of the program.

## Please email your completed application/registration form to:

### Navitas Professional Year Program

#### Adelaide

T +61 8 8110 4000

E [adelaide@navitas-internships.com](mailto:adelaide@navitas-internships.com)

#### Brisbane

T +61 7 3835 0452

E [brisbane@navitas-internships.com](mailto:brisbane@navitas-internships.com)

#### Darwin

T 1300 728 966

E [darwin@navitas-internships.com](mailto:darwin@navitas-internships.com)

#### Hobart

T +61 3 9633 0100

E [hobart@navitas-internships.com](mailto:hobart@navitas-internships.com)

#### Melbourne

T +61 3 9633 0100

E [melbourne@navitas-internships.com](mailto:melbourne@navitas-internships.com)

#### Perth

T +61 8 9314 9649

E [perth@navitas-internships.com](mailto:perth@navitas-internships.com)

#### Sydney

T 1300 728 966

E [sydney@navitas-internships.com](mailto:sydney@navitas-internships.com)

W [navitas-professional.edu.au](http://navitas-professional.edu.au)

Navitas Professional is a registered business of Navitas Professional Training Pty Ltd.  
ABN 25 100 404 199 | RTO:21663.

**Applicant's signature:**

Date (DD/MM/YYYY):