

APPLICATION FOR ENROLMENT

International Student FW01

Please fill this application in capital letters. We only accept hand written applications.



**WESTERN SENIOR
SECONDARY COLLEGE**

ABN: 66 126 049 821 | RTO No: 22098 | CRICOS Code: 02957G

1. PERSONAL DETAILS

Male Female

Date of Birth: / /
Format: DD/MM/YYYY

Family Name:

Given Name (s):

Country of Birth

Citizenship

2. CONTACT DETAILS

Phone Number

Mobile Phone Number:

Email Address:

Address:

Town/City/Suburb:

State/Country:

Postcode:

3. PASSPORT DETAILS

Passport Number

Country of Passport:

Date of Expiry: / /
Format: DD/MM/YYYY

4. COURSES

Please indicate below, the course in which you wish to apply for enrolment in:

078163C Victorian Certificate of Applied Learning (VCAL) – Senior

089648B Victorian Certificate of Education (VCE) Units 1 & 2

5. EDUCATION DETAILS

What is the highest level of secondary studies you have completed or attempted ?

Year 10 or equivalent

Year 11 or equivalent

Others: _____

Name of the school:

State and country of school:

In which year did you complete that school level?

6. LANGUAGE

Does the student speak a language other than English at home?

Yes

No

If yes, which is the main language spoken other than English?

If yes, please indicate other languages spoken.

7. STUDENTS UNDER 18 YEARS OF AGE

Accommodation arranged by Australia Homestay Network?

Yes

No

Carer arranged by International Student Alliance?

Yes

No

If no, who will be responsible for accommodation and welfare?

Parent

Direct Relative

8. PARENT / CARER 1

This section is for the parent/carer with whom the applicant lives.

If applicable, copies of any relevant family law must be provided

Male Female

Title:
E.g. Mr/Mrs/Ms/Miss

Family Name:

Given Name (s):

Country of Birth

Phone Number (including country code):

Mobile Phone Number (including country code):

Email Address:

Address in Home Country:

Town/City/Suburb:

State/Country:

Postcode:

Does the parent/carer speak a language other than English at home?

Yes No

If yes, which is the main language spoken other than English?

If yes, please indicate other languages.

9. PARENT / CARER 2

This section is for the parent/carer with whom the applicant lives.

If applicable, copies of any relevant family law must be provided

Male Female

Title:
E.g. Mr/Mrs/Ms/Miss

Family Name:

Given Name (s):

Country of Birth

Phone Number (including country code):

Mobile Phone Number (including country code):

Email Address:

Address in Home Country:

Town/City/Suburb:

State/Country:

Postcode:

Does the parent/carer speak a language other than English at home?

Yes No

If yes, which is the main language spoken other than English?

If yes, please indicate other languages.

10. GUARDIANSHIP IN AUSTRALIA

This section is for the guardian in Australia who will be in care of the applicant.

Please tick each section as it applies.

1. Parent Guardian Visa
A nominated parent must stay in Australia and live with student until turning 18. The Australian Department of Immigration and Border Protection will approve these arrangements. For more information about terms and conditions, and visa application, please visit www.immi.gov.au.

2. Relative approved by the Australian Immigration
A nominated relative will provide the accommodation and welfare services for the student. The nominated relative must have these arrangements approved by The Australian Department of Immigration and Border Protection. For more information about the terms and conditions, and the application, please visit www.immi.gov.au. The applicant must provide full name, address, contact details etc. of approved relative to Western Senior Secondary College

3. Welfare and Accommodation arranged by WSSC
WSSC has engaged the services of International Student Alliance (ISA) Guardian & Welfare Service and Australian Homestay Network (AHN) to provide guardians and homestay for visiting students. If you select this option, you are required to apply direct to ISA and AHN via their websites and follow their online application process.

I confirm I have applied to ISA Guardian and Welfare Service at www.studentguardians.com

I confirm I have applied to AHN for approved home stay at www.homestaynetwork.org

WSSC will issue a Confirmation of Appropriate Accommodation & Welfare (CAAW) once the accommodation and welfare services have been confirmed by the partner organisations

11. EMERGENCY CONTACT IN AUSTRALIA

Contact Name:

Relationship to the applicant:

Phone Number:

Mobile Phone Number:

Email Address:

Address:

Town/City/Suburb:

State/Country Postcode:

12. EMERGENCY CONTACT OVERSEAS

Contact Name:

Relationship to the applicant:

Phone Number:

Mobile Phone Number:

Email Address:

Address:

Town/City/Suburb:

State/Country

Postcode:

21. TERMS & CONDITIONS

Terms and Conditions of Enrolment

ENTRY REQUIREMENTS

- Certified copy of passport
- Proof of completion of Year 10 or equivalent

ENROLMENT & ACCEPTANCE

- All applications will be assessed by the Administration Manager
- Payment of the tuition fee is payable within 14 days of the acceptance of offer.
- Attend a personal interview, for applications lodged in Australia.

Access and Equity

The following access and equity guidelines are designed to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience. Access and equity guidelines will be implemented through the following strategies:

- Access to our courses will be available to all eligible participants regardless of gender or race
- All participants will be provided with the opportunity to gain full qualification.
- For participants with special needs, access to additional assistance will be provided.
- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of WSSC's resources to provide such support and/or external assistance will be accessed as required.

WSSC actively encourages the participation of a cross section of the community. For further information, please visit: wssc.college.com.au

Complaints and Appeals Policy

Customer complaints are to be solemnly considered and reviewed within 10 working days of being lodged. We will act upon the subject of any complaint found to be substantiated. Appeals must be lodged within 20 working days of the assessment decision, and will be re-validated by the Deputy Principal. Appeals in regards to the Department of Immigration and Border Protection reporting on course progress/fees must be lodged within 20 working days of the notification as aforementioned. The outcome will be notified in writing. For further information, please visit: wssc.college.com.au.

Program Delivery and Assessment

WSSC is committed to only have registered teachers of the highest calibre. Every teacher is fully qualified and experienced. Your teacher will also assist you in any way possible to ensure your learning experience is memorable and insightful. All training is delivered in classrooms and in simulated situations. Assessments include written examinations, assignments, reports, practical activities, and observation in classroom and/or during your simulated work environment at the campus location. Students are expected to satisfy the course progress requirement. Students who have unsatisfactory course progress will be reported to The Department of Education who will notify the Department of Immigration and Border Protection (DIBP). Unsatisfactory course progress is defined as failing more than 50% of units/subjects in two consecutive study terms in a course. A failure in 50% or more units in a single study period will trigger a review of course progress and implementation of an intervention strategy by WSSC. For the full course delivery and assessment procedures, please visit: wssc.college.com.au.

Privacy Policy

WSSC is required to provide the Government, with student activity data which may include information provided in this enrolment form. The Government may use the information provided for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, The Government may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires WSSC to collect and disclose your personal information for a number of purposes

21. TERMS & CONDITIONS (CONTD ...)

including the allocation of a Victorian Student Number and updating your personal information on the Victorian Student Register. For further information, please visit: wssc.college.com.au.

Suspension & Cancellation Procedures

Students studying at WSSC can withdraw or cancel their course at any time if they do not wish to continue further. To do this the students must:

- Fill in Course Withdrawal / Cancellation Form
- The reason for withdrawal must be clearly stated and relevant.
- Supportive documents must be provided to substantiate the claim.
- The students can withdraw or cancel from the course for the following reasons – medical, switching the course provider or for personal reasons.

Once the duly filled forms with supportive documentation are received by WSSC, a suitable response will be provided in 10 working days. For further information, please visit: wssc.college.com.au

Fees and Refund Policy

REFUND POLICY REFUND IN PROVIDER DEFAULT

- In the event that your course is cancelled or rescheduled by WSSC (Provider Default) – i.e. if the provider fails to start providing the course to the student at the location on the agreed starting day, the student completes the refund application form and the full fee is refunded (including application fee)
- In the unlikely event that WSSC is unable to deliver your course in full, you will be offered a full or partial refund depending on your case. The partial refund will cover the portion of tuition for which you have paid but not yet received. The refund will be paid to you within 20 working days of receipt of your written application for refund. Alternatively, you may be offered enrolment in an alternative course by WSSC at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept the place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If WSSC is unable to provide a refund or place you in an alternative course the Government's Tuition Protection Service (TPS) will assist you. You will have access to a secure online information and access service and be able to obtain information on the options for an alternative course including course costs and availability of places. You will also be able to get information on the amount of unused pre-paid tuition fees from this service. You will be able to select a course placement through this process and once you have enrolled the unused prepaid tuition fee for you will be paid to your receiving provider. Finally, if the TPS is unable to obtain a suitable place you will be able to request a refund of the unused pre-paid tuition fee amount from the TPS Director.
- For further information please visit the website: wit.edu.au or tps.com.au.

REFUND IN STUDENT DEFAULT

1. If the Student withdraws 10 weeks or more prior to course or semester commencement, the Student must complete the refund application and 70% refund of the fee paid (minus application fee) is granted within 20 working days.
 2. If the student withdraws 5 weeks or more prior to course or semester commencement, the student must complete the refund application and 50% refund of the fee paid (minus application fee) is granted within 20 working days.
 3. If the student withdraws less than 5 weeks prior to course or semester commencement, there will be no refund on first semester fee.
- No refund is applicable if WSSC refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
 1. the student failed to pay an amount payable to the provider for the course;
 2. the student breached a condition of his/her student visa;
 3. misbehaviour by the student (Note: the student is entitled to natural justice under subsection 47A(3)).

REFUND IN OTHER SCENARIOS

- In the event that your initial visa is refused, the student must complete the refund application and a full refund is granted within 20 working days (minus application fee).
- If the student's visa is refused after course commencement, the student

21. TERMS & CONDITIONS (CONTD ...)

must complete the refund application and a refund of unspent fees paid to the provider will be refunded (minus application fee).

- In the event that the student withdraws from the course after the course or semester commences, or enrolment is terminated for failure to comply with WSSC's policies, bad behaviour, unsatisfactory course or non-commencement of studies, all fees for the current semester are non-refundable.
- Any student who believes they have been given an incorrect refund are entitled to appeal the decision and are entitled to have an independent person appointed at WSSC's expense to resolve the appeal.
- Overseas students abandoning or withdrawing from a course of study without notice will be reported to the Department of Immigration and Border Protection, as required by law

Issuing Results and Qualification Process

WSSC students can access their results on request. A Statement of Attainment of the completed subjects can be issued at any time during the course upon request.

A WSSC Certificate of Completion will be issued once all subjects have been satisfactorily completed and all agreed fees are paid. Details are submitted to VCAA and VCAL/VCE certificates are issued by them.

22. APPLICANT'S DECLARATION

I declare that I have read and understood the course information and the instructions on this Application Form. I understand, acknowledge and agree to the following information:

- It is my responsibility to provide all relevant and required documents.
- I have provided evidence to meet the entry requirements.
- I have been provided the information of the structure of and contents of the course, the delivery mode, the duration and the assessment methods of the course.
- I understand the details of any arrangement with other providers.
- I understand, acknowledge and agree to that the information provided by me shall be made available to the Australian and State Government as pursuant to the laws.

22. APPLICANT'S DECLARATION (CONTD ...)

- I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that the Institute may withdraw an offer of a place or cancel my enrolment in consequence
- The payments of any fees for which I am liable will be made within the agreed time.
- I understand the qualification will be obtained only after successful completion of the course.
- I have read and understood the Terms and Conditions of Enrolment.
- I have read and understood the Privacy Policy.
- I have read and understood the Complaints and Appeals Policy.
- I have read and understood the Issuing Result and Qualification Process.
- I have read and understood the Suspension and Cancellation Policy.
- I have read and understood the Access and Equity Policy.
- I have read and understood the Fees and Refund Policy.
- I have read and understood the Course Delivery and Assessment.

Applicant's Name	
Date	
Signature	

IF APPLICANT IS UNDER 18 YEARS OF AGE	
Parent Guardians's name	
Date	
Relationship to the applicant	
Email	
Phone	
Parent or Guardian's Signature	

23. SUBMISSION

If you are a successful applicant, Western Senior Secondary College will issue your Offer and Acceptance of Offer Letter stating the course for which you have been accepted. The Offer Letter will state all the course details as well as the fees for the course.

The Acceptance of Offer Letter is the actual agreement, which state all the information about the course, fees, refund etc. You will have to sign this form to accept the offer from Western Senior Secondary College.

Return the copies of the Offer and Acceptance Letter with your signature and the date to Western Senior Secondary College and your course will commence as agreed.

Email it to: admissions@wsscollege.edu.au

Post in your application:
Western Senior Secondary College,
Level 4, 220 Albert Road
South Melbourne, VIC
3205

Hand in your application (*please hand into the Head Office at the above address*).



**WESTERN SENIOR
SECONDARY COLLEGE**

Main Campus:

Western Senior Secondary College
67 Jeffcott Street,
West Melbourne, VIC 3003

Head Office:

Western Senior Secondary College
Level 4, 220 Albert Road,
South Melbourne, VIC 3205

Phone: 03 9329 3908

Email: info@wsscollege.edu.au

Website: wsscollege.edu.au



**WESTERN SENIOR
SECONDARY COLLEGE**

English Proficiency Test

Student name: _____

Course Applied for: _____

Delivery mode: _____

Assessing officer: _____

Date: _____

Overview

All students must complete this language, literacy and numeracy test and achieve the minimum level to satisfy WSSC's entry requirements, prior to being accepted onto your chosen course. Failure to successfully complete this Language, Literacy and Numeracy test may result in your application being rejected or you may be offered an alternative course. Your results from this test will also assist us in understanding the level of additional support you may require during your studies.

You may use a calculator and additional paper when required.
Please answer all questions to the best of your ability.

English Proficiency Test

1. Please choose appropriate words in the following sentences:

- A) If the road is very bumpy, a ride on a bus can be very _____
(uncomforting, uncomfortable, uncontrolled, unconverted)
- B) The season of the year when young green buds appear on trees is called _____.
(Autumn, spring, winter, March)

2. For each word in the left column, select a word on the same line which has a similar meaning.

school	books	college	fish	teacher
wash	dry	perm	clean	dishes
locate	next	find	travel	ignore
complete	finish	run	start	participate

3. Reading and Comprehension Test.

The following text is a report written by a security guard to his supervisor at Freedom Security Pty Ltd.

After reading this passage, you are required to answer a few questions regarding this text.

“Report from security guard - Terrence Watson
To the security supervisor - Mr. Charles Holmes, Freedom
Security Pty Ltd. Date: 9th November 2008

Dear Mr. Holmes,

Early this morning, at 12.07am on 9/11/2008, I was working on foot patrol inside the Northumberland Shopping Centre at 333 Murray Road, Ashburton. As I was walking towards the front glass doors of the entrance to the shopping centre, I witnessed a late-model, red Ford sedan stop outside near Miller’s Bakery store, which is at shop number 3, near the main entrance. I saw the young driver of this car lean out, and then throw a bottle at the front glass window to Miller’s Baker Shop. The Bakery window shattered. I ran to the front doors of the Shopping Centre, which were locked. By the time I got outside, the car had driven off, out of the car park, and onto Murray Road.

I managed to get the registration plate number of the car. It is S I J - 400. I reported all details on radio to our Security base, and the Police were contacted, arriving at 12.30am. I have given them the information about the car and the driver. The owner of the Bakery, Mr. John Miller, arrived at his shop at 12.45am, and I helped him organise “Apollo Shopfitters” who shuttered the broken window to his shop. I provided a focus on my patrols to Miller’s Bakery through last night, until Mr. Miller arrived back there this morning, at 6. 30 Am. Signed Terrence Watson, security guard, Freedom Security Pty Ltd”

A) What time and date did security guard Watson note that the window damage was done?

B) Where is the Northumberland Shopping Centre?

C) What is the name of the store that had its window broken?

D) What was the car type, its colour and registration number?

E) Who is the owner of the Bakery Store?

4. Choose the best word or phrase (a, b, c or d) to fill each blank.

(1) Roberta _____ from The United States.

- a) are
- b) is
- c) am
- d) be

(2) What's _____ name?

- a) his
- b) him
- d) he

- (3) My friend _____ in London.
- a) living
 - b) live
 - c) lives
 - d) is live
- (4) Where _____?
- a) works Tom
 - b) Tom works
 - c) Tom does work
 - d) does Tom work
- (5) I _____ coffee.
- a) no like
 - b) not like
 - c) like don't
 - d) don't like
- (6) _____ to Australia, Ginny?' 'Yes, two years ago.'
- a) Did you ever go
 - b) Do you ever go
 - c) Have you ever been
 - d) Are you ever going
- (7) Tokyo is _____ city I've ever lived in.
- a) the most big
 - b) the bigger
 - c) the biggest
 - d) the more big
- (8) A vegetarian is someone _____ doesn't eat meat.
- a) who
 - b) what
 - c) which
 - d) whose

(9) _____these days.

- a) I never a newspaper buy
- b) I never buy a newspaper
- c) I buy never a newspaper
- d) Never I buy a newspaper

(10) I _____watch TV tonight.

- a) am
- b) go to
- c) going to
- d) am going to

6. Read the text below. For questions 21 to 25, choose the best answer (a, b, c or d).

‘Heavier than air flying machines are impossible,’ said the well-known scientist Lord Kelvin in 1895. Thomas Watson, the chairman of IBM in 1943, was wrong too when he said that he thought there would be a world market for only five or so computers.

Predictions can, of course, be wrong, and it is very difficult to predict what the world will be like in 100, 50, or even 20 years from now. But this is something that scientists and politicians often do. They do so because they invent things and make decisions that *shape* the future of the world that we live in.

In the past they didn’t have to think too much about the impact that their decisions had on the natural world. But that is now changing. An increasing number of people believe that we should live within the rules set by nature. In other words, they think that in a world of fixed and limited resources, what is used today will not be there for our children. We must therefore look at each human activity and try to change it or create alternatives if it is not sustainable. The rules for this are set by nature, not by man.

(11) What was Lord Kelvin suggesting?

- a) It is difficult to make accurate predictions.
- b) It would be possible for people to fly.
- c) It would be impossible for people to fly.
- d) There would only be a few computers.

(12) According to the text, which of the following statements is **TRUE**?

- a) Lord Kelvin and Thomas Watson were good friends.
- b) The world does not have unlimited natural resources.
- c) Our children will not make predictions about the future.
- d) It is easy to predict what the world will be like 20 years from now

(13) *shape* (line 6) is closest in meaning to:

- a) do
- b) create
- c) look at
- d) move

(14) The article suggests we should live in a _____ way.

- a) selfish
- b) sustainable
- c) predictable
- d) scientific

(15) Choose the best title for the article.

- a) Predictions and more predictions
- b) Politicians and scientists
- c) A sustainable future for our children
- d) New inventions

8. Choose the best word or phrase (a, b, c or d) to fill each blank.

(16) Harry can _____ English.

- a) to speak
- b) speaking
- c) speak
- d) speaks

(17) I'm not interested _____

- a) for
- b) about
- c) in
- d) to

(18) She likes _____ expensive clothes.

- a) wearing
- b) to wearing
- c) wear
- d) is wearing

(19) Harry _____ his father's car when the accident happened

- a) was driving
- b) drove
- c) had driven
- d) has been driving

(20) I was wondering _____ tell me when the next plane from Chicago arrives?

- a) could you
- b) can you
- c) if you could
- d) if could you

(21) If I _____ him, I would have spoken to him, wouldn't I?

- a) saw
- b) had seen
- c) have seen
- d) would have seen

(22) I like your hair. Where _____?

- a) do you have cut
- b) have you cut it
- c) do you have cut it
- d) do you have it cut

(23) I think Joey must _____ late tonight. His office light is still on.

- a) have worked
- b) work
- c) be working
- d) to work

(24) John tells me Jack's going out with Helen, _____ I find hard to believe.

- a) which
- b) who
- c) whose
- d) that

(25) Did you hear what happened to Kate? She _____.

- a) is arrested
- b) arrested
- c) has been arrested
- d) is being arrested

9. Read the text below. For questions 54 to 58, choose the best answer (a, b, c or d).

Many hotel chains and tour operators say that they take their environmental commitments seriously, but often they do not respect their social and economic responsibilities to the local community. So is it possible for travellers to help improve the lives of locals and still have a good holiday?

The charity, Tourism Concern, thinks so. It has pioneered the concept of the fair-trade holiday. The philosophy behind fair-trade travel is to make sure that local people get a fair share of the income from tourism. The objectives are simple: employing local people wherever possible; offering fair wages and treatment; showing cultural respect; involving communities in deciding how tourism is developed; and making sure that visitors have minimal environmental impact.

Although there is currently no official fair-trade accreditation for holidays, the Association of Independent Tour Operators has worked hard to produce responsible tourism guidelines for its members. Some new companies, operated as much by principles as profits, offer a fantastic range of holidays for responsible and adventurous travellers.

(26) Tourism Concern...

- a) is a tour operator
- b) is a hotel.
- c) is a charity.
- d) his a chain of hotels.

(27) Which of the following is NOT one of Tourism Concern's objectives?

- a) Good pay for local people.
- b) Showing respect for local cultures
- c) Saving tourist's money.
- d) Protecting the local environment.

(28) According to the text, fair-trade travel is all about...

- a) making money for charity.
- b) money from tourism going to local people.
- c) travellers getting a good deal.
- d) a great cultural experience.

(29) According to the text, there are _____ companies that are operated on principles as well as profits.

- a) a few
- b) no
- c) some old
- d) many

(30) Choose the most appropriate title for the article.

- a) Holidays from heaven
- b) Cheap adventure holidays
- c) Fair-trade holidays
- d) Great holiday deals

Numeracy

11. Please calculate the following. You can use the space below for calculations.

A) Multiply 100 by 20 =

B) $734 + 374 =$

12. If you pay \$100.00 in taxes every month, how much tax do you pay in a year?

13. If you worked eight hours per shift, five days a week, how many hours have you worked?

14. What is 10% of 100 dollars?

STUDENT DECLARATION

I agree that I have completed this test to the best of my ability and am aware that the test results will be used to determine my current level of English proficiency. This information will be used to determine any additional support I may require in order to complete the course successfully.

Student Signature: _____

Student Name: _____

Date: _____

ASSESSOR'S USE ONLY

Student Name: _____

Assessors: Consider the student's responses to the questions in each of the indicator areas below.

The scores are indicative only. It is up to the assessor to determine whether, based on the outcomes of this test, they believe the student could complete the course successfully or whether they may need additional support with some areas.

Students require an English Proficiency level that meets or exceeds the minimum requirements as set by WSSC.

Learning	
Writing	
Reading	
Numeracy	

The use of this test does not remove the need to consult with a Language, Literacy and Numeracy specialist or external networks and agencies if and when required.

Oral communication level is to be assessed based on the discussions held in the initial interview/pre-training review session. Fill out the table below based on your observations and the conversations held.

I have assessed the student's performance of the test against the performance indicators. Based on the results obtained, the student:

- Has demonstrated they have the required level of English proficiency to enable them to complete the course successfully with minimal support in this area required.
- Does not have a sufficient level of English skills and may require extensive additional support to complete this course successfully. I am referring this student to be further assessed to determine the level of support that can be offered with possible referral to external agencies if and when required.
- Has demonstrated they may require additional support with English and I am able to provide this. The student and I will develop a support plan to ensure they are given the opportunity to develop their language, literacy and/or numeracy skills to enable them to complete the course successfully.

* Please outline the arrangements made for supporting the student through the course.

Assessing Officer Name: _____

Assessing Officer Signature: _____

Date: _____