



APPLICATION FOR ADMISSION

INTERNATIONAL APPLICANTS ONLY

Global Healthcare Management College Pty Ltd The Trustee for GHMC Trust (herein referred to as "GHMC")

Before commencing the application, please read GHMC Enrolment Kit to understand the recruitment, selection and enrolment process <https://ghmc.edu.au/wp-content/uploads/2024/11/Enrolment-Kit-v2.0.pdf>

Please be advised that as part of the application process, you will be required to fill up a pre-training review form that forms part of this application (Appendix 1)

CHOOSE THE CAMPUS LOCATION

☐ QUEENSLAND / BRISBANE

**Queensland: 2F Level 2, 57 Sanders St, Upper Mount Gravatt, QLD, 4122
1/19 Lochlarney St, Beenleigh QLD 4207 (workshop)**

☐ VICTORIA / MELBOURNE

**Victoria: Tenancy C8 - 61 Riggall St, Broadmeadows, VIC, 3047
61, Belfast St, Broadmeadows, VIC 3047, Australia (workshop)**

☐ SOUTH AUSTRALIA/ ADELAIDE

**Level 9 - 38 Currie St, ADELAIDE, South Australia 5000
11 Jacobsen Crescent, Holden Hill, SA 5088 (workshop)**

1. Complete all sections.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged a non-refundable application fee (as per the applicable course fee). Please refer to the "Course Selection" section for the application fee for each course.

**Intake Applying for:
(please provide month and
year)**

SELECT YOUR COURSE

Please tick	Course Code and Name	CRICOS Course Code	Study Periods	Duration (Weeks) Including holiday breaks)	Total tuition fee (AUD)	Total material fee*	Application fees	Total Course Fee
☐	CHC52025 Diploma of Community Services	118840B	4 SP of 20 weeks each	104 (including 24 weeks holiday break)	\$20,000	\$2,500	\$500	\$23,000
☐	CHC43015 Certificate IV in Ageing Support	112023F	1 SP of 12 weeks each and 3 SP of 10 weeks	52 (including 10 weeks holiday break)	\$15,000	\$1000	\$500	\$16,500
☐	CHC33021- Certificate III in Individual Support	116120F	3 SP of 12 weeks each and 1 SP of 10 weeks	62 (including 16 weeks holiday break)	\$12,000	\$1,000	\$500	\$13,500



☐	CPC31020 Certificate III in Solid Plastering	118303E	3 SP of 12 weeks each and 1 SP of 10 weeks	54 Weeks (including 8 weeks' holiday)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC31320 Certificate III in Wall and Floor Tiling	118302F	3 SP of 12 weeks each and 1 SP of 10 weeks	54 Weeks (including 8 weeks' holiday)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC32320 Certificate III in Stonemasonry	118967J	4 SP of 11 weeks each and 1 SP of 10 week	62 Weeks (including 8 weeks' holiday breaks)	\$27,000	\$2,500	\$500	\$30,000
☐	CPC31220 Certificate III in Wall and Ceiling Lining	118963B	4 SP of 10 weeks each and 1 SP of 8 weeks	54 Weeks (including 6 weeks' holid ay break s)	\$18,000	\$1,500	\$500	\$20,000
☐	CPC40120 Certificate IV in Building and Construction (Building)	118304D	3 SP of 8 weeks each and 1 SP of 10 weeks	42 Weeks (including 8 weeks' holiday breaks)	\$12,500	\$1,000	\$500	\$14,000
☐	CPC50220 Diploma of Building and Construction (Building)	118964A	2 SP of 19 Weeks each and 1 SP of 10 Weeks	54 Weeks (including 6 weeks' holiday breaks)	\$18,000	\$1,500	\$500	\$20,000
☐	RII50520 Diploma of Civil Construction Design	118965M	6 SP of 10 weeks each and 2 SP of 12 weeks	104 Weeks (including 20 weeks' holiday breaks)	\$23,000	\$1,500	\$500	\$25,000
☐	RII60520 Advanced Diploma of Civil Construction Design	114744A	9 SP of 10 weeks each	104 weeks (including 14 weeks holiday break)	\$22,000	\$2,500	\$500	\$25,000
☐	BSB50820 Diploma of Project Management	118966K	5 SP of 10 weeks each	60 Weeks (including 10 weeks' holiday breaks)	\$18,500	\$1,000	\$500	\$20,000
☐	BSB80120 Graduate Diploma of Management (Learning)	112029M	6 SP of 11 weeks each	76 (including 10 weeks holiday break)	\$18,000	\$1000	\$500	\$19,500



Entry Requirements

At a minimum, students are required to have the following entry requirements. For additional information, please visit [Courses | Global Healthcare & Multi-Skills College](#)

CHC33021- Certificate III in Individual Support

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

CHC43015-Certificate IV in Ageing Support

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

CHC52025- Diploma of Community Services

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

CPC31020 - Certificate III in Solid Plastering,

CPC31320 - Certificate III in Wall and Floor Tiling

CPC32320 - Certificate III in Stonemasonry

CPC31220 - Certificate III in Wall and Ceiling Lining

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

CPC40120 - Certificate IV in Building and Construction (Building):

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

CPC50120 – Diploma of Building and Construction

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

RII50520 - Diploma of Civil Construction Design

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination



RII60520 - Advanced Diploma of Civil Construction Design

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

BSB50820 - Diploma of Project Management

18 years of age at the time of commencement.

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

BSB80120 - Graduate Diploma of Management (Learning):

18 years of age at the time of commencement.

completed year 12 or senior secondary studies in applicant's home country equivalent to Australian senior secondary school examination

IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course (must have been taken no more than two (2) years* before applying)

All prospective students enrolling at GHMC are required to successfully complete the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment, administered by and to the satisfaction of GHMC.

In addition, GHMC will assess learner's needs by conducting a Pre-training Review (PTR). The PTR will be conducted prior to enrolment to review student's current competencies, student needs, English level, and support requirements including their oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes prior to an offer being made.



Delivery Mode

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

RII60520 - Advanced Diploma of Civil Construction Design

RII50520 - Diploma of Civil Construction Design

BSB80120 - Graduate Diploma of Management (Learning):

BSB50820 - Diploma of Project Management

Face-to-face in a classroom with access to a simulated environment.

CPC40120 - Certificate IV in Building and Construction (Building):

CPC50120 - Diploma of Building and Construction

Face-to-face in a classroom with access to a simulated environment

Site Visits: Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Alternatively, CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry. This unit also relates directly to the general construction induction training requirements of the Model Work Health and Safety Regulations 2011 and relevant occupational health and safety regulations for Victoria and for Western Australia.

Achievement of CPCWHS1001 Prepare to work safely in the construction industry covers these induction training requirements

Personal Protective Equipment:

To participate in workshop training, or site visits, students will require a high visibility vest, hard hat, steel-toe safety shoes

Delivery Mode

CPC31020 - Certificate III in Solid Plastering,

CPC31320 - Certificate III in Wall and Floor Tiling

CPC32320 - Certificate III in Stonemasonry

CPC31220 - Certificate III in Wall and Ceiling Lining

Face-to-face in a classroom combined with practical training in GHMC's workshop.

Personal Protective Equipment:

PPE provided by GHMC includes - Protectives glasses, ear plugs, hard hat, protective gloves, high visibility vest, and face masks. Students are required to purchase safety shoes (steel cap) and long pants (eg cargo)

GHMC can recommend approved suppliers upon request. For further details, please contact GHMC at 0430 208 624

Delivery Mode

CHC52025- Diploma of Community Services,

CHC43015-Certificate IV in Ageing Support and

CHC33021- Certificate III in Individual Support:

Face-to-face in a classroom combined with opportunities for students to apply their skills and knowledge through work placement arrangements.

Work Placement

Work placement is aimed at giving students varied experiences in a real situation, allowing them to experience the frontline tasks of workers and providing the opportunity to develop the practical skills needed in the workplace.

Prior to placing students, GHMC will enter into a formal agreement with the establishment accepting students for work placement. The following courses have a mandatory work placement component.

CHC52025- Diploma of Community Services: This course involves practical placements of 400 hours.

CHC43015- Certificate IV in Ageing Support includes a practical placement of 140 hours

CHC33021 Certificate III in Individual Support: requires a placement of 120 hours.

Work placement for the qualifications above will be conducted at approved aged care, home and community, disability or community service organisations with whom GHMC has an agreement.



A Police Clearance Certificate and/or Working with Children is mandatory prior to your work placement; you must undertake a Federal Police Check (AFP). This can be done through a website. Students need to bear any expense required to get placements. GHMC can assist in finding suitable placements upon request. Details of course information can also be found on GHMC's website www.ghmc.edu.au or can be made available upon request.

Physical Requirements and Manual Handling:

☐ **For CPC31020 Certificate III in Solid Plastering**

Learners are expected to have physical abilities and manual handling as it is a physically demanding occupation. As part of these qualifications, students are expected to have:

- Ability to lift, carry, and handle heavy materials such as bags of cement, lime, sand, plaster products, tools, and equipment used in mixing and applying plaster.
- Prolonged periods of standing, bending, squatting, reaching, and kneeling while preparing surfaces, applying base coats, finishing coats, and decorative features.
- Frequent use of hand tools and plastering equipment (trowels, hawks, floats, mixing machines), requiring good hand-eye coordination, grip strength, and fine motor skills.
- Working on scaffolding, ladders, or elevated platforms to apply plaster or render at heights on interior and exterior walls and ceilings, while maintaining balance and safety.
- Capability to work in confined spaces, uneven surfaces, and at varying heights, often both indoors and outdoors.
- Good eyesight (with or without corrective lenses) for accurate surface preparation, mixing ratios, application, smoothing, and finishing work, as well as reading plans or drawings.
- Adequate hearing (with or without hearing aids) to follow verbal instructions, communicate effectively on-site, and remain aware of potential hazards in a construction environment.
- Physical stamina and resilience to perform repetitive tasks and sustain full days of practical work in changing environmental conditions, including exposure to dust, noise, and weather elements.

☐ **For CPC32320 - Certificate III in Stonemasonry**

Students are expected to have physical abilities and manual handling as it is a physically demanding occupation. As part of these qualifications, students are expected to have:

- Ability to work on elevated surfaces, scaffolding, or uneven ground for extended periods while cutting, shaping, or installing stone elements.
- Capacity to lift, carry, and handle heavy stone blocks, slabs, and associated tools safely.
- Endurance to maintain consistent physical performance throughout the day, both indoors and outdoors, sometimes in dusty, noisy, or variable weather conditions.
- Ability to work in confined spaces, on ladders or scaffolding, and on partially constructed or uneven surfaces.
- Competence in the safe use of Personal Protective Equipment (PPE) such as gloves, steel-capped boots, helmets, eye protection, ear protection, and dust masks.
- Fine motor skills and hand-eye coordination for precise cutting, carving, shaping, and finishing of stone materials.
- Sound manual handling techniques including lifting, pushing, pulling, reaching, kneeling, and crouching.
- Spatial awareness and the ability to interpret measurements, angles, and layouts to ensure accurate alignment, fitting, and finishing of stonework.
- Ability to operate stone-cutting and finishing tools, both hand tools and power tools, with precision and safety

☐ **For CPC31220 - Certificate III in Wall and Ceiling Lining**

- Ability to work overhead and on elevated surfaces for extended periods while fixing plasterboard or installing ceiling systems.
- Capacity to lift, carry, and handle building materials such as plasterboard sheets, steel and timber framing components, insulation rolls, and toolkits.
- Endurance to maintain consistent physical performance throughout the day, both indoors and outdoors, sometimes in dusty or humid construction environments.
- Ability to work in confined spaces, on ladders or scaffolding, and on uneven or partially constructed surfaces.
- Competence in the safe use of Personal Protective Equipment (PPE) such as masks, gloves, safety glasses, and hearing protection.
- Fine motor skills for accurate cutting, fastening, and finishing of plasterboard joints and linings.



- Sound manual handling techniques including lifting, pushing, pulling, reaching, kneeling, and crouching.
- Good hand-eye coordination and manual dexterity to operate power tools, screw guns, and finishing tools precisely.
- Strong spatial awareness and ability to interpret measurements, angles, and layouts to ensure accurate wall and ceiling alignment and finish.

☐ **For CPC31320 - Certificate III in Wall and Floor Tiling:**

Learners are expected to have physical abilities and manual handling as it is a physically demanding occupation. As part of these qualifications, students are expected to have:

- Ability to work on their knees or in crouched positions for extended periods during tile laying and grouting
- Ability to lift, carry, and handle heavy materials such as boxes of tiles, adhesive bags, and tools
- Capacity to maintain physical performance throughout the day in both indoor and outdoor environments, sometimes in dusty or humid conditions
- Ability to work in confined spaces, on uneven surfaces, and occasionally at heights
- Ability to wear appropriate Personal Protective Equipment (PPE), including gloves, masks, and knee pads
- Fine motor skills for accurate cutting, placing, and aligning of tiles
- Manual handling techniques, including lifting, squatting, pulling, and pushing
- Good hand-eye coordination and manual dexterity to operate tools and apply adhesives with precision
- Strong spatial awareness and understanding of measurements, layouts, and angles to ensure proper tile alignment and finish.

In line with its access and equity policy, GHMC will identify any barriers presented by learners during Pre-Training Review before enrolment and may provide support and reasonable adjustment where possible.

☐ **For CPC40120 - Certificate IV in Building and Construction:**

CPC50120 Diploma of Building and Construction (Building)

Given the physically demanding nature of this occupation, learners are expected to possess the necessary physical abilities and manual handling skills. As part of this qualification, students should have the ability to:

- Stand and walk for extended periods, including bending and maintaining consistent physical performance throughout the day
- Work in various environments, including changing conditions (hot, cold, low light, indoors, and outdoors)
- Work at heights
- Wear Personal Protective Equipment (PPE) as required
- Tolerate exposure to dust, sand, and other environmental factors

In line with its access and equity policy, GHMC will identify any barriers presented by learners during Pre-Training Review before enrolment and may provide support and reasonable adjustment where possible

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

Title:	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other	Gender:	☐ Male ☐ Female ☐ Other
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 GHMC 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 the section on 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?	☐ No, English only ☐ Yes, other - please specify	Was English the language of instruction in your secondary/tertiary studies?	☐ Yes ☐ No
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all	Have you taken the English language test in the last two (2) years e.g. IELTS, PTE, TOEFL or equivalent?	☐ Yes • Test Name: • Score Achieved: • Date: ☐ No (Contact GHMC) ☐ Not Required. I am from (please tick): ☐ United Kingdom ☐ Ireland ☐ Canada ☐ South Africa ☐ USA

***Please note that all the students must undertake a Language, Literacy, Numeracy and Digital literacy assessment prior to enrolment at GHMC.**

Students will receive the LLND test link via email and are expected to complete it honestly and independently. During the Pre-Training Review (PTR) interview, students' responses will be reviewed for accuracy and integrity and to determine any support needs and assess the suitability of the chosen training product. [For further information, please read through the Enrolment Kit available on GHMC's website for more details \[www.ghmc.edu.au\]\(http://www.ghmc.edu.au\) \(Enrolment-Kit-v2.0.pdf\)](#)

3. Do you identify as any of the following? (Tick all that apply)

Section 3A GHMC is committed to providing a safe, inclusive, and culturally respectful learning environment that supports all students, including those from diverse or First Nations backgrounds. We aim to offer flexible and inclusive training tailored to your individual needs and obligations.

☐ Aboriginal
☐ Torres Strait Islander origin
☐ From a culturally or linguistically diverse background (CALD) This includes individuals or communities who come from non-English speaking countries or heritages, and/or speak a language other than English at home, and/or have cultural traditions, beliefs, or practices that differ from mainstream or Anglo-Australian culture
☐ Person with disability, impairment or long-term condition or learning difficulty (proceed to section 3B)
☐ Other (please specify): _____
☐ Prefer not to say

Do you have any cultural needs or requirements, you'd like us to consider supporting your learning and assessment practices at GHMC, please describe here (or indicate if you prefer to discuss privately ☐)



Would you like to speak to Student Support Officer about additional support or adjustments during your training?

☐ Yes ☐ No

Section 3B - If you have indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: You may indicate more than one area:

- ☐ Hearing/Deafness.
☐ Physical
☐ Learning
☐ Intellectual
☐ Other
☐ Medical Condition
☐ Medical Illness
☐ Acquired Brain Impairment
☐ Vision

If yes, do you require additional assistance because of this disability or any other support need during your study?

☐ Yes ☐ No

Please provide details of what support you will require during your study or request a confidential discussion

For further information on reasonable adjustments and support services available to assist individual learning needs, students may refer to the Student Support, Welfare and Wellbeing Policy available on GHMC's website. Alternatively, you can contact GHMC by phone at 0430 208 624 or email us at info@ghmc.edu.au / admission@ghmc.edu.au for more information.

4. Department of Home Affairs (DHA) Office where you applied for your VISA.

☐ Onshore (please specify the name)
☐ Offshore (please specify the name)

5. Do you have a Unique Student Identifier (USI) Number?

☐ Yes, please specify this below.
☐ I will create it myself (visit www.usi.gov.au)
☐ I authorise GHMC to create a USI on my behalf (Note: Students are required to read Unique Student Identifier (USI) information provided below in "Appendix 3" if student authorises GHMC to apply for a Unique Student Identifier. Students will be required to fill up the USI Application form during induction prior to course commencement.

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Please note that, GHMC will 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 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/>.

6. Contact Details

Address (Home Country)

Address:			
State/Province:		Country:	Post Code:
Phone no:		Email:	

Residential Address (Australia)

Address:			
Suburb:		State:	Post Code:
Phone no (home):		Phone work:	
Mobile no:		Email:	

Postal Address in Australia (if different from Residential)

Address:			
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Suburb:		State:		Post Code:	
Preferred method: ☐ Email ☐ Phone					

Emergency Contact Details					
Name of the person:			Relationship to you:		
Address:			Mobile/phone no:		
Email Id:					
7. Passport Details:					
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.					
8. Visa Details (if applicable)					
Visa Type:			VISA Subclass:		
VISA Number:			VISA Expiry date:		
9. Education Agent					
Did you choose any Education Agent? If yes, please fill in the details of the agent referred.	☐ Yes ☐ No		Name of the Agent:		
Address:			Mobile:		
Phone:			Fax:		
Email:			Agent Stamp (if applicable)		
10. Overseas Student Health Cover					
OSHC Arranged	Yes (Fill up Part A) ☐ No (refer to Part B) ☐				
Part A-Insurer Details					
Name of the Insurer:			Member Number:		Date of expiry:
Part B					
1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC. 2. Please refer to the link provided for information on the length of your OSHC – https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/length-of-stay Note: GHMC does not apply for OSHC on behalf of students. Students are required to arrange for their own health cover. However, GHMC can assist students in arranging their own OSHC. Please contact GHMC for assistance in arranging OSHC.					

12. Previous highest 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 qualifications? If yes, tick any of the below boxes:	
☐ Bachelor's Degree or higher ☐ Advanced Diploma or associate degree ☐ Diploma ☐ Certificate IV ☐ Certificate III ☐ Certificate II ☐ Certificate I ☐ 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 Institute level? (Tick ONE box only)

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent
☐ Year 9 or equivalent ☐ Year 8 or below ☐ 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?

☐ Full time employee ☐ Part time employee ☐ Unemployed-seeking full time work
☐ Unemployed-seeking part time work ☐ Self-employed - not employing others ☐ Not employed -not seeking employment
☐ Employed - unpaid worker in a family business ☐ Self-employed – employing others

Which of the best describes your employment sector?

☐ A - Agriculture, Forestry and Fishing	☐ K - Financial and Insurance Services
☐ B - Mining	☐ L - Rental, Hiring and Real Estate Services
☐ C - Manufacturing	☐ M - Professional, Scientific and Technical Services
☐ D - Electrical, Gas, Water and Waste Services	☐ N - Administrative and Support Services
☐ E - Construction	☐ O - Public Administration and Safety
☐ F - Wholesale Trade	☐ P - Education and Training
☐ G - Retail Trade	☐ Q - Health Care and Social Assistance
☐ H - Accommodation and Food Services	☐ R - Arts and Recreation Services
☐ J - Information Media and Telecommunications	☐ S - Other Services, please specify position: _____

16. Accommodation Requirements

Do you require assistance in finding accommodation options? ☐ Yes ☐ No

If yes, please specify below.

What type of accommodation arrangements would you like? ☐ Shared ☐ Private

Please note that GHMC's Student Support Officer can assist students in finding accommodation by conducting an online search, suggesting accommodation sites, and real estate agents in a particular area, however, GHMC doesn't provide accommodation to its students.

Do you require assistance with Airport pickup? ☐ Yes ☐ No

GHMC can provide airport pick-up. Students will be required to fill out the Airport Pick up form available on GHMC's website or can email their request for Airport pick up at info@ghmc.edu.au / admission@ghmc.edu.au. Students are requested to contact the institute at 0430 208 624 prior to 5 working days of their arrival. Airport pick-up fees is AU\$100. A help desk is available at the airport for international students to assist students in finding suitable airport pick-up services e.g., UBER and taxi services.

Any other additional information:

17. Marketing

How did you find out about the course/s?

☐ Advertisement ☐ Newspaper ☐ Internet ☐ Friends ☐ Search engines/Google ☐ Other, specify: _____



Appendix 1

Pre-Training Review (PTR)

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

Before we make an offer, GHMC is required to review the student's current competencies, student needs, English level, digital literacy, support requirements and oral communication skills, 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 GHMC 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, GHMC will offer tailored support options, which may include a Support Plan or referral to additional resources.

If you require assistance at any stage, please refer to GHMC's Student Support, Welfare and Wellbeing Policy [Student-Support-and-Welfare-Policy-v2.0.pdf](#) for a full outline of available services.

You may also contact our Student Support Team in person at reception or via email at info@ghmc.edu.au OR admission@ghmc.edu.au

Suitability of this course for you

1. Why have you chosen to undertake this course:

- ☐ 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
- ☐ Other; please state the reason

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



3. **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?**

4. **Do you have any previous knowledge or experience that relates to this course?**

- ☐ No
☐ Yes (if yes, please provide details below)

5. **Do you wish to apply for either credit transfer or RPL?** [Course-Credit-and-RPL-Policy GHMC.pdf](#)

- ☐ No
☐ Yes (please **attach** a copy of your transcripts)

Do you wish to apply for an RPL?

RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education and work experience.

- ☐ Yes, (please complete RPL Application Form available on GHMC 's website)
☐ No

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 complete the Credit Transfer Application Form available on GHMC 's website) [Course-Credit-Application-Form GHMC.pdf](#)
☐ No

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

- ☐ Classroom-based face-to-face (e.g., lectures, discussions, presentations, simulations)
☐ Practical/workshop-based Learning ☐ Workplace experience
☐ Online learning (self-paced or with trainer support)
☐ Mixed-mode learning (combination of online and in-person)
☐ Independent reading and research
☐ Other (please describe): _____



Do you have any preferences or needs regarding how learning activities are structured to support your engagement and progress? Please describe:

6. Computer and Internet Skills

Do you have regular access to a computer / other device and the internet? ☐ No ☐ Yes

Do you use MS Office applications, e.g., Microsoft Word, Power-point etc? ☐ No ☐ Yes

Do you find it easy to use search engines such as Google and using the internet in general? ☐ No ☐ Yes

Have you previously used online learning platforms (e.g., LMS, course era)?

☐ No ☐ Yes (if yes, please provide examples)

Do you feel you will require IT support?

☐ No ☐ Yes

7. Do you have any cultural, family, or religious obligations or personal, health, or wellbeing concerns that may impact your participation in the course

***Note: All responses are confidential and will only be used to arrange necessary support services.**

☐ No

☐ Please indicate if you prefer to speak privately

☐ Yes please describe briefly what kind of support is needed

8. Would you like access to any of the following support services? (Tick all that apply)

☐ Study skills (e.g. time management, assessment preparation)

☐ Mental health or counselling referral

☐ Financial support

☐ Legal assistance referrals

☐ Culturally specific services

☐ Study-life balance

☐ Support for family violence, harassment, or abuse

☐ Disability or learning support

☐ Others: _____

☐ Not at this time



Student Declaration

- ☐ I declare that the information provided on this form and supporting documentation is true and correct.
- ☐ I have read and understood the information regarding entry requirements such as age, academic prerequisites, materials and equipment, English language proficiency.
- ☐ I have read the Enrolment Kit, which includes detailed enrolment procedures, entry requirements, the Pre-Training Review (PTR), and the Language, Literacy, Numeracy, and Digital (LLND) skills assessment requirements prior to enrolment.
- ☐ I have read and understand GHMC's Enrolment policy and procedures (Available on GHMC's website www.ghmc.edu.au inside the Enrolment Kit)
- ☐ I am aware that I will be required to complete an LLN&D (Language, Literacy, Numeracy, and Digital) Skills Assessment prior to enrolment, and that my enrolment in the course will be subject to meeting the requirements of the Institute's enrolment procedure for it to be finalised.
- ☐ I acknowledge that I am required to notify GHMC of any changes to my contact details, including my residential address, mobile number, email and emergency contact, within 7 days of the change.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ 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 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 this PTR process helps align the course with my goals and support needs.
- ☐ I confirm that I have read the Recognition of Prior Learning (RPL) Policy and the Credit Transfer (CT) Policy available on the GHMC website.

COOLING OFF PERIOD

GHMC will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at GHMC and pays GHMC 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 GHMC in writing within 7 days of the signed agreement date.

Application Checklist

- ☐ Completed all sections of this application
- ☐ Attach a copy of your passport
- ☐ Attach a copy of your visa (onshore only)
- ☐ Attach evidence of your completed year 12 equivalent to Australian year 12.
- ☐ Attach copies of your English proficiency
- ☐ Attach copies of any previously completed qualifications
- ☐ Attach any other relevant documentation
- ☐ Attached relevant employment documentation (if applicable to your chosen course/mature)
- ☐ Completed the PTR included with the application (Appendix 1)
- ☐ Read information provided along with this application form in Appendix 2
- ☐ Read and signed the declaration



All prospective students are required to familiarise themselves with the GHMC Enrolment policy are procedures (available inside the Enrolment Kit [Enrolment-Kit-v2.0.pdf](#)). and read the Student 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 requirements, complaints and appeals, GHMC Policies and Procedures etc. This will be available on GHMC's website <https://ghmc.edu.au/policies-forms> or can be made available upon request.

Diversity and Inclusion

GHMC respectfully acknowledges the traditional owners and custodians of the land throughout Australia and their ongoing connection to country, sea, and community. We pay our respects to their cultures and elders — past, present, and emerging.

GHMC is committed to creating a welcoming and supportive environment for all students, including those from LGBTQIA+ communities, and values diversity in all its forms.

STUDENT SIGNATURE

Student.....

Date



Appendix 2

Important Information for Students

Please read the below given information carefully before signing the application form. Students may contact the institute for any further information or email us at info@ghmc.edu.au / admission@ghmc.edu.au. It is advisable to read Student's handbook for detailed information.

Fee Payment

- a) The initial tuition fee, application fee, material fee (as applicable) as stated in the offer letter must be paid in advance before the enrolment 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 will be 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 payment plan 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) Student must pay their fee directly to GHMC (GHMC). Student should not pay the fee to the agent and/ or third party in relation to the application for enrolment.
- n) Institute 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.
- o) Institute applies the following procedures to ensure all students are treated fairly and with integrity when applying for refunds.
- p) All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.
- q) All 'refunds' will be approved by the Administration Officer and the applications will be processed within 10 working days of the application being placed.

Feedback, Complaints and Appeals Policy

GHMC is committed to providing a fair and transparent process for resolving student complaints and appeals

through its Student Feedback, Complaints, and Appeals Policy and Procedure.

GHMC maintains a structured complaints management system that allows students to submit feedback or lodge complaints regarding the College, its staff, or any third-party representative. All complaints are handled with fairness and confidentiality, and GHMC aims to respond to and resolve matters promptly in accordance with its policy.

Students have access to both informal and formal complaint processes. If a student is not satisfied with the outcome of a formal complaint, they may escalate the matter through an internal appeal process. If still dissatisfied, the student may request an external review through an independent body, such as the Commonwealth Ombudsman- a free and impartial service available to international students (phone: 1300 362 072).

If a complaint cannot be resolved through GHMC's (GHMC) internal processes, students have access to further independent avenues for review and resolution such as Commonwealth Ombudsman.

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 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.

All the Information on feedback, complaints and appeals is publicly available and easily accessible on GHMC's website www.ghmc.edu.au

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 Department of Home Affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.

GHMC will endeavor to take all the reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

GHMC 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 in order to meet the obligations of Institute under the Standards for RTOs 2025, 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, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018 and the Standards for RTOs 2025. 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 law.

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

- Employer – if you are enrolled in training for industry placement Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Pre-populating student's application/enrolment forms.
- 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).



Appendix 3: Unique Student Identifier

In accordance with the Student Identifiers Act 2014, GHMC requires all students enrolling into their national recognised course at GHMC to provide a valid Unique Student Identifier (USI) prior to enrolment or the commencement of training and assessment.

If a student does not have a valid USI, they are encouraged to create and provide it independently. GHMC may assist in creating a USI if the student provides appropriate consent via the application form and submit valid forms of identification at the time of enrolment. Refer to Appendix 3 for further information.

It is a mandatory requirement for VET students to have a valid USI, and GHMC will not issue a VET qualification or statement of attainment unless the student has been assigned a valid Unique Student Identifier. For further details, refer to GHMC's Qualification Issuance and Statement of Attainment Policy.

If you wish for Global Healthcare Management College Pty Ltd The Trustee for GHMC Trust (GHMC) to create a USI on your behalf, be aware of the following:

GHMC 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 individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Institute/Schools 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 Identifies 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 authorised or required by or under law.

If you would like us (GHMC) 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/documents/privacy-notice-when-rto-applies-their-behalf>. 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 USI Application form during induction prior to the course commencement.