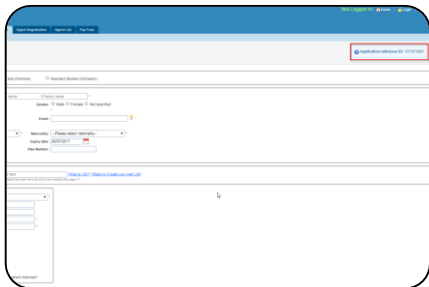
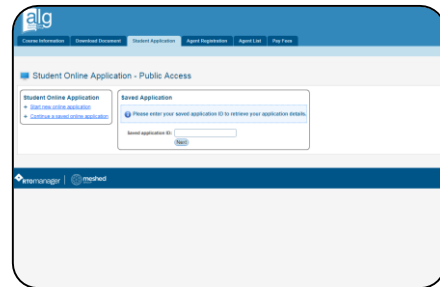


## BEST PRACTICE FOR COLLECTING STUDENT INFORMATION IN RTOMANAGER

Note the Application reference ID while starting the application



Once you have entered all the information you have about your student, provide him with the application ID and point him to the student application where the student continues a saved online application and adds the missing information



Should the above process not work for you or if you prefer to collect the student information manually you can use the form below.

### STEP 1

First Name

Family Name

Gender

Date of Birth

Email Address

Town/City of birth:

Country of birth:

Nationality:

Passport No:

Expiry date:

Contact number:

Full Residential Address

**Note – This document is purely for the purpose of collecting student information and cannot be used as an application form.**

## STEP 2

Are you of Australian Aboriginal or Torres Strait Islander origin?

- No  Yes, only Torres Strait Islander  
 Yes, only Aboriginal  Yes, both

Is English your main language?

- No  
 Yes

If No, what is your main language?

How well do you speak English?

- Very well  Not well  
 Well  Not at all

Was English the language of instruction in previous secondary or tertiary studies?

Have you completed a test of English Language Proficiency?

- No  
 Yes

If yes

- Type of Test
- Date of Test
- Score

What is your highest completed school level?

What year did you complete that school level?

Are you still attending secondary school?

- No  
 Yes

Which BEST describes your current employment status?

- Full-Time Employee  Employed – Unpaid worker in family business  
 Part Time Employee  Unemployed – Seeking full-time work  
 Self-Employed  Unemployed – Seeking part-time work  
 Employer  Not employed – Not seeking employment

Industry of Employment

**Note – This document is purely for the purpose of collecting student information and cannot be used as an application form.**

## STEP 3

Which campus are you applying for?	
Year of study commencement	
Course(s) of choice	
Preferred start date	
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 and 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"/> Other reasons <input type="checkbox"/> For personal interest or self development
Timetable Preference	

## STEP 4

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If YES, indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical Condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other <input type="checkbox"/> Not Specified
Would you like to receive advice on support services, equipment and facilities which may assist you?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Indicate if you plan to study English first and require a conditional letter of offer	<input type="checkbox"/> No <input type="checkbox"/> Yes
Office for Visa Application	
Please indicate if you require assistance in obtaining proof of English proficiency	<input type="checkbox"/> No <input type="checkbox"/> Yes