

2022 ENROLMENT FORM

Course Information:

Course Code & Name: _____ Start Date: _____
 Course Code & Name: _____ Start Date: _____
 ACFE: _____ Start Date: _____
 ACFE: _____ Start Date: _____

Your place in the course is not secured until this form is completed correctly, signed and returned with payment.

How did you hear about this course?

Course Guide Website Email Internet Search Employer _____
 Newspaper Flyer Word of Mouth Radio Social Media
 Online Newsletter Other *Please Specify:* _____

Do you wish to receive information about new courses / Activities? Yes, via email No

YOUR PERSONAL DETAILS

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 The Centre to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Given Name (Legal Given Name)		Middle Name (Legal Middle Name)	Surname (Legal Family Name)	
Date of Birth (DD / MM / YYYY)		Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		
Work Phone	Mobile		Home Phone	

Email Address

Email alternative (Parent/ Guardian email for Client under 18)
(optional)

Residential Address (Building / Property Name / Flat Unit Number / Street Number / Street Name)

Town / Suburb	State	Postcode
Postal Address (if different from above) (Unit / Number / Street / PO Box)		
Town / Suburb	State	Postcode

Gender

Male Female (Indeterminate/Intersex/Unspecified)

In which country were you born?

Australia Other (*Please Specify:* _____)

In which city were you born?

Are you Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No Yes, Aboriginal Yes, Torres Strait Islander

YOUR WORK HISTORY

Of the following categories, which **BEST** describes your current employment status? (Tick ONE box only)

- | | |
|---|---|
| <input type="checkbox"/> 01 Full-time employee | <input type="checkbox"/> 05 Employed - unpaid worker in a family business |
| <input type="checkbox"/> 02 Part-time employee | <input type="checkbox"/> 06 Unemployed - seeking full-time work |
| <input type="checkbox"/> 03 Self-employed - not employing others | <input type="checkbox"/> 07 Unemployed - seeking part-time work |
| <input type="checkbox"/> 04 Self-employed - not employing others (Employer) | <input type="checkbox"/> 08 Not employed - not seeking employment |

Which of the following classifications **BEST** describes your current or recent occupation? (Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> 1 Managers | <input type="checkbox"/> 6 Sales Workers |
| <input type="checkbox"/> 2 Professional | <input type="checkbox"/> 7 Machinery Operators and Drivers |
| <input type="checkbox"/> 3 Technicians and Trade Workers | <input type="checkbox"/> 8 Labourers |
| <input type="checkbox"/> 4 Community and Personal Service Workers | <input type="checkbox"/> 9 Other |
| <input type="checkbox"/> 5 Clerical and Administrative Workers | <input type="checkbox"/> Never Employed |

Which of the following classifications **BEST** describes the industry of your current or previous employer?

(Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing | <input type="checkbox"/> K - Financial and Insurance Services |
| <input type="checkbox"/> B - Mining | <input type="checkbox"/> L - Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> C - Manufacturing | <input type="checkbox"/> M - Professional, Scientific and Technical Services |
| <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N - Administrative and Support Services |
| <input type="checkbox"/> E - Construction | <input type="checkbox"/> O - Public Administration and Safety |
| <input type="checkbox"/> F - Wholesale Trade | <input type="checkbox"/> P - Education and Training |
| <input type="checkbox"/> G - Retail Trade | <input type="checkbox"/> Q - Health Care and Social Assistance |
| <input type="checkbox"/> H - Accommodation and Food Services | <input type="checkbox"/> R - Arts and Recreation Services |
| <input type="checkbox"/> I - Transport, Postal and Warehousing | <input type="checkbox"/> S - Other Services |
| <input type="checkbox"/> J - Information Media and Telecommunications | <input type="checkbox"/> - Never Employed |

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

- No, English Only Yes, Other (*please specify*):

How well do you speak English?

- Very Well
 Well
 Not Well
 Not at All

YOUR EDUCATION

Are you still attending secondary school?

- Yes No

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

- | | |
|--|---|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 11 |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Completed Year 9 or Equivalent _____ |
| <input type="checkbox"/> Completed Year 8 or lower | <input type="checkbox"/> Never attended school |

In which YEAR did you complete that school level? (e.g. 2007)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Do you consider yourself to have a disability, impairment or long-term condition?

- Yes No

If Yes, please indicate the areas of the 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 Health Condition |
| <input type="checkbox"/> Acquired brain injury | <input type="checkbox"/> Vision | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other (<i>Please Specify</i>) | |

Have you been diagnosed as being at risk of anaphylaxis?

- Yes No

Have you SUCCESSFULLY completed any of the following Qualifications? Yes No

See question below

If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers at any applicable level?

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E – Australian Equivalent 3. I - International

A - Australian E - Australian Equivalent I - International

- | | |
|--|---|
| A E I | A E I |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than above |

Were any of the above courses completed as part of your high school Education? Yes No

Of the following categories, which BEST describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)

- | | |
|--|--|
| <input type="checkbox"/> 01 To get a job | <input type="checkbox"/> 07 I wanted extra skills for my job |
| <input type="checkbox"/> 02 To develop my existing business | <input type="checkbox"/> 08 To get into another program of study |
| <input type="checkbox"/> 03 To start my own business | <input type="checkbox"/> 12 For personal interest or self-development |
| <input type="checkbox"/> 04 To try for a different career | <input type="checkbox"/> 13 To get skills for Community Voluntary Work |
| <input type="checkbox"/> 05 To get a better job or promotion | <input type="checkbox"/> 11 Other reasons |
| <input type="checkbox"/> 06 It was a requirement of my job | |

VICTORIAN STUDENT NUMBER (VSN)

To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number (VSN)

If you don't know your VSN, choose one of the following:

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended _____
and / or

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

- | | | |
|----|----|----|
| 1. | 2. | 3. |
|----|----|----|

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we, The Centre, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi/> on computer or mobile device.

The USI is a reference number made up of ten numbers and letters.

Enter your Unique Student Identifier (USI) (if you already have one)

YOUR EMERGENCY CONTACT

Contact Name	Relationship	Contact Number

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Collection of your data

The Centre is required to provide the Department with student and training activity data. This includes personal information collected in The Centre's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

The Centre provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact The Centre's Privacy Officer in the first instance by phone 03 5721 0200 or e-mail administration@thecentre.vic.edu.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

The Centre Student Enrolment Privacy Notice

Under the *Data Provision Requirements 2012*, The Centre 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 enrolment form), may be used or disclosed by The Centre for statistical, administrative, regulatory and research purposes. The Centre may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

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

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and

- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Fees and Charges

All program fees and charges are itemised on the Centre website and include a tuition fee, an amenities fee and a resources fee. An assessment fee may also be charged if you do not complete the program within the specified time frame. You will be required to pay program fees at least one week prior to commencement, unless arrangements for a payment plan have been made. You may be entitled to a Victorian Training Guarantee government subsidy. Your eligibility will be assessed when you enquire about participating in a program. The criteria for this subsidy is available from The Centre Reception. The Centre's refund policy is also available from Reception or The Centre's website and we ask that you familiarise yourself with this policy before paying for the program – see Fees, Charges and Refunds. If you choose to withdraw or transfer from the program prior to completing the qualification you will be entitled at no additional cost to a formal statement of attainment provided you have paid in full for the tuition related to the units of competencies to be shown on the statement of attainment.

The Centre's Client Agreement & Declaration

- 1) I confirm that I have received The Centres **Learner Handbook** which contains information about The Centre's training, assessment and support services, as well as, my rights and obligations prior the completion and signing of my enrolment
- 2) I confirm that I have received sufficient information on the qualification/accredited course and/or units of competency/modules to be provided and which make up the course I am about to undertake
- 3) I agree to abide by The Centre's policies and procedures relating to fees, charges and regulations of the organisation.
- 4) I agree to abide by the learner code of conduct and Child Safe Standards
- 5) I declare that the information contained in this form is true and correct and understand that The Centre may use this information to access government funding on my behalf.
- 6) I consent to The Centre releasing the information about my enrolment, training and assessment to my employer and/or State and Commonwealth Government department and agencies as required by law and its funding contracts.
- 7) I give permission for The Centre to use my name and any photograph of me taken by The Centre staff for the purpose of publicity, advertising and promotion (**cross over if you do not agree**)
- 8) I agree that the personal information collected by The Centre will be:
 - a. used by The Centre for research, statistical analysis, program evaluation and internal management purposes
 - b. used by government departments for audit, research, statistical analysis, program evaluation
 - c. only disclosed to a third party with the appropriate legal documents or agreements/permission in writing from the learner
- 9) I acknowledge and agree to the terms described in this privacy statement:

Client Declaration:

- I acknowledge that I have read the Victorian Government VET Student Enrolment Privacy Notice.
- I acknowledge that I have read The Centre Student Enrolment Privacy Notice.

Client signature: _____ **Date:** _____

***Parent/Guardian Signature (client under 18):** _____ **Date:** _____

***Note:** The Centre may accept enrolment and other permission forms signed by the informal relative carer if the carer provides a signed Informal Relative Carer's Statutory Declaration to The Centre. Although the statutory declaration is titled for 'relative carers', it may be used by informal carers who are not relatives but who have the day to day care of the student and with whom the student is regularly residing. The statutory declaration applies for 12 months.

Office Use Only: To be completed by staff member during enrolment

Concessions: *Please Tick the appropriate concession type identifiers*

Code	Description	Eligible for concession /waiver?
First Character you must tick ONE		
<input type="checkbox"/> A	Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	No
<input type="checkbox"/> G	VCE Scholarship	No
<input type="checkbox"/> H	Health Care Card	Yes - concession
<input type="checkbox"/> M	Prisoner	No
<input type="checkbox"/> O	Other - Students reported with this code are only eligible for a concession contribution from the Department if they are Indigenous Students without concession cards	No, except for the listed non concession type-
<input type="checkbox"/> P	Pensioner Concession Card	Yes - concession
<input type="checkbox"/> V	Veteran Gold Card	Yes - concession
<input type="checkbox"/> Z	None	No

Concession Card Details

Name: _____
 Card No. _____
 Expiry: _____

Take Photocopy of sighted card as evidence of eligibility for concession.

Second Character - tick ONE if applicable

<input type="checkbox"/> C	Fee Waiver for students training in a skill set under the Construction Industry Skill Sets initiative.	Yes - Waiver
<input type="checkbox"/> E or I	Skills First Youth Access Initiative.	Yes
<input type="checkbox"/> R	Fee Waiver for students training in a skill set under the JobTrainer Skill Sets initiative.	Yes - Waiver
<input type="checkbox"/> T	Fee Waiver for a student training in a course under the Free TAFE for Priority Courses initiative (to be reported by TAFE Institutes and Dual Sector Universities only).	Yes - Waiver
<input type="checkbox"/> X	Individuals who are required to undertake the program (course) pursuant to a community based order made under the <i>Children, Youth and Families Act 2005</i> or individuals held in the Judy Lazarus Transition Centre	Yes Requires Referral
<input type="checkbox"/> Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes - Waiver

FUNDING TYPE: (Must Select At Least One):

- VTG Funded – Attach already completed Eligibility Form
 ACFE Funded- Attach already completed Eligibility Form

- Fee for Service
 Identified as Aboriginal or Torres Strait Islander (charged concession only)

Payment to be made by: (Must Select At Least One)

- Applicant
 JSA Provider (Non-jobseeker)
 Schools in transition program MOU
 Fee Waiver – Financial Hardship (Attach Evidence)

- Employer
 JSA or Other Jobseeker Agency
 MOU (Provide details) _____

Complete the following statement of fees for all courses including those that are “fee free”.

This document provides details of the hourly tuition fee, any other applicable fees and the approximate government contribution for your enrolment. For other information about your course please refer to your course information sheet.

Office Use Only:		2022	GST
Course Type <input type="checkbox"/> Fee For Service <input type="checkbox"/> Government Funded <input type="checkbox"/> Government Funded Concession			
Tuition Fee	_____ hours X _____ Cents Per Hour	\$	
Amenity Fee		\$	
Materials		\$	\$
Other		\$	\$
Sub Total (Amenity, Materials and Other)		\$	\$
Total Fees		\$	\$
Approx. Govt. Tuition Fee Contribution		\$	

Detach and provide a copy to client – This is an AQTF/VRQA requirement and must be completed.



 Complete the following statement of fees for all courses including those that are “fee free”.

This document provides details of the hourly tuition fee, any other applicable fees and the approximate government contribution for your enrolment. For other information about your course please refer to your course information sheet.

Office Use Only:		2022	GST
Course Type <input type="checkbox"/> Fee for Service <input type="checkbox"/> Government Funded <input type="checkbox"/> Government Funded Concession			
Tuition Fee	_____ hours X _____ Cents Per Hour	\$	
Amenity Fee		\$	
Materials		\$	\$
Other		\$	\$
Sub Total (Amenity, Materials and Other)		\$	\$
Total Fees		\$	\$
Approx. Govt. Tuition Fee Contribution		\$	