

## ENROLMENT FORM

### Section 1: Personal Information

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 Advance 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.

<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		
<b>Family Name:</b>		<b>Former Surname:</b>	
<b>First Name:</b>		<b>Middle Name:</b>	
<b>Date of Birth:</b>			
<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other		
<b>Residency:</b>	I will be a Victorian resident for the duration of the course: <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### Current Residential address

<b>Number and street:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	

#### Current postal address (only if different from above)

<b>Number and street:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	

#### Your contact details

<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email:</b>			

#### Emergency contact details

<b>Name:</b>		<b>Relationship:</b>	
<b>Contact number:</b>			

#### Employer Details (Workplace Training Only)

<b>Trading Name:</b>			
<b>Business Type:</b>			
<b>Contact Name:</b>			
<b>Address:</b>			
<b>Mobile:</b>		<b>Email:</b>	

#### 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 VSN has been allocated on enrolment to each individual student aged up to 24 years.

Students should 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 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.

<b>Enter your Victorian Student Number (VSN):</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?**

- 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:

If **yes**, 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**

From 1 January 2015, Advance can 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 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/>.

If you are exempt from providing a USI, your training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

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

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If you would like Advance to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I, \_\_\_\_\_, authorise Advance to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

  
Signature:

Date:     /     / 2017

**Section 2: Course/Qualification Enrolment**

<b>Name of Course/Qualification:</b>	
<b>Preferred start date (month &amp; year):</b>	
<b>Preferred Location:</b>	<input type="checkbox"/> Rosebud <input type="checkbox"/> Hastings <input type="checkbox"/> Mornington <input type="checkbox"/> Other:
<b>How did you hear about this course?</b>	<input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Brochure <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Jobactive Provider <input type="checkbox"/> Other:

**Section 3: Language and Cultural Diversity**

<b>In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
<b>In which town/city were your born?</b>	
<b>Do you speak a language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, please specify:
<b>How well do you speak English?</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>Are you of Australian Aboriginal or Torres Strait Islander origin?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Australian Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <i>(for persons of both Australian Aboriginal and Torres Strait Islander origin, mark both Yes boxes)</i>

Section 4: Disability and Special Consideration	
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
If <b>yes</b> , please indicate the area of disability, impairment or long-term condition below ( <i>you may select more than one</i> ):	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Other:	
<b>Do you require extra assistance/support?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
If <b>yes</b> , please indicate the type of support required:	
Section 5: Educational Background and Qualifications	
<i>Schooling</i>	
<b>What is your highest completed school level?</b>	
<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	
<b>In which year did you complete that school level?</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Are you still attending secondary school?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Are you under 17 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide a <b>Transition from School Form</b> signed by your Principal</i>	
<i>Recognition of Prior Learning</i>	
<b>Do you intend to apply for Recognition of Prior Learning or Recognition of Currency Competency?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>If you selected Yes, the Training Coordinator will discuss this with you.</i>	
<b>Do you intend to apply for a Credit Transfer?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>If you selected Yes, Training Administration will contact you.</i>	
<i>Qualifications</i>	
<b>Have you successfully completed any of the following qualifications?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please tick the Prior Education Achievement Recognition Identifiers for any applicable qualification level. If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: <b>A</b> – Australian; <b>E</b> – Australian equivalent; <b>I</b> – International	
A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Bachelor Degree or Higher Degree A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Advanced Diploma or Associate Degree A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Diploma or Associate Diploma A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Certificate III (or Trade Certificate) A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Certificate II A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Certificate I A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> Certificates other than the above	

Section 6: Employment					
<b>Of the following categories, which BEST describes your current employment status?</b>					
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Employer		<input type="checkbox"/> Employed (unpaid in family business) <input type="checkbox"/> Unemployed (seeking part-time work) <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Not employed (not seeking employment)			
<b>Which of the following classifications best describes your current or recent occupation?</b>					
<input type="checkbox"/> Managers <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Community and Personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers			<input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers <input type="checkbox"/> Other		
<b>Which of the following classifications best describes the industry of your current or previous employer?</b>					
<input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Transport, Postal and Warehousing			<input type="checkbox"/> Information Media and Telecommunications <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Rental, Hiring and Real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Education and Training <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts and Recreation Services <input type="checkbox"/> Other Services		
Section 7: Study Reason					
<b>Why do you want to do this course?</b>					
<input type="checkbox"/> To get a job <input type="checkbox"/> To try a different career <input type="checkbox"/> To get into another course or study <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> For personal interest or self-development			<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To start my own business <input type="checkbox"/> It's a requirement of my job <input type="checkbox"/> Other:		
Section 8: Payment Details					
<b>Do you have a current concession card?</b>					
<i>(Advance staff will need to sight the card and take a copy to place in your file)</i>					
<input type="checkbox"/> No		<input type="checkbox"/> Yes <i>(please select type of concession and provide your CRN):</i>			
<input type="checkbox"/> Health Care Card <input type="checkbox"/> Veterans Gold Card <input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> Community Based Order <input type="checkbox"/> Other:					
<b>Jobactive Referral Form provided:</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
<b>Is a third party paying for your fees:</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
<i>If you selected Yes, please provide the following information:</i>					
<b>Name of third party:</b>				<b>Contact number:</b>	
<b>Purchase Order or Letter of Authority Attached:</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes		
<i>Student Payment (to be completed by an Advance staff member at enrolment)</i>					
<i>*If a Payment Plan is required, Advance staff will prepare a payment plan for you.</i>					
<b>Tuition Fee:</b>	\$	<b>Amenities Fee:</b>	\$	<b>Materials Fee:</b>	\$
<b>Total Fees:</b>	\$	<b>Payment Plan Required*:</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes	

## Section 9: Privacy Statement and Student Declaration

### 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*

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

Advance 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.

A student's USI may be used for specific VET purposes including the verification of student data provided by Advance; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

#### *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.

#### *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 Advance's Privacy Officer in the first instance by phone (03) 5986 4623 or email [admin@advance.vic.edu.au](mailto:admin@advance.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>

**Section 9: Privacy Statement and Student Declaration (cont'd)**

I declare that the information provided to **Advance** in application for study, including evidence to confirm my date of birth, is to the best of my knowledge true, correct and complete at the time of my enrolment/application.

I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of **Advance**.

I understand that it is my responsibility to provide all relevant and required documentation.

I authorise **Advance** to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.

I declare that I am an Australian Citizen; or a holder of a permanent visa; or a New Zealand Citizen; or a holder of a referral form/letter confirming me as an 'Asylum Seeker or Victim of Human Trafficking' from the Asylum Seeker Resource Centre or the Australian Red Cross.

***If you are under the age of 18, this form needs to be signed by a parent/guardian***

As the parent/guardian of the applicant identified in this document, I confirm that all information provided to confirm eligibility for government subsidised training is to the best of my knowledge true, correct and accurate.



**Student Name:**

**Student Signature:**

**Date:**    /    / 2017

**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**    /    / 2017