

## 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 legal name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

**Title:** ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ NA

**Surname:**

*(Legal family name)*

**Given Name:**

**Middle Name:**

**Date of Birth:**

**Gender:**

☐ Female ☐ Male ☐ Other:

**Residency:**

I will be a Victorian resident for the duration of the course: ☐ Yes ☐ No

*Current Residential address*

**Number and Street:**

**Suburb:**

**Postcode:**

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

**Number and Street:**

**Suburb:**

**Postcode:**

*Your contact details*

**Telephone:**

**Mobile:**

**Email:**

*Emergency contact details*

**Name:**

**Relationship:**

**Contact Number:**

*Employer Details (Workplace Training Only)*

**Trading Name:**

**Business Type:**

**ABN:**

**Contact Name:**

**Address:**

**Mobile:**

**Email:**

**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 upon 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 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):**

<b>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?</b>	
<input type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011 <input type="checkbox"/> Yes – I have attended a Victorian school since 2009:	
If <b>yes</b> , most recent Victorian school attended:	and/or
<input type="checkbox"/> 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.	
<b>Unique Student Identifier</b> 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 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 <a href="https://www.usi.gov.au/students/create-usi">https://www.usi.gov.au/students/create-usi</a> on your computer or mobile device. 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.	
<b>Enter your Unique Student Identifier (USI) if you already have one:</b>	
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 <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a> .  I, _____, have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a> and NCVER policies, procedures and protocols published on NCVER's website at <a href="https://www.ncver.edu.au/">https://www.ncver.edu.au/</a> .	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: left;"> <b>Signature:</b> </div> <div style="text-align: right;"> <b>Date:</b>     /     / 20         </div> </div>	
<b>Section 2: Course/Qualification Enrolment</b>	
<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>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> AASN</div> <div style="width: 33%;"><input type="checkbox"/> Flyer</div> <div style="width: 33%;"><input type="checkbox"/> Jobactive Provider</div> <div style="width: 33%;"><input type="checkbox"/> Community Corrections</div> <div style="width: 33%;"><input type="checkbox"/> Former student</div> <div style="width: 33%;"><input type="checkbox"/> School</div> <div style="width: 33%;"><input type="checkbox"/> DES</div> <div style="width: 33%;"><input type="checkbox"/> Friend/Relative</div> <div style="width: 33%;"><input type="checkbox"/> WDP</div> <div style="width: 33%;"><input type="checkbox"/> Employer</div> <div style="width: 33%;"><input type="checkbox"/> Internet search</div> <div style="width: 33%;"><input type="checkbox"/> Website</div> </div>
<b>Section 3: Language and Cultural Diversity</b>	
<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>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	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 ( <i>please specify</i> ):	
Do you require extra assistance/support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please indicate the type of support required:	
Section 5: Educational Background and Qualifications	
Schooling	
What is your highest completed school level?	
<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	
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you under 17 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide a Transition from School Form signed by your Principal</i>	
Recognition of Prior Learning	
Do you intend to apply for Recognition of Prior Learning or Recognition of Currency Competency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you selected Yes, an Authorised RTO Representative will discuss this with you.</i>	
Do you intend to apply for a Credit Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you selected Yes, an Authorised RTO Representative will discuss this with you.</i>	
Qualifications	
Have you successfully completed any of the following qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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: A – Australian; E – Australian equivalent; I – 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	

<b>Section 6: Employment</b>					
<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"/> Self-employed (employing others)			<input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Unemployed (seeking part-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		
<b>Section 7: Study Reason</b>					
<b>Which BEST describes your main reason for undertaking this program? (please tick one box only)</b>					
<input type="checkbox"/> To get a job <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get into another program of study <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work			<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 was a requirement of my job <input type="checkbox"/> Other:		
<b>Section 8: Payment Details</b>					
<b>Do you have a current concession card?</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Advance Staff – attach copy of concession card (must include signature panel, name, CRN and expiry date)</i>					
<input type="checkbox"/> Health Care Card <input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> Veterans Gold Card					
<b>Are you being referred by a Jobactive Provider?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Name of Provider:</b>				<b>Contact number:</b>	
<b>Is a third party paying for your fees:</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <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"/> Yes <input type="checkbox"/> No		
<b>Student Payment (to be completed by Advance staff at enrolment)</b>					
<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"/> Yes <input type="checkbox"/> No	

## Section 9: Victorian Government VET Student Enrolment Privacy Notice

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Advance is required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the NCVER, and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (ASQA or VRQA)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

### *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

<https://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 that you may opt out of the NCVER 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](http://www.ncver.edu.au)).

### *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.

## Section 9 (cont'd): Victorian Government VET Student Enrolment Privacy Notice

### *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) 5977 2976 or email [tim.n@advance.vic.edu.au](mailto:tim.n@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 <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>.

## Section 10: Student Declaration and Consent

I acknowledge that I have read the combined *National VET Data Policy Privacy Notice* and *Victorian Government's VET Student Enrolment Privacy Notice*.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I have been provided with a Statement of Fees and agree that payment of any fees for which I am liable will be made within the agreed time.

I understand that a qualification will be issued on successful completion of all units and when all applicable fees have been paid. I also understand that I am entitled, at no additional cost, to a Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, providing fees have been paid in full.

I have read and understood the Advance Student Handbook (accessible via the Advance website) which contains the Privacy Policy, the Complaints, Grievances and Appeals Policy, the Access, Equity and Participant Selection Policy, the Recognition of Prior Learning (RPL) Policy, the Credit Transfer Policy and the Fees, Charges and Refunds Policy.

I am bound by the Advance Code of Conduct and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time. I have read the summary of relevant legislation in the Student Handbook.

*Marketing Use Content:* I give Advance permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by Advance for future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time.

☐ I choose to opt-out of this marketing and usage consent.

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

**Student Name:**

**Student Signature:**

**Date:**     /     / 20

**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**     /     / 20