

ENROLMENT FORM

Accredited courses, 2018

Before filling out this form, please ensure you have read and understood all information given to you regarding your training.

If you have any questions, please contact the Centre on **5672 3115** or by email at **info@basscoastadulced.org.au**.

PLEASE ENSURE YOU READ AND SIGN THE DECLARATION ON PAGE 3 OF THE FORM.

Name of course

Name of Course/Training if known: _____

How did you hear about this training?

Brochure Local paper Friend/relative Website Social media Agency Other _____

Personal Information

Surname _____

Given names _____ Title _____

Please give name accurately and legibly as they will be used on any certificates or results issued to you.

Date of Birth (dd/mm/yyyy) ____/____/____ (Date must match the ID you supply)

Gender: Male Female Not stated City/town of birth _____

Residential Address

Street _____

Town _____ State _____ Post code _____

Postal Address

As above **OR** PO Box or RMB Number _____

Town _____ State _____ Postcode _____

Contact details

Home phone _____ Work phone _____

Mobile _____ Email _____

Preferred contact method: Email Mobile Mail

Emergency Contact

Person _____ Relationship to you _____

Phone _____ Mobile _____

Centrelink concessions

Do you have a Centrelink concession card? No Yes (Please show at enrolment to gain concession.)

If **Yes**: Type _____ CRN number _____ Expiry date _____

(Proof sighted By whom:)

Disabilities

Do you consider yourself to have a disability, impairment or long-term condition for which you may require assistance?

No Yes (please specify)

Hearing Vision Intellectual Learning Mental illness Acquired Brain Injury (ABI)

Physical Medical condition Other _____

Medical conditions BCAEC needs to know about

Do you have any pre-existing ailments (requiring possible treatment) that we need to know about: Yes No

If **Yes**: Have you briefed staff on required emergency actions to be taken? Yes No

Is medication for you to be kept at Centre? Yes No Details _____

Are you an ambulance subscriber? Yes No

Citizenship and language

In which country were you born? _____
Do you speak a language other than English at home? No Yes , I speak: _____
If Yes, how well do you speak English? Very well Well Not well Not at all

If you are NOT a permanent resident or citizen of Australia

PLEASE BRING YOUR PASSPORT AND LATEST VISA WHEN ENROLLING

Originating country (on passport) _____ Date arrived in Australia _____
Passport No. _____ Visa _____
Visa subclass number/type _____ Visa expiry date _____

Cultural background

Are you of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander Both

Permissions

Do you give permission for:
Your work to be placed on view in the centre (if relevant)? Yes No
Your image to appear in our publicity – brochure, local print media, centre handbooks? Yes No

Unique Student Identifier (USI) number (Ask admin if not sure of this—they can help you apply for this)

USI number _____
Since 2015, the Australian Government requires all students enrolled in government-funded training to have a Unique Student Identifier (USI). Info on applying for a USI is supplied at the end of form.

Secondary schooling

Are you still in secondary school? Yes No

Victorian Student Number (VSN)

VSN _____
The Victorian Student Number (VSN) is a unique student ID assigned to all Victorian students in school or vocational training.
Unknown VSN No, never issued Don't know

Reason for study

To get a job To develop my existing business To start my own business
 To try for a different career To get a better job or promotion It was a requirement of my job
 I wanted extra skills for my job To get into another course of study For personal interest/self-development
 Other

Credit Transfer (CT) or Recognition of Prior Learning (RPL)

Are you applying for CT or RPL against any of this training (if relevant)?
 Yes No Not sure (Please ask your enrolling officer about this if unsure.)

Your highest COMPLETED school level in Australia

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Never attended school
What year did you complete this level? _____ Where? _____

Education history – GOVERNMENT SUBSIDISED TRAINING only

1. Have you SUCCESSFULLY completed any of the following qualifications? Tick the ones which apply.
 Bachelor degree or higher Advanced Diploma or Associate Degree Diploma Cert IV
 Cert III Cert II Cert I Certificate other than the above
What kind of qualifications were these? Please ask for assistance if you are not sure.
 Australian qualification Australian equivalent International qualification

2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? (Include training you have enrolled in at this and other training providers but not yet started.)
0 1 2 3 4+ (circle number)

3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0 1 2 3 4+ (circle number)

4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? (Do not answer this question if you are seeking to enrol in a Foundation Skills course—ask admin for clarification of this.)

0 1 2 3 4+ (circle number)

Current employment status

Which best describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Unemployed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Employer – employing more than 1 staff | <input type="checkbox"/> Not employed – not seeking employment |

Field of employment

Which of the following classifications BEST describes the industry of your current or previous employer? (Tick ONE box only.)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Agriculture, Forestry & Fishing | <input type="checkbox"/> Mining | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Electricity, Gas, Water & Waste Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Accommodation & Food Services |
| <input type="checkbox"/> Transport, Postal & Warehousing | <input type="checkbox"/> Information, Media & Telecommunications | <input type="checkbox"/> Financial & Insurance Services | |
| <input type="checkbox"/> Rental, Hiring & Real Estate | <input type="checkbox"/> Professional, Scientific & Technical | <input type="checkbox"/> Admin & Support Services | |
| <input type="checkbox"/> Public Admin & Safety | <input type="checkbox"/> Health Care & Social Assistance | <input type="checkbox"/> Education & Training | |
| <input type="checkbox"/> Arts & Recreation Services | <input type="checkbox"/> Other | | |

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

- | | | | | |
|---|---------------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> Manager | <input type="checkbox"/> Professional | <input type="checkbox"/> Technician or Trade worker | <input type="checkbox"/> Community & Personal service | |
| <input type="checkbox"/> Clerical & Admin | <input type="checkbox"/> Sales | <input type="checkbox"/> Machinery Operator or Driver | <input type="checkbox"/> Labourer | <input type="checkbox"/> Other |

Student declaration—Eligibility

I (student) _____, in seeking to enrol in
(course name) _____

declare the following to be true and accurate statements:

- I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (Circle appropriate response)
- I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment (SEE)* program.
- I understand that my enrolment in the above qualification is being subsidised by the Victorian and Commonwealth Governments under the Skills First Program*. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Skills First Program.
- I have read and agree to the BCAEC Enrolment Policy and Victorian Government VET Student Enrolment Privacy Notice. I also acknowledge and agree to the BCAEC terms, conditions and privacy statement.

I also declare that the information provided on this enrolment form is, to the best of my knowledge true, correct and complete at the time of my enrolment. I acknowledge that any false information and/or failing to disclose any relevant information to my application for enrolment may result in the withdrawal of any enrolment, particularly as it relates to my eligibility to obtain an offer of government subsidised training and/or cancellation of enrolment at the discretion of the Bass Coast Adult Education Centre.

Signed (student): _____ Date: _____

Eligibility for government-subsidised courses

* Under eligibility rules for government-subsidised training since June 2014, an individual is only eligible to:

- commence a maximum of two government subsidised courses **in a calendar year, at any time within that year;**
- undertake a maximum of two government subsidised courses **at any one time;**
- commence a maximum of two government subsidised courses **at the same level** within the Australian Qualification Framework **in their lifetime;** and
- commence a maximum of two government subsidised accredited courses **with the title 'Course in ...' in their lifetime.**

NB: Qualifications listed on the Foundation Skills List (i.e. literacy and numeracy programs) will NOT count towards the course maximums.

Course fees

Name of course _____

Date of enrolment _____

Student tuition contribution \$ _____

Other fee/s \$ _____ (Description of fee _____)

Total Fee Payable \$

Is an agency paying for your course?

No Yes

OFFICE USE ONLY

Identity document presented: (P'copy attached)

Evidence of citizenship/residency/concession and age: Document/s sighted:

Number of courses student is currently eligible for: 1 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted, and the information provided to me by the student in the Educational History section of this form, I believe that the above individual satisfies the Skills First Program eligibility criteria as set out in the VET funding contract and is eligible for funding under the Victorian Skills First Program for the following qualification/s:

(full title of qualification/s in which student is seeking to enrol)

Authorised RTO delegate name: _____ Position: _____

Signed: _____ Date: ____/____/____

Bass Coast Adult Education Centre Enrolment and Privacy Policies

- I have been made aware of, read, understood and agree with all fees and charges applying to this course prior to signing this form. This information includes course cancellations and refunds.
- I have been given the BCAEC Student Handbook upon enrolment, have read and understood it. I agree to be bound by the centres' policies and procedures and code of conduct whilst enrolled as a student here.
- I agree to the release of my personal/medical information for educational reasons or to meet legal obligations or in the case of an emergency, as authorised in accordance with privacy policies and legislation.
- I understand that my information will not be used for marketing by any organisation other than Bass Coast Adult Education Centre and that I may opt out of marketing messages at any time.
- I understand that an Individual Training Plan has been/is currently being created by the Centre staff for me, that I can request information on this and request changes when and where I require it, and agree to make changes when required.
- I understand that should I need to travel in any staff member's vehicle that staff members and/or this centre will take every care but no responsibility during travel times.
- I agree that I am entitled to a Statement of Attainment at no extra cost, for each unit completed and fully paid for, but understand that reprints of certificates and Statements of Attainment will incur a fee.
- I acknowledge and agree with the terms described above and those set out in all student information given to me.

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).

1. Collection of your data

BCAEC is required to provide the Department with student and training activity data. This includes personal information collected in this enrolment form and unique identifiers such as the Victorian Student Number and the Commonwealth's USI. BCAEC 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>

2. Use and disclosure 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 BCAEC; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies. 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).

3. Legal and Regulatory

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

4. 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.

5. 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 BCAEC's Manager in the first instance by phone 5672 3115 or email manager@basscoastadulterd.org.au

6. 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.

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>