

**ENROLMENT APPLICATION FORM**

- Check the course details on Bass Coast Adult Learning website at [www.bcal.vic.edu.au](http://www.bcal.vic.edu.au)
- Please use BLOCK LETTERS and tick the appropriate boxes.
- Complete all questions, sign and date the application form.
- Submit the completed form with all required supporting documentation.

**PERSONAL DETAILS (Your legal name must be used for USI purposes)**

**BLOCKK Letters Please**

Title  Mr  Mrs  Ms  Other: \_\_\_\_\_

Surname (Legal family name) \_\_\_\_\_

Given Names (Legal names) \_\_\_\_\_

Date of Birth (i.e. 31/05/1996)      /      /      Gender:  Male  Female  Indeterminate/Unspecified

Have you previously been enrolled at Bass Coast Adult Learning?  Yes  No

Have you previously studied part of your selected course(s) at another institution?  Yes  No

Are you currently enrolled in any other accredited courses?  Yes  No

**CONTACT INFORMATION**

**BLOCKK Letters Please**

Usual home address:  
*Number and street name* \_\_\_\_\_

Suburb \_\_\_\_\_ Post code \_\_\_\_\_

Mobile no \_\_\_\_\_ Home Phone \_\_\_\_\_

Email address \_\_\_\_\_

**POSTAL ADDRESS** Same as above  Yes  No—Please complete below

*Number and street name* \_\_\_\_\_

*/PO Box / RSD* \_\_\_\_\_

Suburb \_\_\_\_\_ Post code \_\_\_\_\_

**Emergency contact information** Name \_\_\_\_\_

Telephone/Mobile \_\_\_\_\_ Relationship \_\_\_\_\_

**LANGUAGE AND CULTURAL DIVERSITY**

In which country were you born? Australia  Yes  No, please specify \_\_\_\_\_

Do you speak a language other than English at home? (*Language most spoken if multiple*)  No, English only  Yes, please specify \_\_\_\_\_

How well do you speak English?  Very Well  Well  Not well  Not at all

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

**DISABILITY**

Providing information about a disability will not disadvantage your application. This information is collected to ensure that BCAL provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No

If yes, please indicate the areas of disability, impairment or long-term condition. (*You may indicate more than one area.*)

Hearing/deaf  Physical  Intellectual

Learning  Mental illness  Acquired brain impairment

Medical condition  Vision  Other

**SCHOOLING**

What is your highest COMPLETED school level?  Completed Year 12  Completed Year 11

*Tick one box only.*  Completed Year 10  Completed Year 9 or equivalent

In which YEAR did you complete that school level?  Completed Year 8 or lower  Never attended school

Are you still attending secondary school?  Yes  No

## 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 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.

What is your **Victorian Student Number**?

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Have you attended any Victorian school since 2009, or done any training with a VET Registered Training Organisation or an Adult and Community Education provider in Victorian 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.

**(Proceed to the next section if you answer NO to the above.)**

- Yes, I have attended a Victorian school since 2009;  
Name of most recent 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 organisation with which you have participated in training in Victoria since 2011. (List up to 3 training organisations.)

- 1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

## UNIQUE STUDENT IDENTIFIER (ACCREDITED COURSES ONLY)

From 1 January 2015, BCAL 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). In addition we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi/>

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi>

If you know it, what is your USI?

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If you are unsure if you have a USI, BCAL are able to use the 'Existing USI Search' tool on [www.usi.gov.au](http://www.usi.gov.au) to check. Sign here if you are happy to authorise BCAL to check your USI records before applying for a new USI.

I, the applicant request and authorise BCAL to check my USI records for an existing USI on my behalf, before applying for a new one.

**Student Signature:** \_\_\_\_\_

If you do not have a USI, BCAL can apply for one on your behalf, but you must complete the USI Application Form, available from BCAL Reception. This will require further, more detailed proof of identification to be submitted to BCAL.

## PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications:

If YES, please indicate with a tick **your highest** qualification, using the key below:

A – Australian  
E – Australian Equivalent  
I – International

- Yes     No

A	E	I

Bachelor Degree or Higher Degree  
Advanced Diploma or Associate Degree  
Diploma (or Associate Diploma)  
Certificate IV (or Advanced Certificate/Technician)  
Certificate III (or Trade Certificate)  
Certificate II  
Certificate I  
Certificates other than the above

## EMPLOYMENT

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

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – 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"/> Self-employed - employing others     | <input type="checkbox"/> Not employed – not seeking employment         |

Which of the following classifications BEST describes your current or recent occupation? *(Tick one only.) If never employed go to Study Reason.*

- |   |  |
|---|--|
| <input type="checkbox"/> 1 - Manager                                | <input type="checkbox"/> 6 - Sales Workers                   |
| <input type="checkbox"/> 2 - Professionals                          | <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    |  |

Which of the following classifications BEST describes the Industry of your current or previous Employer?

- |   |  |
|---|--|
| <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   |  |

## STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this program / traineeship / apprenticeship? *(Tick one box only.)*

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> I wanted extra skills for my job           |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> To get into another program of study       |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> For personal interest or self-development  |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                              |
| <input type="checkbox"/> It was a requirement of my job   |   |

## BCAL MARKETING RESEARCH

How did you hear about BCAL? *Please tick.*

- Advertising     Word of Mouth     Web/Internet     Other

## PAYMENT ARRANGEMENTS

### General Payment Information

Fees can be paid by Cash, Cheque or EFTPOS VISA/MasterCard. Fees can be paid over the phone with a Credit card or directly deposited into BCAL bank account. Course/program costs are subject to change without notification

Name of person, organisation or business responsible for payment of fees (if **different** to enrolling student)

Address

Postcode

Telephone number

Mobile

Concession rate applicable?

- Yes     No

*Where concession is requested, a copy of your concession card will be retained on file.*

**NOTE: NO** concessions will be applied where the student's enrolment is being funded by a government funded agency.

### Payments for Accredited Courses

- A deposit is required on booking for a course/program. Concessions are available for some courses for eligible students.
- Programs are run subject to enrolment numbers.
- **Accredited courses require a non-refundable deposit of \$200.00.**
- Where full payment of fees is not received at enrolment, students are required to enter into a payment plan with BCAL. Invoices will be issued at the beginning of each term (quarterly) or semester (half year).

## STUDENT ENROLMENT PRIVACY NOTICE AND DECLARATION

Under the *Data Provision Requirements 2012* BCAL 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 and your training activity data) may be used or disclosed by **BCAL** for statistical, regulatory and research purposes. **BCAL** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking vocational education and training, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds 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** – BCAL is required to provide the Department with student and training activity data. This includes personal information collected in the BCAL enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). BCAL 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 BCAL; 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. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the 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)). 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 BCAL's Manager in the first instance by phone or email.

### 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>.

### Student Declaration and Consent

- I acknowledge that I have read the *National VET Data* and *Victorian Government 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.

(Declaration continues overleaf, with place for student signature)

### Government Funding

For applicants eligible for government subsidised training under the Skills First initiative, the following statements apply:

- I have completed the **Skills First Evidence of Student Eligibility and Student Declaration form**.
- I declare that I am an Australian Citizen; or a holder of a permanent visa; or a holder of a Special Category Visa (sub class 444, New Zealand); or an East Timorese Asylum Seeker; or a holder of a Temporary Protection Visa Holder; or a holder of a referral form from the Asylum Seeker Resource Centre confirming me as an "Asylum Seeker"; or a holder of a referral form from the Australian Red Cross confirming me as a Victim of Human Trafficking.
- I have been informed of the eligibility requirements for government subsidised training under the Skills First program, and a that receiving funding at this time may impact on any future entitlements.

In addition I understand and 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 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 BCAL
- It is my responsibility to provide all relevant and required documentation.
- I **am not** a prisoner from the Judy Lazarus Transition Centre or a young person required to undertake a course of study pursuant to a community based order.
- I accept BCAL Terms and Conditions as listed and included in the Student Handbook I have received.
- I authorise BCAL to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Skills First funding.

Student Signature \_\_\_\_\_

Date / /

Parent/Guardian Signature <i>(If required)</i>	Date / /
Parent/Guardian Name <i>*Parental/guardian consent is required for all students under the age of 18.</i>	
Parent/Guardian contact details <i>(if different from Emergency Contact information on Page 1)</i>	Mobile
	Home phone
Address	Suburb Post Code

### BCAL RTO delegate statement

I confirm that the applicant:

- Has completed the **enrolment form**
- Has completed the BCAL **LLN assessment** documentation and been assessed as having appropriate skills for entry into the course as discussed and agreed.
- Has completed a **Skills First Program Evidence of Student Eligibility and Student Declaration form**.
- Has been informed of the eligibility requirements for government subsidised training under the Skills First Program and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration,
- Has been informed that accepting funding at this time may impact their access to future government-subsidised training.

I have conducted the **Pre-training Review**, and completed BCAL documentation in support.

RTO Delegate Name \_\_\_\_\_

Position within BCAL \_\_\_\_\_

RTO Delegate Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Office Use only</b>		<input type="checkbox"/> VETTrak	<input type="checkbox"/> USI required	<input type="checkbox"/> VSN ID (student under 24 years of age)			
Driver's licence sighted (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> SF Eligibility completed	<input type="checkbox"/> Not applicable				
<b>Payment of fees</b>	<input type="checkbox"/> Student	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Job Agency	<input type="checkbox"/> Other			
If Agency or Business	<input type="checkbox"/> Purchase order received	<input type="checkbox"/> Invoice sent	/ /	/ /			
Concession required?	<input type="checkbox"/> Yes	<input type="checkbox"/> Copy evidence retained					
Payment received	<input type="checkbox"/> In full	<input type="checkbox"/> Payment Plan (Sent / / )					
Amount paid at enrolment \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Other			
Name of BCAL delegate interviewer _____							
Course enrolled in:							
Cert Level	Course Code	Course Name	Day/s	Course Duration	Start Date	End Date	Funding Source