

Enrolment Form 2019 (Short Course)

Student ID:			
Course Code:		Campus:	
Course Name:			
Date Submitted:			

1. Personal Details

Title Mr Mrs Miss Ms Dr

Last Name _____

Previous Name _____

First Name _____

Middle Name _____

Gender Male Female Intersex

Date of Birth _____

2. Unique Student Identifier (USI)

Enter Your Unique Student Identifier: _____

From 1 January 2015, TAFE Gippsland 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 a computer or mobile device.

3. Residential Address

Flat/Unit No. _____ Street No. _____

Street Name _____

Suburb/Locality or Town _____ Post Code _____

4. Postal Address

PO Box or roadside Delivery Box _____

Suburb/Locality or Town _____ Post Code _____

5. Student Contact

Phone _____

Mobile _____

Work _____

Email _____

Emergency Contact/ Next of Kin Name _____

Phone _____

6. Language and Cultural Diversity

1. In which country were you born?

Australia Other, please specify _____

2. In which City were you born? _____

3. Are you an Australian Citizen? Yes No

4. Are you a permanent Australian Resident? Yes No

5. Are you a New Zealand Citizen? Yes No

6. Do you speak a language other than English at home? No, English only

Yes, please specify _____

7. Are you of Aboriginal or Torres Strait Islander origin? Yes No

(if yes, please tick relevant box) Aboriginal Torres Strait Islander Both

7. Disability & Mental Health

1. Do you consider yourself to have a disability, impairment or long-term condition?

Yes No, go to section 8

2. If YES, then please indicate the area of disability, impairment or long-term condition:

Hearing/deaf Learning Vision
 Physical Mental illness Medical condition
 Intellectual Acquired brain impairment Other

3. Do you require special assistance? Yes No

8. Schooling

1. What is your highest COMPLETED secondary school level?

Completed Year 12 Completed Year 9 or equivalent

Completed Year 11 Completed Year 8 or below

Completed Year 10 Never attended school

2. Are you still attending secondary school? Yes No

3. If Yes, please indicate which school you are currently attending:

9. Previous Qualifications Achieved

1. Have you SUCCESSFULLY completed any qualifications?

Yes No- go to question 10

2. If yes, please select which one of these Prior Education Achievement Recognition Identifiers any applicable qualification level

A – Australian | E – Australian Equivalent | I – International

A E I Certificate I

A E I Certificate II

A E I Certificate III (or Trade Certificate)

A E I Certificate IV (or Advanced Certificate/Technician)

A E I Certificates other than those listed

A E I Diploma (or Associate Diploma)

A E I Advanced Diploma or Associate Degree

A E I Bachelor Degree or Higher

3. Were any of your current qualifications achieved while at secondary school? (please list)

10. Employment Background

1. Of the following categories, which BEST describes your current employment status (tick ONE box only)

Full-time employee

Part-time employee

Self employed (not employing others)

Self employed (employing others)

Employed (unpaid worker in family business) Unemployed (seeking full-time work)

Unemployed (seeking part-time work) Not employed (not seeking employment)

2. Which of the following classifications BEST describes the Industry of your current or previous Employer (tick ONE box only) - If never employed go to Section 11.

Agriculture, Forestry and Fishing

Mining

Manufacturing

Electricity, Gas, Water and Waste Services

Construction

Wholesale Trade

Retail Trade

Accommodation and Food Services

Transport, Postal and Warehousing

Information Media and telecommunications

Financial and Insurance Services

Professional, Scientific and Technical Services

Rental, Hiring and real estate services

Education and Training

Administrative and Support Services

Arts and Recreation Services

Public Administration and Safety

Health Care and Social Assistance

Other Services

3. Which of the following classifications BEST describes your current or recent occupation (tick ONE box only) - If never employed go to Section 11.

Managers

Community and Personal Service Workers

Technicians and Trade Workers

Professionals

Clerical and Administrative Workers

Sales Workers

Machinery Operators and Drivers

Labourers

Other

11. Reason for Study

1. Of the following categories, which BEST describes your main reason for undertaking this course? (tick ONE box only)

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/promotion

It was a requirement of my job

I wanted extra skills for my job

To get into another program of study

Other (please specify) _____

For my personal interest or self-development

2. Are you intending to complete a full qualification Yes No – Module/skills set enrolment

12. Victorian Student Number

To be completed by all students 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): _____

Have you attended any Victorian school since 2009? _____

Please list most recent Victorian school attended: _____

Have you had any training with a Vocational Education and Training (VET) registered training organisation provider or an Adult and Community Education provider in Victoria since 2011? _____

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

13. Concession

I _____ authorise:
TAFE Gippsland to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink customer details and concession card status to enable the business to determine if I qualify for an education concession the Australian Government Department of Human Services (the department) to provide the results of that enquiry to TAFE Gippsland.

I understand that:

the department will disclose personal information to TAFE Gippsland including my name, payment type, payment status, child crn, crn of dependant, number dependant children and concession card type and status to confirm my eligibility for relevant educational concession.

Signature may be required

this consent, once signed, remains valid while I am a customer of TAFE Gippsland unless I withdraw it by contacting TAFE Gippsland or the department.

if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the educational concession provided by TAFE Gippsland

Signed: _____

Date: _____

14. Marketing Information

How did you hear about this course? (tick one option per course)

- | | |
|---|--|
| <input type="checkbox"/> Newspaper or other publication | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Website |
| <input type="checkbox"/> Event/Expo | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> TV/Cinema |
| <input type="checkbox"/> Parent or family member | <input type="checkbox"/> Through my school |
| <input type="checkbox"/> Other, please specify: _____ | |

15. Student Enrolment Privacy Notice

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

TAFE Gippsland is required to provide the Department with student and training activity data. This includes personal information collected in the TAFE Gippsland enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). TAFE Gippsland 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 TAFE Gippsland; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Information in this form may be used for the purpose of assessing your eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number to you.

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).

Under the Data Provision Requirements 2012, TAFE Gippsland 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 TAFE Gippsland for statistical, administrative, regulatory and research purposes. TAFE Gippsland 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).

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).

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 TAFE Gippsland's Quality Officer in the first instance by phone 1300 133 717.

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>.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73

16. Declaration

In signing or emailing this form I acknowledge and declare that:

1. I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment and eligibility forms.
2. The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment (including information provided to assess my eligibility for government subsidised training under the Victorian Training Guarantee).
3. Arrangements have been made to pay all fees and charges applicable to this enrolment.
4. I have read and understand the Guide to Studying with TAFE Gippsland.
5. I am 18 years of age or older, or have permission to access the internet from my parent(s) or guardian(s) if under 18.
6. My participation in this course is subject to the right of TAFE Gippsland to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of TAFE Gippsland.
7. I confirm that I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at TAFE Gippsland.
8. I authorise TAFE Gippsland or its agent, in the event of illness or accident during any TAFE Gippsland organised activity, and where emergency contact next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
9. My academic results will be withheld until my debit is fully paid and any property belonging to TAFE Gippsland has been returned.
10. I authorise TAFE Gippsland to access information and data on my Unique Student Identifier (USI) through the <http://www.usi.gov.au> website.

Signature required

Client Signature _____

Date _____

/ /

Office Use Only

Fees & Charges (method of Payment)

<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Instalment arrangement	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Payment Online/CC	<input type="checkbox"/> VSL
Department transfer	PB out	Sponsor Name	Purchase Order No		
Tuition	\$				
Materials	\$				
Fee for Service	\$				
Other (please state)	\$				
Total payable	\$	Invoice No.			
Amount Paid	\$	Receipt No.	Enrolling Officer Name		