

## 2019 Pre-Accredited Enrolment Form

Please identify the course you are enrolling in:	
English for Everyone	
English for Community Services	
English for Like Skills	
Computers for English	
Healthy Cooking on a Budget	
Introduction to Café Skills	
Introduction to Community Services	
Introduction to Computers	
Intermediate Computers	
English in the Kitchen	
Advanced Computers	
Career Development	
Introduction to Office Administration	

<b>Course location:</b>	<input type="checkbox"/> Melton	<input type="checkbox"/> Sunshine	<input type="checkbox"/> Other
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1. APPLICANT DETAILS			
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, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		
Family name:			
Given name(s):			
Preferred name:			
Previous name (if applicable):			
Date of birth:	(day/month/year)		
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified		
Mobile:		Phone:	
Email:			
Alternative email (optional):			

Usual residential address:			
Building/Property name:			
Flat/Unit details:		Street/Lot number:	
Street name:			
Suburb:			
State/Territory:		Postcode:	
Postal address (if different from residential address):			
Building/Property name:			
Flat/Unit details:		Street/Lot number:	
Street name:			
Suburb:			
State/Territory:		Postcode:	

2. EMERGENCY CONTACT			
<b>Name:</b>			
<b>Relationship to student:</b>			
<b>Mobile:</b>		<b>Phone:</b>	
<b>Email:</b>			

3. LANGUAGE AND CULTURAL DIVERSITY			
<b>In what country were you born?</b>			
<input type="checkbox"/> Australia			1101
<input type="checkbox"/> Other, please specify			
<b>Do you speak a language other than English at home?</b> (If more than one language, indicate the language spoken most often)			
<input type="checkbox"/> No, English only			1201
<input type="checkbox"/> Other, please specify			
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin tick both Yes boxes.)			
<input type="checkbox"/> No			4
<input type="checkbox"/> Yes, Aboriginal			1
<input type="checkbox"/> Yes, Torres Strait Islander			2
			(3 yes to both)

4. DISABILITY			
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>		Yes <input type="checkbox"/>	
		No <input type="checkbox"/> Go to Section 5	
<b>If YES, then please indicate the areas of disability, impairment or long-term condition. You may indicate more than one area.</b>			
<input type="checkbox"/> Hearing/Deaf	11	<input type="checkbox"/> Physical	12
<input type="checkbox"/> Intellectual	13	<input type="checkbox"/> Learning	14
<input type="checkbox"/> Mental illness	15	<input type="checkbox"/> Acquired brain impairment	16
<input type="checkbox"/> Vision	17	<input type="checkbox"/> Medical condition	18
<input type="checkbox"/> Other - please specify:			19
<b>Is assistance required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If yes, please specify:</b>			

5. SCHOOLING	
<b>What is the highest level you have successfully COMPLETED at school? Tick one box only</b>	
<input type="checkbox"/> Completed Year 12 or equivalent	12
<input type="checkbox"/> Completed Year 11 or equivalent	11
<input type="checkbox"/> Completed Year 10 or equivalent	10
<input type="checkbox"/> Completed Year 9 or equivalent	09
<input type="checkbox"/> Completed Year 8 or below	08
<input type="checkbox"/> Never attended school	02
<b>Are you still enrolled in secondary or senior secondary education?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. PREVIOUS QUALIFICATIONS ACHIEVED	
<b>Have you SUCCESSFULLY completed any of the qualifications listed below? If YES, tick ANY applicable boxes.</b>	No <input type="checkbox"/> Go to Section 7
<input type="checkbox"/> Bachelor Degree or Higher Degree	008
<input type="checkbox"/> Advanced Diploma or Associate Degree	410
<input type="checkbox"/> Diploma or Associate Diploma	420
<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	511
<input type="checkbox"/> Certificate III (or Trade Certificate)	514
<input type="checkbox"/> Certificate II	521
<input type="checkbox"/> Certificate I	524
<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	990
<b>Have you completed any of the above qualifications overseas?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Go to Section 7
<b>If YES, have you had this qualification recognised in Australia?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Go to Section 7
<b>If YES, please specify level of qualification, eg Certificate, Degree, etc and field of study</b>	

7. EMPLOYMENT	
<b>Which of the following categories BEST describes your current employment status? For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). (Tick ONE box only)</b>	
<input type="checkbox"/> Full time employee	01
<input type="checkbox"/> Part time employee/casual	02
<input type="checkbox"/> Self-employed – not employing others	03
<input type="checkbox"/> Self-employed – employing others	04
<input type="checkbox"/> Employed – unpaid worker in family business	05
<input type="checkbox"/> Unemployed – seeking part time work	07
<input type="checkbox"/> Unemployed – seeking full time work	06
<input type="checkbox"/> Not employed – not seeking employment	08

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)			
<input type="checkbox"/> Managers	1	<input type="checkbox"/> Clerical and administrative workers	5
<input type="checkbox"/> Professionals	2	<input type="checkbox"/> Sales workers	6
<input type="checkbox"/> Technicians and trade workers	3	<input type="checkbox"/> Machinery operators and drivers	7
<input type="checkbox"/> Community and personal service workers	4	<input type="checkbox"/> Labourers	8
<input type="checkbox"/> Never employed		<input type="checkbox"/> Other	9

  

Which of the following classifications BEST describes the industry of your current or recent employer? (Tick ONE box only)			
<input type="checkbox"/> Agriculture, Forestry and Fishing	A	<input type="checkbox"/> Financial & Insurance Services	K
<input type="checkbox"/> Mining	B	<input type="checkbox"/> Rental, Hiring & Real Estate Services	L
<input type="checkbox"/> Manufacturing	C	<input type="checkbox"/> Professional, Scientific & Technical Services	M
<input type="checkbox"/> Electricity, Gas, Water & Waste Services	D	<input type="checkbox"/> Administrative & Support Services	N
<input type="checkbox"/> Construction	E	<input type="checkbox"/> Public Administration & Safety	O
<input type="checkbox"/> Wholesale Trade	F	<input type="checkbox"/> Education & Training	P
<input type="checkbox"/> Retail Trade	G	<input type="checkbox"/> Health Care & Social Assistance	Q
<input type="checkbox"/> Accommodation & Food Services	H	<input type="checkbox"/> Arts & Recreation Services	R
<input type="checkbox"/> Transport, Postal & Warehousing	I	<input type="checkbox"/> Other Services	S
<input type="checkbox"/> Information Media & Telecommunications	J	<input type="checkbox"/> Never employed	

8. STUDY REASON			
Of the following categories, select the one which BEST describes the main reason you are undertaking this course or traineeship or apprenticeship? (Tick ONE box only)			
<input type="checkbox"/> To get a job	01	<input type="checkbox"/> I wanted extra skills for my job	07
<input type="checkbox"/> To develop my existing business	02	<input type="checkbox"/> To get into another course of study	08
<input type="checkbox"/> To start my own business	03	<input type="checkbox"/> For personal interest or self-development	12
<input type="checkbox"/> To try for a different career	04	<input type="checkbox"/> To get skills for community/voluntary work	13
<input type="checkbox"/> To get a better job or promotion	05	<input type="checkbox"/> Other reasons	11
<input type="checkbox"/> It was a requirement of my job	06		

9. REFERRAL DETAILS	
Have you been referred by a Services provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provider name:	
Case manager:	
Phone contact:	
Email:	
I give permission for a copy of my Certificate of Participation to be given to the Services Provider	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 10. VICTORIAN STUDENT NUMBER (VSN)

**To be completed by students aged up to 24 years**

**Have you attended a Victorian School since 2009 or undertaken training with a TAFE or vocational education provider in Victoria since 2011?**

☐ **No** I have not attended a Victorian school since 2009 or undertaken training with a TAFE or other vocational education provider since the beginning of 2011. Go to Section 11.

☐ **Yes** My VSN is:

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**OR**

☐ **Yes** I have attended a Victorian school since 2009 or undertaken training with a TAFE or other vocational education provider since the beginning of 2011 but I do not know my VSN.

## 11. UNIQUE STUDENT IDENTIFIER (USI)

As of 1 January 2015, Djerriwarrh can be prevented from issuing you with a nationally recognised VET 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 NCVER.

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. A USI can be obtained at no cost. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

**Enter your Unique Student Identifier (USI).**

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**Complete this section only if you require Djerriwarrh Community & Education Services to search or apply for a USI on your behalf**

If you would like Djerriwarrh Community & Education Services 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

**OFFICE USE ONLY**

A copy of the privacy information has been provided to the student Yes ☐ No ☐

I [NAME] \_\_\_\_\_ authorise Djerriwarrh Community & Education Services 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

**We will need to verify your identity to find/verify or create your USI. Please provide details for ONE of the forms of identity below (numbered 1 to 8).**

**Name EXACTLY as shown on ID being used:**

<b>First:</b>		<b>Middle:</b>		<b>Last:</b>	
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**City of birth:**

<b>1. Australian Driver's Licence</b>			
State:		Licence number:	
<b>2. Medicare Card</b>			
Medicare card number:			
Individual reference number (next to your name on card):			
Card colour (select which applies)	Green <input type="checkbox"/>	Expiry date:	____ / ____ (month/year)
	Yellow <input type="checkbox"/>	Expiry date:	____ / ____ / ____ (day/month/year)
	Blue <input type="checkbox"/>	Expiry date:	____ / ____ / ____ (day/month/year)
<b>3. Australian Birth Certificate</b>			
State/Territory:			
<b>4. Australian Passport</b>			
Passport number:			
<b>5. Non-Australian Passport (with Australian Visa)</b>			
Passport number:			
<b>6. Immicard</b>			
Immicard number:			
<b>7. Citizenship Certificate</b>			
Stock number:		Acquisition date:	__ / __ / __ (day/month/year)
<b>8. Certificate of Registration by Descent</b>			
Acquisition date:	____ / ____ / ____ (day/month/year)		
In accordance with section 11 of the Student Identifiers Act 2014, Djerriwarrh Community & Education Services will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.			

<b>12. PRIVACY STATEMENT</b>
<p>Under the <i>Data Provision Requirements 2012</i>, Djerriwarrh Community &amp; Education Services (Djerriwarrh) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).</p> <p>Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Djerriwarrh for statistical, administrative, regulatory and research purposes. Djerriwarrh may disclose your personal information for these purposes to:</p> <ul style="list-style-type: none"> <li>• Commonwealth and State or Territory government departments and authorised agencies; and</li> <li>• NCVER.</li> </ul> <p>Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:</p> <ul style="list-style-type: none"> <li>• populating authenticated VET transcripts;</li> <li>• facilitating statistics and research relating to education, including surveys and data linkage;</li> <li>• pre-populating RTO student enrolment forms;</li> <li>• understanding how the VET market operates, for policy, workforce planning and consumer information; and</li> <li>• administering VET, including program administration, regulation, monitoring and evaluation.</li> </ul> <p>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.</p> <p>NCVER will collect, hold, use and disclose your personal information in accordance with the <i>Privacy Act 1988</i> (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <a href="http://www.ncver.edu.au">www.ncver.edu.au</a>).</p>

## **Victorian Government 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**

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

Djerriwarrh observes the Australian Privacy Principles as identified in Schedule 1 of the *Privacy Act 1988* (Cth) and Victorian legislation such as the *Privacy and Data Protection Act 2014* (Vic). Information on how Djerriwarrh collects, stores and protects your personal information can be found in the Djerriwarrh Privacy Policy in the Student Handbook or on the Djerriwarrh website.

Djerriwarrh 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 Djerriwarrh; 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.

Please note that 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 Djerriwarrh in the first instance by phone on 03 8746 1000 or email [info@djerriwarrh.org](mailto:info@djerriwarrh.org)

### **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: <https://www.usi.gov.au/Students/Pages/student-privacy.aspx>



### 13. PROMOTIONAL AND ADVERTISING PERMISSION

How did you hear about the course/program?

- |   |   |
|---|---|
| <input type="checkbox"/> Centrelink             | <input type="checkbox"/> Service Provider |
| <input type="checkbox"/> Brochure               | <input type="checkbox"/> Website          |
| <input type="checkbox"/> Newspaper              | <input type="checkbox"/> Word of Mouth    |
| <input type="checkbox"/> Other (please specify) |   |

I give permission for Djerriwarrh Community & Education Services (Djerriwarrh) to contact me with information relating to our courses and services.

- ☐ Yes  
☐ No

I give my permission to Djerriwarrh to use my (tick all that apply):

- ☐ personal story  
☐ image/footage  
☐ name

for the purpose of promoting and advertising Djerriwarrh.

This personal story/image/footage is/are in connection with courses or activities run by or connected to Djerriwarrh.

If you wish to withdraw your consent at a future date, please email Djerriwarrh at [info@djerriwarrh.org](mailto:info@djerriwarrh.org)

### 14. APPLICANT DECLARATION

Please read the following statements and acknowledge by ticking each item and signing below.

- ☐ I declare that the information provided to Djerriwarrh Community & Education Services (Djerriwarrh) in this enrolment form is to the best of my knowledge true, correct and complete at the time of my enrolment
- ☐ 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 Djerriwarrh
- ☐ I authorise Djerriwarrh to release information regarding my enrolment to any government department and to other parties when it is legally obliged to do so
- ☐ I authorise Djerriwarrh to check available records to confirm information provided is correct
- ☐ I acknowledge that I have read the Privacy Statement and Victorian Government's Student Enrolment Privacy Notice and consent to the collection, use and disclosure of my personal information as stated

<b>Applicant's name: (please print)</b>			
<b>Applicant's signature:</b>		<b>Date:</b>	

<b>Parent/Guardian Acknowledgement</b>			
<p>For applicants under the age of 18 at the time of enrolment, this form must be signed by a Parent/Guardian.</p> <p>As the Parent/Guardian of applicant identified above, I confirm that all information provided on this application form is to the best of my knowledge true, correct and accurate.</p> <p>As the Parent/Guardian of applicant identified above, I confirm that I have read, acknowledge and agree to the terms described in the privacy notice.</p>			
<b>Parent/Guardian name: (please print)</b>			
<b>Parent/Guardian signature:</b>		<b>Date:</b>	

Schedule of Fees						
Course Funding Codes						
ACE ACFE funded		ACR ACFE funded - Reconnect		S Fee for service		
Course Code	Course Title	Funding Code	Start Date	End Date	Fee	
1.						
2.						
3.						
<b>Total</b>						
Amenities (Photocopying/Consumables)						Fee
Course 1		<input type="checkbox"/>				
Course 2		<input type="checkbox"/>				
Course 3		<input type="checkbox"/>				
<b>Amenities Total</b>						
Other Items			Quantity	Unit Price	Total	
Course 1 Materials/Kits/Resources/Workbooks						
Course 2 Materials/Kits/Resources/Workbooks						
Course 3 Materials/Kits/Resources/Workbooks						
Other - please specify						
<b>Other Total</b>						
<b>Grand Total</b>						
Invoicing Authority (if applicable, please attach)						
Business Name						
Contact Name			Phone			