



# EDUCATION AND TRAINING VIC - Short Course ENROLMENT FORM

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ABN: 48 086 804 015

Training Organisation Identification: 3957

## A. COURSE DETAILS - ADMINISTRATION USE ONLY

COURSE LOCATION:

PROGRAM TITLE:

PROGRAM DATE:  /  /  -  /  /

## B. PERSONAL INFORMATION

NOTE: Please write the name that you used when you applied for your Unique Student Identifier (USI), this must be your legal name.

Family Name (Surname)

Given Name

Middle Name/s

Title  Dr  Mr  Mrs  Ms  Miss Preferred Pronoun/s - .....

D.O.B  /  /

Gender  (M) male  (F) female  (X) Other (indeterminate/intersex/unspecified)

Preferred method of contact:  Email  Mobile  Mail

Telephone Home  Work

Mobile (1) preferred  Mobile(2) alternative

Emergency Contact  Name

Email (1) Preferred

(2) Preferred

Residential Address (Provide physical address where you usually reside rather than any temporary address at which you reside for training, work of other purposes before returning to home)

Building/Property name

Flat/Unit no.  Street No.

Street Name

Suburb/locality/town  State  Postcode

Postal Address (if different from above)

Building/Property name

Flat/Unit no  Street No

Street Name

Or P.O Box  Or R.S.D.

Suburb/locality/town  State  Postcode

## C. VICTORIAN STUDENT NUMBER

To be completed by all students up to 24 years of age.  
Do you have a Victorian Student Number (VSN)?  NO I have never been issued a VSN  
 YES but the VSN is unknown  
 YES (please specify)

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?

NO I have not attended a Victorian School since 2009 or a TAFE or other VET training provider since the beginning of 2011.

YES I have attended a Victorian school since 2009. Please specify most recent Victorian School attended:

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).

**D. UNIQUE STUDENT IDENTIFIER (USI)**

I have applied for a USI, the number is:

I have not applied but give MADEC Australia permission to apply on my behalf. A copy of one of the ID types below has been provided:

- Driver's License       Medicare Card       Australian Passport  
 Visa (with Non-Australian Passport)       Citizenship Certificate       ImmiCard

**E. LANGUAGE AND CULTURAL DIVERSITY**

In which country were you born?  Australia  Other – (Please specify)

Please state town/suburb you were born

Do you speak a language other than English at home?  No – English only  Yes – (Please specify)

(If more than one language, indicate the one that is spoken most often) Yes – (Please specify)

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

Are you of Aboriginal and/or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes.)  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

**F. DISABILITY**

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

If yes, tick applicable boxes (you may indicate more than one area)

- Hearing/Deaf       Physical       Intellectual  
 Learning       Mental Illness       Acquired Brain Impairment  
 Vision       Medical Condition       Other

**G. CONCESSION STATUS**

Do you or your parent/guardian hold a current concession card?

Yes  No

Copy of original sighted and kept

Please select type of concession card:

- Health Care Card issued by the Commonwealth;  
 Pensioner Concession card; or  
 Veterans Gold Card  
 Other- (please specify)

**ADMINISTRATION USE ONLY**

Centrelink Digital Wallet Copy Sighted

Concession Card No:

Name of Concession holder:

Card Expiry:

Name of authorised delegate:

Delegate Signature:

Date sighted:

**H. SCHOOLING**

What is your highest COMPLETED school level (tick ONE box only)

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  
 Year 9 or equivalent  Year 8 or below  Never attended school

Are you still attending secondary school?  Yes  No

**I. PREVIOUS QUALIFICATIONS ACHIEVED**

Have you SUCCESSFULLY COMPLETED any of the following qualifications?  Yes  No

Please tick ALL that apply- Please also indicate if it is an Australian (A), Equivalent Australian (E) or International (I) qualification.

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> Bachelor Degree or higher                         | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Advanced Diploma or Associate Degree              | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Diploma or Associate Diploma                      | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Certificate III or Trade Certificate              | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Certificate II                                    | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Certificate I                                     | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |
| <input type="checkbox"/> Certificate other than the above                  | <input type="checkbox"/> A | <input type="checkbox"/> E | <input type="checkbox"/> I |

**J. STUDY REASON**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? Tick only ONE (1) box:

- To get a job       To develop my existing business  
 To start my own business       To try 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 Other reasons  
 For personal interest or self-development

## K. CURRENT EMPLOYMENT STATUS

Of the following categories, which BEST describes your current employment status?

- |   |  |
|---|--|
| <input type="checkbox"/> Full Time Employee                   | <input type="checkbox"/> Part time Employee                    |
| <input type="checkbox"/> Self Employed (not employing others) | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed (unpaid family worker)      | <input type="checkbox"/> Unemployed (seeking full time work)   |
| <input type="checkbox"/> Unemployed (seeking part time work)  | <input type="checkbox"/> Not employed (not seeking employment) |

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Clerical and Administrative Workers    | <input type="checkbox"/> Professionals                 |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Sales Workers                 |
| <input type="checkbox"/> Labourers                              | <input type="checkbox"/> Technicians and Trade Workers |
| <input type="checkbox"/> Machinery Operators and Drivers        | <input type="checkbox"/> Other                         |
| <input type="checkbox"/> Managers                               | <input type="checkbox"/> N/A                           |

## L. HOW DID YOU HEAR ABOUT US?

Of the following categories, which BEST describes how you heard about this course/traineeship/apprenticeship? (Tick ONE box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Email                 | <input type="checkbox"/> Newspaper     |
| <input type="checkbox"/> Course Guide          | <input type="checkbox"/> Radio         |
| <input type="checkbox"/> Employer              | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> Existing Customer     | <input type="checkbox"/> TV            |
| <input type="checkbox"/> Expos/Events          | <input type="checkbox"/> Website       |
| <input type="checkbox"/> Flyers                | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Industry Consultation |  |

## M. REFERRAL SOURCE

If registered to an Employment Provider, please indicate who:

PO Received – Yes (date)..... / No

JSID (if Applicable)

Job Seeker Referral Form Provided (if applicable)

## N. DECLARATION

I confirm that:

- I agree to abide by MADEC's Student Code of Conduct and all other MADEC policies and procedures.
- I agree to pay all fees and charges applicable to and arising from my enrolment.
- I am aware that classes may not be conducted if sufficient numbers of students have not enrolled.
- I am aware that course refunds are governed by MADEC refunds policy available on their website [www.madec.edu.au](http://www.madec.edu.au) or on request at one of their sites.
- I agree that in case of an accident or illness where I require medical treatment, staff will call an ambulance and I will be responsible for ambulance fees and medical costs involved.
- I acknowledge and agree to the terms described in this privacy statement.
- Where a student initiates a withdrawal by written notice at any time up until commencement, a full refund of fees will be provided less an administration fee of \$75. MADEC Withdrawal & Refund Policy is available at <http://www.madec.edu.au/education-training/student-information-resources/>
- Where a student withdraws after commencement, MADEC will retain all fees except unused materials fee.
- I give permission to MADEC to use photos taken of me as evidence of my assessment where required.
- I give permission to MADEC to use photos taken of me with my consent for marketing and promotional purposes in connection with my participation in any training program as MADEC deems appropriate and have the right to withdraw this consent at any time in writing prior to publication.
- I give MADEC permission to copy the evidence I have provided for eligibility to government subsidised training.
- I have been provided with the privacy notice- Unique Student Identifier (USI) (page 5 of this document)
- All information provided is accurate, current and complete.

## 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

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

MADEC 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 MADEC; 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 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 MADEC's Privacy Officer in the first instance by phone [1300 436 332] or email [madec@madec.edu.au].

### 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>.

For further information regarding how MADEC collects and handles student data following enrolment please see the MADEC Privacy Policy which is available at <http://www.madec.edu.au/about/privacy-policy/>.

I confirm the declaration and acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

- I acknowledge that I have read and understood the Victorian Government VET Student Enrolment Privacy Notice.
- I acknowledge that I completed this form in full
- I acknowledge that I have been fully informed about the course I am enrolling in

[STUDENT SIGNATURE] ..... [DATE] .....

[PARENT/GUARDIAN SIGNATURE\*] ..... [DATE] .....

*\*Parental/guardian consent is required for all students under the age of 18.*

### O. ADMINISTRATION USE ONLY

|   |        |  |  |
|---|--------|--|--|
| Fee Exemption / Concession type                               |        | Enrolment / VETtrak details                        |  |
| Concession type   |        | VETtrak entry completed                            |  |
| Evidence Produced   |        | Or   |  |
| Fees and Charges  |        | Details already in VETtrak and checked             |  |
| Tuition   |        | VETtrak number                                     |  |
| Materials   |        | Initial of person who entered details into VETtrak |  |
| Amenities   |        | LLN  | Language Literacy and Numeracy (LLN). I can confirm that I have reviewed the enrolment application form and the student is suitable for the AQF Level. |
| Other   |        |  |  |
| Total   |        |  |  |
| Cash  | Cheque | Credit Card  | In class support is required and Trainer has been notified of the additional requirements for in-class support   |
| Direct Debit  | EFTPOS | Purchase Order                                     |  |
| <input type="checkbox"/> Authority to invoice (form attached) |        |  |  |
| Signature: .....  |        | Date ...../...../.....                             |  |

# Privacy Notice



## Unique Student Identifier (USI)

You are advised that, and agree that you understand and consent to, the personal information you provide in connection with an application for a Unique Student Identifier (USI):

- Is collected by the Student Identifiers Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated Vocational Education and Training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government department and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - Researchers for education and training related research purposes;
  - Any other person or agency that may be authorised or required by law to access the information;
  - Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

You are advised that if all information requested is not provided, or is inaccurate; it may affect the Student Identifiers Registrar's ability to provide you with a USI.

Further information is contained in the MADEC Privacy Policy (<http://www.madec.edu.au/about/privacy-policy/>) and includes how you can:

- Access and seek correction of the personal information about them;
- And complain about a breach of privacy and how such complaints will be dealt with.

**Please retain this notice for your personal records.**