



Narre Community Learning Centre Inc. Enrolment Form

Date: _____

How did you hear about us: _____

Office use only:

Z30 –MOU

Profile/HESG

L – Apprentice/Trainee

Fee for Service

Information recorded on SMS

Name: _____ Date: _____

Name

Enter your full name	Surname (Legal Family Name)	Given Names (Legal Given Names)
Preferred Name:	_____	_____
Title	_____	_____
	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	

Usual Residence

What is the address location and postcode of the suburb, locality or town in which you usually live?	_____	

	_____ Postcode _____	

Telephone:	Home: _____	Mobile: _____
E-mail Address:	_____	

Postal address

What is your postal address (if different from above)?	_____	

Date of birth

Enter your date of birth	Day/Month/Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
		dd	mm	yyyy

Sex

(tick one box only)	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Indeterminate/Intersex/Unspecified

Emergency Contact

Emergency Contact	Full Name: _____ Telephone: _____
	Relationship to student: _____

Language and cultural diversity

In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify Country AND Town/City
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) English only – Go to Question 9	If you were not born in Australia please indicate which of the following apply to you? <input type="checkbox"/> Australian Citizen or Eligible Resident <input type="checkbox"/> Overseas Resident <input type="checkbox"/> None of the above. Please consult our staff regarding your enrolment <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, other - Please specify
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> (Please mark both 'Yes' boxes if you are of both Aboriginal and Torres Strait Islander origin).

Disability

Do you consider yourself to have a disability, impairment or long-term condition? No – Go to Question 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other Please specify: _____

Schooling

What is your highest COMPLETED school level? (Tick ONE box only.) Never attended school – Go to Previous Qualification Achieved section	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never attended School
In which YEAR did you complete that school level?	_____
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous qualification achieved

<p>Have you SUCCESSFULLY completed any of the following qualifications? No – Go to Employment section</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, please enter one of these Prior Education Achievement Recognition Identifiers to identify the highest qualification level you have already achieved.</p> <p>A – Australian E – Australian equivalent I – International</p> <p>Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</p> <ol style="list-style-type: none"> 1. A – Australian 2. E – Australian equivalent 3. I – International 	<p>A E I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p>

Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)</p>	<p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self employed - not employing others</p> <p><input type="checkbox"/> Employer</p> <p><input type="checkbox"/> Employed - unpaid worker in a family business</p> <p><input type="checkbox"/> Unemployed - seeking full-time work (go to question 20)</p> <p><input type="checkbox"/> Unemployed - seeking part-time work (go to questions 20)</p> <p><input type="checkbox"/> Not employed - not seeking employment</p>
<p>Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)</p> <p>If unemployed go to Study Reason section.</p>	<p><input type="checkbox"/> 1 – Managers</p> <p><input type="checkbox"/> 2 – Professionals</p> <p><input type="checkbox"/> 3 – Technicians and Trade Workers</p> <p><input type="checkbox"/> 4 – Community and Personal Service Workers</p> <p><input type="checkbox"/> 5 – Clerical and Administrative Workers</p> <p><input type="checkbox"/> 6 – Sales Workers</p> <p><input type="checkbox"/> 7 – Machinery Operators and Drivers</p> <p><input type="checkbox"/> 8 – Labourers</p> <p><input type="checkbox"/> 9 – Other</p>
<p>Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)</p> <p>If unemployed go to Study Reason section</p>	<p><input type="checkbox"/> A - Agriculture, Forestry and Fishing</p> <p><input type="checkbox"/> B - Mining</p> <p><input type="checkbox"/> C - Manufacturing</p> <p><input type="checkbox"/> D - Electricity, Gas, Water and Waste Services</p> <p><input type="checkbox"/> E - Construction</p> <p><input type="checkbox"/> F - Wholesale Trade</p> <p><input type="checkbox"/> G - Retail Trade</p> <p><input type="checkbox"/> H - Accommodation and Feed Services</p> <p><input type="checkbox"/> I - Transport, Postal and Warehousing</p> <p><input type="checkbox"/> J - Information Media and telecommunications</p> <p><input type="checkbox"/> K - Financial and Insurance Services</p> <p><input type="checkbox"/> L - Rental, Hiring and real Estate Services</p> <p><input type="checkbox"/> M - Professional, Scientific and Technical Services</p> <p><input type="checkbox"/> N - Administrative and Support Services</p> <p><input type="checkbox"/> O - Public Administration and Safety</p> <p><input type="checkbox"/> P - Education and Training</p> <p><input type="checkbox"/> Q - Health Care and Social Assistance</p> <p><input type="checkbox"/> R - Arts and recreation Services</p> <p><input type="checkbox"/> S - Other Services</p>

Study reason

<p>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only.)</p>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other reasons
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Victorian Student Number

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.

Question		
Enter your Victorian Student Number (VSN)	<div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <p>If you entered your VSN above please go to the next page.</p>	
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?	<p>No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.</p> <p>If you answered No above please go to the next page.</p> <p>Yes - I have attended a Victorian school since 2009:</p> <p>Most recent Victorian school attended</p> <p>.....</p> <p style="text-align: center;">and / or</p> <p>Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011</p> <p>List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>OFFICE USE:</p> <p>Code VSN as 888 888 888</p> <p>Leave VSN blank</p> <p>Leave VSN blank</p> <p>NOTE: Training providers are not required to store details of schools and training organisations previously attended on their student management system. This information may be requested by the VSN team to help the team to ensure that they allocate only one VSN to each student over time and over all training organisations attended.</p>

Course Details			
Name of Course	Course Code / Date	Total Fees	Amount Paid (Fee/Deposit)
50% Deposit required for courses with fees over \$500.00. (unless alternative arrangements are made)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
Total Fee Paid at time of Enrolment			\$

Note that Narre Community Learning Centre Inc. accepts payment of no more than \$1000 from each individual student prior to the commencement of an accredited course or qualification.

Method of Payment

Cash Credit Card Cheque Purchase Order

Credit Card Payment Details

Card No:

Total Amount: _____ Expiry Date: ____ / ____ / ____

Name on Card: _____



Cardholders Signature: _____

Payment plans are available (conditions apply.) (Tick if interested)

Would you like a Tax Receipt mailed to you (Tick if required)

Accredited Program Information

All students enrolling in Accredited Programs are entitled to consider applying for Recognition of Prior Learning (RPL). This is learning in both formal and informal settings that students feel has given them skills to gain credits in their chosen field of study. If you think this applies to you please ask at our office for an RPL Application form. By reading the application form students are not compelled to apply for RPL.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

If NCLC cancels a course, a full refund of money paid, will be given to enrolled students. If a student withdraws prior to the commencement of the course a refund of fees paid less an Administration charge of \$50.00. If a student withdraws before the end of a course they are responsible to pay fees up until the date of withdrawal. All refunds will be paid by direct deposit into a bank account.

Re-assessment fees are not charged within NCLC courses provided the re-assessment is undertaken prior to the scheduled course end date which must be within 120 days from the Unit commencement date.

Note: Please see the NCLC course guide or Student Handbook for refund information for non-accredited / pre-accredited and fee-for-service programs

Enrolment Confirmation and Victorian Government VET Student Enrolment Privacy Notice

I verify that all details provided on this enrolment form are accurate at the time of enrolment and that I have truly disclosed my highest education qualification

Yes No

I do not give consent to be placed on Narre Community Learning Centre's email/mail listing to receive information about courses, promotional offers and special events.

I understand that:

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

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

NCLC 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 NCLC; 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.

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 NCLC's Compliance Manager in the first instance by phone 9704 7388 or email jo.bigley@nclc.vic.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>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.

Student Signature: _____ Date: ____ / ____ / ____
Guardians Signature: _____ Date: ____ / ____ / ____

(Youth Students only)

** Written approval by a parent or guardian of a student under the age of 18 years to undertake a course must be obtained at enrolment as specified in the VRQA minimum standards **

I _____ give permission for _____
(Parent guardian name) (Student name)

to commence studies in (course code and name) _____
Parent / Guardian Signature: _____ Date: ____ / ____ / ____

Statutory declaration for informal relative Carers completed Yes No

**VICTORIAN TRAINING GUARANTEE
2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Section A - To be completed by an authorised delegate of the RTO

Evidence of citizenship/residency and age

I confirm that in relation to _____
(Student's full name)

I have sighted **one** of the following original, or a certified photocopy of the original, documents:

- | | |
|---|---|
| <input type="checkbox"/> an Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> a current Australian Passport |
| <input type="checkbox"/> a current New Zealand Passport | <input type="checkbox"/> a naturalisation certificate |
| <input type="checkbox"/> a current <i>green</i> Medicare Card | <input type="checkbox"/> a signed declaration by a relevant referee |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence | |

and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- a current drivers licence, or a current learner permit, or a Proof of Age card, or a 'Keypass' card

NB: The RTO must retain a copy of all documentation used in Section A to determine a student's eligibility.

Section B - To be completed by the student

Education history

Q1. The highest qualification I *currently* hold is:

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. 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 to undertake at this and other training providers but not yet started.

0 1 2 3 4+ *(circle number)*

Q3. 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)*

Q4. 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? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0 1 2 3 4+ *(circle number)*

**VICTORIAN TRAINING GUARANTEE
2016 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Section B - continued

Student declaration

I _____, in seeking to enrol in
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)

b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. (circle appropriate response):

c. I understand that my enrolment in the above qualification/s is being subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: _____ Date: _____

Section C - To be completed by an authorised delegate of the RTO **Office use only**

Number of courses student is currently eligible for: 1 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

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

Authorised RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____