



VET Enrolment Form

Date: _____

How did you hear about us: _____

Office use only:	
Z30 –MOU	<input type="checkbox"/>
P - Profile/HESG	<input type="checkbox"/>
L – Apprentice/Trainee	<input type="checkbox"/>
Fee for Service	<input type="checkbox"/>
ASP - Asylum Seeker	<input type="checkbox"/>
Information recorded on SMS	<input type="checkbox"/>
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
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Parent/Guardian Contact

Parent/Guardian Contact	Full Name: _____ Telephone: _____
	Relationship to student: _____



Schooling

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

<p>Have you SUCCESSFULLY completed any of the following qualifications? No – Go to Employment section</p>	<p><input type="checkbox"/> Yes</p> <p><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"> A – Australian E – Australian equivalent 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>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"/> 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><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>
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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		
<p>Enter your Victorian Student Number (VSN)</p> <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>	<p style="text-align: center;">□ □ □ □ □ □ □ □ □ □</p> <p>If you entered your VSN above please go to the next page.</p> <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 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)
<i>50% Deposit required for courses with fees over \$500.00. (unless alternative arrangements are made)</i>			
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