

Non Government Funded VET (TAFE) Enrolment Form 2016

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 EMAIL info@federation.edu.au
 CALL 1800 FED UNI | CRICOS Provider Number 00103D
 WEB federation.edu.au | ABN 51 818 692 256

PID No.

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1. FedUni Student Identification Number

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All questions must be answered for the enrolment to be processed. Please print in block letters using a blue or black pen.

Administration use only

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2. Biographical (Personal) details

First name			
Other name			
Family name			
Title	<input type="radio"/> Mr <input type="radio"/> Ms <input type="radio"/> Mr <input type="radio"/> Miss <input type="radio"/> Dr <input type="radio"/> Other:		
Date of birth	DD / MM / YYYY <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other

Notes:

- Your first **legal** given name
- Your other legal name
- Your **legal** family name/surname

3. Country of Birth

Country of birth	<input type="radio"/> Australia <input type="radio"/> Other (please specify)
If other, what year did you arrive in Australia?	YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

4. Previous application and/or enrolment

Have you previously been a student of FedUni ?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please state FedUni Student ID number (if known)	
Has your name changed since your last enrolment?	<input type="radio"/> Yes <input type="radio"/> No
Previous name	

Including former institutions: University of Ballarat; Ballarat University College etc.

If **Yes**, you **must** provide documentary evidence (Marriage Certificate, Deed Poll or Statutory Declaration) to support the change

5. Home address

Building/Property			
Unit/Flat Number		Street number	
Street name			
Suburb/Town			
State / Territory		Post code	
Telephone: Home			
Telephone: Work			
Telephone: Mobile			
Email			

Please provide the **physical address** of where you **usually live** – street number and name **not post office box. Do not** provide any **temporary address** at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Indicate your preferred contact number

Please provide the email address you check most regularly

6. Mailing (postal) address (if different from above)

Building/Property			
Unit/Flat Number		Street number	
Street name			
PO Box or Road Side Delivery (RSD) box number			
Suburb/Town			
State / Territory		Post code	

7. Emergency contact details

Relationship Parent Friend Relative Spouse/Partner Other

Contact name

Contact number

8. Are you of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

9. Citizenship / Residency

- Australian Citizen
- New Zealand Citizen
- Permanent Humanitarian Visa
- Permanent Non-Humanitarian Visa
- Overseas Resident
- Temporary Entry Permit

Do you speak a language other than English at home?

- No, only English (EN)
- Yes, (please specify):

How well do you speak English?

- Very well (1)
- Well (2)
- Not well (3)
- Not at all (4)

10. Disability

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

- Yes (please tick **all** applicable)
- No (go to question 11)
- Hearing impairment/deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired brain impairment
- Vision
- Medical Condition
- Other (please specify below):

Would you like to receive advice on support services, equipment and facilities which may assist you with your disability, impairment or long-term condition?

- Yes
- No

11. School education

Are you still attending secondary school?

- Yes
- No
- Never attended school (go to question 12)

If Yes:
 Your current year level
 Your school name

If No:
 What is the highest level that you **completed** at school?
 Completed Year 12 Completed Year 9 or equivalent
 Completed Year 11 Completed Year 8 or equivalent
 Completed Year 10

In which year did you **complete** that school level?

12. Previous qualifications achieved

Have you **successfully completed** any of the following qualifications?

- Yes (please tick **all** applicable)
- No (go to question 13)

If Yes, please tick below, then enter one of the Prior Education Achievement Recognition Identifiers for any applicable qualification level

	Australian qualification	Australian equivalent*	International^
<input type="radio"/> Bachelor Degree or Higher Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Advanced Diploma or Associate Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Diploma (or Associate Diploma)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate IV or Advanced Certificate/Technician	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate III (or Trade Certificate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate II	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificate I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Certificates other than the above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Tick 'Australian equivalent' if your prior education was achieved overseas and you have gone through the process of having the qualification assessed by the relevant government authority in Australia.

^Tick 'International' if you have an overseas (international) qualification but have not had it assessed.

In which year did you **complete** your highest qualification?

Was your highest qualification completed as part of a senior secondary qualification (ie VETiS)?

- Yes
- No

The highest qualification I have completed is:
 (Include full title of qualification, eg Certificate III in Aged Care)

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13. Employment

Which category **best** describes your current employment status? (Tick one box only)

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work (go to question 14)
- Unemployed – seeking part-time work (go to question 14)
- Not employed – not seeking employment (go to question 14)

Which of the following classifications **best** describes the industry of your current or previous employer? (Tick one box only)

- 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
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services
- Administrative and Support Services
- Public Administration and Safety
- Education and Training
- Health Care and Social Assistance
- Arts and Recreation Services
- Other Services

Which of the following classifications **best** describes your current or recent occupation? (Tick one box only)

- Managers
- Professionals
- Technicians and Trade Workers
- Community and Personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operator and Drivers
- Labourers
- Others

14. Reason for study

Which category **best** describes your main reason for undertaking this program/training? (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 or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another program of study
- For personal interest or self development
- Other reasons

15. Victorian Student Number

Enter your Victorian Student Number (VSN)

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If you provided your VSN number above, you are NOT REQUIRED to answer the remainder of question 15. Go to question 16.

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 Community Education provider since 2011?

- Yes**
(Please complete the remainder of question 15)
- No**
(Go to question 16)

Yes, I have attended a Victorian school since 2009
Please enter below the most recent Victorian school you have attended since 2009.

If Yes:

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 three below.

1

2

3

16. Unique Student Number (USI)

Unique Student Number (if known)

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The Unique Student Identifier (USI) is a randomly generated code that is available online from the Australian Government. The code will stay with you for life and be recorded with any nationally recognised VET program that is undertaken from 2015 onwards.

You must provide your USI before you can be enrolled.

If you do not have a USI you can visit the following web page to create one: www.usi.gov.au or let the FedUni School officer who is assisting you with your enrolment know that you do not have a USI.

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Section A: Acknowledgments, privacy statement and disclaimer

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and fund 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: Federation University Australia is required to provide the Department with student and training activity data. This includes personal information collected in the Federation University Australia enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Federation University Australia 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 verification of student data provided by Federation University Australia; 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 organisation 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.

Further information: For further information please contact Federation University Australia's Privacy Officer in the first instance by phone (03) 5327 9021 or email dc.white@federation.edu.au

For further information about Unique Students Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

Unique Student Identifier

In accordance with section 11 of the *Student Identifiers Act 2014 Cth (SI Act)*, we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the *Victorian Privacy and Data Protection Act 2014* and the *Privacy Act 1988 Cth (Privacy Act)*. The collection, use and disclosure of your USI are protected by the SI Act.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice and agree to the terms described in this Privacy Statement and Disclaimer and:

This enrolment and its continuance is facilitated by government funding. If there is a change in the policy or legislation of any government or public authority which adversely impacts on the University's capacity to deliver programs then it is possible that my enrolment at Federation University Australia may be affected or cancelled. To the extent permitted by law, I release Federation University Australia from all claims for losses or compensation that may arise in those circumstances.

For students eligible for VET Fee Help, the following privacy statement also applies:

Federation University Australia is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Federation University Australia will disclose this information to the Australian Government for those purposes. The Australian Government will store the information securely and Federation University Australia and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.

I acknowledge that I have read and agree to the terms described in this Privacy Statement and Disclaimer and:

- I agree to abide by the Legislation, Policies, Procedures, Standard of Conduct and rules of Federation University Australia

- I agree to pay all fees and charges applicable to, and arising from, this enrolment
- I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment and/or an incomplete application may result in the withdrawal of any offer, and/or cancellation of enrolment at the discretion of Federation University Australia, particularly if it relates to my eligibility for government subsidised training
- I understand that it is my responsibility to provide all relevant and required documentation
- I declare that the information provided to Federation University Australia is to the best of my knowledge true, correct and complete at the time of my enrolment/application
- I consent to use and disclosure of the information in this form for the purposes and in the circumstances described above

Releasing my enrolment information to an employer or sponsoring organisation – please read carefully

If you are an apprentice or trainee the University is obligated to release details regarding your enrolment to your employer as part of your Training Agreement Contract.

- I authorise Federation University Australia to release my results/ attendance records for this enrolment to my employer or sponsoring organisation.

Yes No Not applicable

Student Declaration for Section A above

Student Signature

Date

DD / MM / YYYY

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Authorised by: Manager, Student Administration
Document Owner: University Registrar
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Original Issue: 18/11/2015
Current Version: 28/09/2016
Review Date: 01/07/2017

Section B: This section must be completed for all enrolments

Authorised RTO delegate:

Does the student intend to complete the full program or a skill set? Yes No

If yes, expected date of completion? DD / MM / YYYY

What is the expected number of supervised hours for this program?

Name

Position

Signature

Date

DD / MM / YYYY

To be completed by the above authorised delegate

Program code

Program name

The applicant is **not eligible** for government funded tuition

Funding code*

*Funding Codes:

F = Full Fee Tuition

FV = VET in School

ZC = Corrections Enrolment

Note: For other funding codes please contact your relevant Dean/Deputy Dean

Fees payable (if applicable): SCHOOL TO COMPLETE

Fee	\$	Fee description (ie. excursion, materials)
Full fee – Tuition fee		
Material fee (GST free)		
Material fee (GST inclusive)		
Other		
Total fees payable	\$	Total Enrolled Hours

Student ID No.

Non government funded enrolment:

- Fees to be paid on Enrolment
- Employer authorisation to pay tuition fees has been forwarded directly to Finance

Commercial Arrangements (includes restrictions)

- Yes** If yes, invoice to be raised by the School

Method of payment: STUDENT TO COMPLETE

Cash EFTPOS Cheque VET Fee Help TBC (Employer / 3rd party) Student Invoice

Confirmation of Fees

- The above fees have been calculated based on the information you have provided during the enrolment process. The charges should match those listed on the statement of fees provided to you by the program area prior to your enrolment.

- Charges may be amended if the information you provided was incorrect, or if you have failed to provide the required documentation within the specified time frames.
- If your employer/third party has agreed to pay your fees and has complete the 'Employer Authorisation to Pay Tuition Fees' form the charges will be invoiced to your employer.

- If you do not provide the specified payment method above you will be invoiced for your fees which will be sent to your Federation University email account and can be accessed through mySC.
- I have read the refund policy and understand that if I should withdraw from my program I may still be liable to pay any outstanding amount/s.

Student Signature

Date

DD / MM / YYYY

Payment by Credit Card

VISA MasterCard

Card number

□□□□ - □□□□ - □□□□ - □□□□

Expiry Date

MM / YYYY

Name on card

Amount AUD \$

Cardholder signature

Contact phone

ADMINISTRATION USE ONLY

Staff Signature

Data Entered

Date

DD / MM / YYYY

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