



2017 ENROLMENT FORM
NATIONALLY RECOGNISED
AND PRE-ACCREDITED TRAINING

Living & Learning Inc. TOID 3913
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Office Use Only:

Table with 4 columns: Fee for Service, ACE, and two empty cells.

PROGRAM INFORMATION

Course Name:

Enrolment Date.....2017

Course Commencement Date: 2017

PERSONAL INFORMATION

Given Name: Family name:

This must be the same as your application for a USI.

Please write the name that you use/d for your application for a USI (Unique Student Identifier), including any middle names.

Date of birth: Gender: Male [] Female [] Other []

Residential Address:

Postcode:

Postal Address: (If different from above)

Postcode:

Telephone: (H)..... (W)..... (M).....

Email Address:

Please tick preferred contact method: [] email [] mobile [] mail

Are you a current concession card holder? [] Yes [] No

[] Commonwealth Health Care Card [] Pensioner Health Care Card [] Vet Gold Card

Card Number: Expiry Date:

Emergency contact name: Relationship:

Phone number mobile/ land line number:

CULTURAL HERITAGE

In which country were you born?:

Are you an Australian Citizen or Permanent Resident? Please tick [] Yes [] No

If no, a holder of a permanent visa or confirmed as an Asylum seeker by the Asylum Seeker Resource Centre (ASRC) or confirmed as a Victim of human trafficking by the Australian Red Cross (ARC). [] Yes [] No

One of the following proof of citizenship or permanent residency documents must be provided to be photocopied:

- [] Green Medicare Card [] Australian Birth Certificate [] Current AUS/NZ Passport
[] Naturalization Certificate [] Temporary Protection Visa

Confirmation of Residency by the Department of Immigration

What Language do you speak at home?

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

Are you Aboriginal, Koori or Torres Strait Islander Origin?

Neither Aboriginal and/or Torres Strait Islander

DISABILITY

Do you consider yourself to have a disability? Yes No

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

EDUCATION

Are you still attending secondary school? Yes No

Highest School Level completed

- Year 8 or below Year 9 or equivalent Year 10 or equivalent
- Year 11 or equivalent Year 12 or equivalent never attended

Year Completed:

Have you successfully completed any of the following qualifications? (please tick)

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

EMPLOYMENT

Current Employment Status

- Full time employee Part time employee Unemployed, seeking full time work
- Employer Self-employed with no employees Unemployed, seeking part time work
- Not employed - not seeking work Employed - unpaid worker in a family business

Current Employment Classification

- Manager Professional Technician/Trade Worker
- Clerical/Administrative Worker Community/Personal Service Worker Sales Worker
- Machinery Operator/Driver Labourer Other

Current Industry Classification

- Agriculture, Forestry Fishing Mining Manufacturing
- Construction Wholesale Trade Electricity, Gas, Water & Waste Services

- Retail Trade
- Accomodation & Food Services
- Transport, Postal & Warehousing
- Financial & Insurance Services
- Rent, Hiring & Real Estate Services
- Information media & telecommunication
- Administrative & Support Services
- Public Administration & Safety
- Professional, Scientific & Technical
- Education & Training
- Health Care & Social Assistance
- Arts & Recreation Services
- Other Services

Study Reason

Which of the following categories best describes your main reason for undertaking this course

- 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 study course
- For personal interest / self-development
- Other reasons

FOR ALL NATIONALLY RECOGNISED TRAINING:

VICTORIAN STUDENT NUMBER

To be completed by all students aged up to 24 years.

Do you have a Victorian Student Number? **Yes** **No** **VSN**.....

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
(No more questions need to be completed if you answer no)

Yes – I have attended a Victorian school since 2009

Most recent School attended?

Or

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 training organisations)

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UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we (Living and Learning Pakenham Inc) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). 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.

Enter your Unique Student Identifier (USI):

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If you would like Living and Learning Pakenham to apply for a USI on your behalf, please request an application form from our Administration team.

FOR ALL ENROLEES:

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

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

Living and Learning Pakenham Inc. 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 Living and Learning Pakenham Inc. 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 Living and Learning Pakenham Inc. Administration in the first instance by email at admin@livinglearning.org.au or by phone on 5941 2389

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.

Yes

Student Signature:



Website enrolments please confirm acknowledgement of the privacy notice

Where did you find out about our centre and this training /course?

- Newspaper Word of Mouth Flyer Website Previous Student
- Display Work Safe Referral JSA Brochure
- Other, please specify

PROMOTION AND NEWSLETTERS

I do not want to receive LLP's newsletters

I do not want to receive any further promotional material

PHOTO RELEASE PERMISSION

I give permission for Living Learning Pakenham to use any photographic material taken of myself during activities for promotions/advertising and media releases.

Yes No **Student Signature:**



STUDENT DECLARATION

I declare that the information I have provided is true and correct.

Student Signature: **Date:**



In accordance with the Education and Training Reform Act 2006
If you are under the age of 18 you are required to have your guardian or parent sign this enrolment form.




Parent/ Guardian Name:

Parent/ Guardian Signature: **Date:**.....



PAYMENT DETAILS

Please Note: A completed student enrolment form and payment must be received to confirm your place in the course you wish to attend.

In Person 6B Henry Street Pakenham		By Phone Credit Card Payment 5941 2389		By Mail PO Box 457 Pakenham 3810		By Direct Deposit BSB: 633 000 A/C: 1057 22953 Ref: Surname & Initial	
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Only complete credit card details if paying via mail, email or fax.

Visa MasterCard Payment Amount: \$.....

Card No. ____/____/____/____ Expiry date: __/ __ 3 Digit CCV Number.....

Card holders Name: ... Signature:

OFFICE USE ONLY

Document Requirement Checklist	Yes / No or N/A	Staff Initial
Student Details in Vettrak		
Student details entered – checked for returning student		
Student enrolled and entered		
Payment receipted and details recorded		
State Funding Source checked and correct		
Fee Concession checked and correct		
Referral Source entered		
<input type="checkbox"/> FFS	<input type="checkbox"/> ACE Funded	
All Government Funded Programs		
Copy of proof of citizenship or permanent residency retained or scanned to Vettrak, <i>i.e. Medicare Card</i>		
Concession card photocopied		
Is the Concession card current at time of enrolment		
Job Seeker Agency Funded		
Student fee schedule given to student reflects non concession rate		
Job Seeker Referral form received (<i>for accredited courses only</i>)		
Purchase Order Received		
Tax Invoice created and given to finance		

Administration notes:

(Please date all notes)