

# ENROLMENT APPLICATION FORM

It is a government requirement that Sunraysia Institute of TAFE collects and reports information related to your enrolment. For this reason it is IMPORTANT that you complete this form accurately and in full.

<b>STUDENT NUMBER</b>						<b>CAMPUS LOCATION</b>						<b>YEAR</b>		
<b>COURSE CODE</b>						<b>COURSE NAME</b>								

**Q1 UNIQUE STUDENT IDENTIFIER**  
 Please enter your USI below. To obtain a USI apply online [www.usi.gov.au](http://www.usi.gov.au).

MY USI IS:

**Q2 PERSONAL DETAILS**

First Name (Legal Given Name) \_\_\_\_\_ Title  Dr  Mr  Mrs  Miss  Ms

Middle Name (Legal Middle Name) \_\_\_\_\_ Gender  Male  Female  Indeterminate/intersex/unspecified

Surname (Legal Family Name) \_\_\_\_\_ Previous Names (if applicable) \_\_\_\_\_

Date of Birth DD / MM / YYYY

Q3 USUAL RESIDENTIAL ADDRESS				POSTAL ADDRESS (please complete if different to usual address)			
Building Property Name	_____	Building Property Name	_____	No. & Street Name	_____	No. & Street Name	_____
Town/Suburb	_____	PO Box	_____	State/Territory	_____	Town/Suburb	_____
Post code	_____	State/Territory	_____	Post code	_____	State/Territory	_____

**Q4 CONTACT DETAILS**

Telephone Mobile \_\_\_\_\_ Telephone Work \_\_\_\_\_ Telephone Home \_\_\_\_\_

Email Address \_\_\_\_\_

Alternative Email Address (optional) \_\_\_\_\_

**Q5 EMERGENCY CONTACT DETAILS**

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Mobile \_\_\_\_\_ Telephone Home/Work \_\_\_\_\_

**Q6 STUDY REASON**

Of the following, which one BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons

**Q7 CONCESSION – not applicable for enrolments into Diploma or above**

Do you have a current Health Care Card, Pensioner Concession Card or Veteran's Gold Card? Tick one box

<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Veteran's Gold Card
<input type="checkbox"/> Pensioner Concession Card	<input type="checkbox"/> I do not hold a Concession Card

**Q8 DISABILITY**

Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No – go to question 9

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"/> Acquired brain impairment
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness
			<input type="checkbox"/> Other

Would you like to receive advice or support services, equipment or facilities that may assist you in your studies?  Yes  No

**Q9 VICTORIAN STUDENT NUMBER (VSN) To be completed by all students under 25 years of age**

Have you attended any Victorian School since 2009 or participated in any training with a Vocational Education and Training (VET) registered training organisation provider 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 – **go to question 10**
- YES** I have attended a Victorian school since 2009. 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 training organisations):

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Please enter your Victorian Student Number (VSN) below:

VSN:

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**Q10 LANGUAGE AND CULTURAL DIVERSITY**

Please select your citizenship status; proof of ID to be provided to authorised SuniTAFE representative.

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

In which country were you born?     Australia     Other – please specify:

Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.

- No, English only     Yes – please specify:

Are you of Aboriginal or Torres Strait Islander origin?

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

**Q11 SCHOOLING**

What is your highest COMPLETED school level?

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

Are you still attending secondary school?

- Yes     No

**Q12 PREVIOUS QUALIFICATION ACHIEVED**

Have you SUCCESSFULLY completed any of the qualifications listed below?

- Yes     No – go to next question

If Yes, please enter one of these prior education achievement recognition identifiers for any applicable qualification level. Please indicate if it is an Australian (A), Australian Equivalent (E) or International (I) qualification.

- A     E     I    **Bachelor Degree or Higher Degree**  
 A     E     I    **Advanced Diploma or Associate Degree**  
 A     E     I    **Diploma (or Associate Diploma)**  
 A     E     I    **Certificate IV (or Advanced Certificate/Technician)**  
 A     E     I    **Certificate III (or Trade Certificate)**  
 A     E     I    **Certificate II**  
 A     E     I    **Certificate I**  
 A     E     I    **Certificates other than the above**

**Q13 EMPLOYMENT**

Of the following categories, which BEST describes your current employment status? Tick one box only

- Full-time employee     Part-time employee     Unemployed: seeking full-time work  
 Self-employed: not employing others     Employed: unpaid worker in family business     Unemployed: seeking part-time work  
 Self-employed: employing others     Not employed: not seeking employment

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

- Managers     Community and Personal Service Workers     Machinery Operators and Drivers  
 Professionals     Clerical and Administrative Workers     Laborers  
 Technicians and Trade Workers     Sales Workers     Other  
 Never employed – go to next question

Which of the following classifications BEST describes the Industry of your current or previous Employer? Tick one box only

- Retail Trade     Information Media and Telecommunications     Professional, Scientific and Technical Services  
 Accommodation and Food Services     Agriculture, Forestry and Fishing     Administrative Support Services  
 Transport, Postal and Warehousing     Mining     Public Administration and Safety  
 Financial and Insurance Services     Manufacturing     Education and Training  
 Rental, Hiring and Real Estate Services     Electricity, Gas, Water and Waste Services     Health Care and Social Assistance  
 Construction     Wholesale Trade     Arts and Recreation Services  
 Other Service

## SUNRAYSIA INSTITUTE OF TAFE PRIVACY STATEMENT

Sunraysia Institute of TAFE's enrolment and pre-enrolment processes seek personal information and health information about me. The purpose for collecting this information is to register my interest in enrolling and subsequent selection or to register me as a student at Sunraysia Institute of TAFE. The information will also be used to assist in the selection process if applicable and/or make sure I have the support and resources I need during my time here and so that I can be contacted when required. Sunraysia Institute of TAFE asks for the contact details of a person it may need to contact in an emergency. I will ensure that the person I nominate as an emergency contact knows about this arrangement and have given permission for me to provide their personal details to Sunraysia Institute of TAFE. Details of any medical condition or disability that I provide on the enrolment form are sent to Student Support Services who will use this information to provide appropriate support for me if this is required. Student Support Services can be contacted on telephone 5022 3666 for further information on the services available. All students automatically receive an email account on the student mail system which displays their student ID, given name and surname. If I do not wish to have my details published in the internal directory, I will contact the Information Technology department on 5022 3911 or via email [helpdesk@sunitafe.edu.au](mailto:helpdesk@sunitafe.edu.au). Sunraysia Institute of TAFE will also pass on results and attendance information to my employer if I am an apprentice or trainee, to my employer if they have paid course fees and request results, or to my Job Services Australia Provider who has referred me, as requested. Sunraysia Institute of TAFE will also provide my Statement of Results to my school (upon request) if I am participating in a program endorsed by my school. Sunraysia Institute of TAFE are required by law to provide some information to government agencies such as the Police force and Centrelink. I may be contacted to participate in a survey conducted by Sunraysia Institute of TAFE, audit or review relating to my training. This provides valuable feedback on the delivery of VET programs at Sunraysia Institute of TAFE. *For students eligible for VET Student Loans, the following privacy statement also applies:* Sunraysia Institute of TAFE is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Sunraysia Institute of TAFE will disclose this information to the Department of Education and Training (DET) for those purposes. DET will store the information securely in the Higher Education Information Management System. DET may disclose the information to the Australian Taxation Office. Sunraysia Institute of TAFE and DET will not otherwise disclose the information without my consent unless required or authorised by law.

## 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:** I understand that: Sunraysia Institute of TAFE is required to provide the Department with student and training activity data. This includes personal information collected in the Sunraysia Institute of TAFE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Sunraysia Institute of TAFE provides data to the Department in accordance with the 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, including interaction between the Department and student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program of subject completion), which may be relevant to the services provided to the student. A student's USI may be used for specific VET purposes including the verification of student data provided by Sunraysia Institute of TAFE; 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 our 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 authorized 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 the Institutes Privacy Officer in the first instance by phone 03 5022 3774 or email [cdiana@sunitafe.edu.au](mailto:cdiana@sunitafe.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: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>.

### Student Declaration

By signing below:

- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I declare that the information I have provided on this form is correct at time of completion.
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I acknowledge and I have read the Sunraysia Institute of TAFE privacy statement.
- I understand that falsifying my information may affect my eligibility to enrol in a government subsidised place and as a result I may be required to pay an additional commercial fee.
- I agree to SuniTAFE accessing my USI for the purpose of verifying my records at such time I understand I will receive notice that Sunraysia Institute of TAFE has conducted an existing USI search.
- I agree to abide by the standards of conduct and the rules and regulations of Sunraysia Institute of TAFE during my enrolment.
- 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 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 understand SuniTAFE's Refund of Course Fees Policy at [www.sunitafe.edu.au](http://www.sunitafe.edu.au)

X	
Student Signature	Date

*Parent/Guardian Signature <b>mandatory</b> where student is Under 18 years of age.	
X	
*Parent/Guardian Signature	Date