



Short Course Enrolment Form 2019

Course Name: _____ Course ID: _____ Campus : _____

1. Personal details

Title Mr Mrs Miss Ms Other **Date of birth:** _____/_____/_____

Given names (Legal Given Names): _____

Surname (Legal Family Name): _____
(The names listed will appear on Certificates if applicable)

2. Residential address and telephone

What is the address, location and postcode of the suburb locality or town in which you usually live? Please provide the physical address (street number and name not post office box) where you usually reside rather than 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.

Phone number: Work: _____ Mobile: _____

Fax: _____ Home: _____

Email: _____

Residential Address: Number & Street name: _____

Town/suburb: _____ State: _____ Postcode: _____

3. Postal address

What is your postal address if different from above? Including: Building, property, flat, unit, street, RMB, PO Box etc.

Address: Name & Number; _____

Town/suburb: _____ State: _____ Postcode _____

4. Cultural Diversity

Gender: Male Female (Indeterminate/Intersex/Unspecified) **Country of birth:** _____

Are you of Aboriginal or Torres Strait Islander origin? No Yes - Aboriginal - Yes Torres Strait Isl.

5. Employment

Which situation below best describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Employed – unpaid worker in family business |
| <input type="checkbox"/> Part time employee | <input type="checkbox"/> Unemployed – seeking full time work |
| <input type="checkbox"/> Self employed – not employing others | <input type="checkbox"/> Unemployed – seeking part time work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Not employed – not seeking employment |

6. Language

Do you speak a language other than English at home? Only English. English only – go to question 7

Yes Other- (please specify) _____

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



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7. Schooling

What is the highest level you have completed at school?

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

In which year did you complete that school level? _____

Are you still attending secondary school? No Yes

If so which school are you attending: _____

Current School level: _____

8. Disabilities

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

- No – Go to question 9
 Yes – Please indicate your disability below (you may include more than 1)
 Hearing/deaf
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired brain impairment
 Vision
 Medical condition
 Other

9. Student Identifiers

Unique Student Identifier Number (USI): _____

10. Next of kin / Emergency Contact Details

Contact name: _____ Relationship: _____

Contact Details Ph: _____

11. Study Reason

Of the following categories which best describes your main reason for undertaking this course or traineeship/apprenticeship? Please tick **ONE** box only:

- To get a job
 To develop my existing business
 To start my own business
 To try a different career
 Gain a better job/promotion
 It was a requirement of my job
 Gain extra skills for my job
 Get into another course or study
 For personal interest/development
 Other

12. Marketing

How did you find out about Community College Gippsland?

- Newspaper
 Television
 Radio
 Employment Agency
 Website
 Facebook
 Employer
 Course guide / flyer
 Friend
 Event
 Other (please specify) _____

13. Short Course Refunds

- You will receive a full refund if CCG cancels your courses
- If the student withdraws from a short course more than 5 working days before the course commences, a refund of the course fee minus a 10% administrative charge (a minimum of \$5.00) will apply. Refunds for materials fees will be at the discretion of the VET Manager.

Acknowledgements, Declarations and Privacy Statement

1. I declare all details provided on this form are, to the best of my knowledge, true and correct.
2. I agree to abide by all State and Federal regulations during the term of my enrolment. I will make the necessary arrangements to pay all fees and charges applicable to this enrolment
3. If I default in making payment and recovery / legal action is undertaken, I will be responsible for all expenses in relation to the collection of the outstanding amount including, but not limited to, all charges and fees, legal costs on an indemnity basis, and disbursements
4. My participation in this course is subject to the right of Community College Gippsland to cancel or amalgamate courses or classes.
5. I authorise Community College Gippsland or its agent, in the event of illness or accident during any Community College Gippsland organised activity and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
6. I understand if I have outstanding fees my academic results will be withheld until my debts are fully paid and any property belonging to Community College Gippsland has been returned.
7. I will inform CCG within 7 days of any changes to personal details.
8. I am aware there is a cost of \$20.00 if I need to request a replacement Certificate or Statement of attainment.

National VET Data and Victorian Government VET Student Enrolment Privacy Notice and Declaration

Under the Data Provision Requirements 2012, CCG is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form may be used or disclosed by CCG for statistical, administrative, regulatory and research purposes. CCG may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information;
- administering VET, including program administration, regulation, monitoring and evaluation.

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 - CCG is required to provide the Department with student and training activity data. This includes personal information collected in the CCG enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). CCG 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 CCG; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.



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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).

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Survey participation - You may be contacted to participate in or receive a student survey which may be administered or conducted by an NCVET employee, agent or third party contractor, other authorised agency, government department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of the VET programs in Victoria. or, agent or third party contractor or other authorised agencies. Please note you may opt out of the NCVET survey at the time of being contacted. NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

CCG complies with State and Commonwealth privacy legislation, including the Information Privacy Act 2000 (Vic) and the Information Privacy Principles (IPP), the Higher Education Act 2003 as well as the Commonwealth Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012, the Electronic Transaction (Victoria) Act 2000, the Personal Data Protection Act and the Australian Privacy Principles (APP). For more information in CCG's Information Privacy contact Reception.

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 CCG's Customer Service Officers in the first instance by phone (03) 5622 6000 or email info@ccg.asn.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 National VET Data and Victorian Government VET Student Enrolment Privacy Notice and Declaration and I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use & disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: _____ **Date:** ____/____/____

PARENT / GUARDIAN / CARER CONSENT OF ENROLMENT: This form must be completed and signed before a student under the age of 18 years can be enrolled at Community College Gippsland). As the Parent /Guardian/Carer I have read and understood the requirements of the college and give my consent to allow my child/dependent _____ to enrol into the course and acknowledge I can access the relevant policies and procedures on the CCG website.

Parent/Guardian/Carer Printed Name: _____

Signature: _____ **Date:** ____/____/____