

OFFICE USE ONLY

COURSE DATE/TIME		ENROLMENT TYPE	ACE	FF	HCC
COURSE NAME					
OFFICIAL CODE		LOCAL CODE			
COURSE LOCATION		COURSE PROVIDER			
LOCAL STUDENT NO		ENR. RECEIVED BY:			
DECLARATION FORM	Student declaration form completed and on file				Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE USE BLOCK LETTERS

PLEASE NOTE: CERTIFICATES WILL BE ISSUED IN THE NAME THAT APPEARS ON THIS ENROLMENT FORM.

SECTION 1 STUDENT DETAILS

Please PRINT your **legal name** IN BLOCK LETTERS exactly as it appears on your proof of identity documents

TITLE <i>Mr, Mrs, Miss</i>		FAMILY NAME													
GIVEN NAMES													UNSPECIFIED	FEMALE	MALE
NAMES PREVIOUSLY KNOWN AS:															
DATE OF BIRTH	<i>day</i>	<i>month</i>	<i>year</i>	TOWN/CITY OF BIRTH											
COUNTRY OF BIRTH															
PHONE NUMBERS	<i>Home</i>							<i>Mobile</i>							
EMAIL ADDRESS															
ALTERNATIVE EMAIL ADDRESS															

SECTION 2 STUDENT ADDRESS DETAILS

AUSTRALIAN ADDRESS													
UNIT NUMBER				BUILDING									
STREET NUMBER				STREET NAME									
SUBURB							STATE		POST CODE				
POSTAL ADDRESS IF DIFFERENT TO ABOVE													
P.O BOX NUMBER				UNIT NUMBER			BUILDING						
STREET NUMBER				STREET NAME									
SUBURB							STATE		POST CODE				

SECTION 3 EMERGENCY CONTACT DETAILS

NEXT OF KIN											
RELATIONSHIP						PHONE#					
DOCTOR						PHONE #					

SECTION 4 STUDENT NUMBER

UNIQUE STUDENT IDENTIFIER (USI)										
<p>From 1 January, we Craigieburn Education and Community Centre 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.</p> <p><i>If you require any further information regarding how to apply for an USI, ask us for an information leaflet.</i></p>										
VICTORIAN STUDENT NUMBER (VSN)										
All Victorian Students also required a Victorian Student Number. If you don't know your VSN, please complete questions below.										
<p>HAVE YOU ATTENDED ANY VICTORIAN SCHOOL SINCE 2009 OR COMPLETED ANY TRAINING WITH A VOCATIONAL EDUCATION AND TRAINING (VET) REGISTERED TRAINING ORGANISATION OR AN ADULT COMMUNITY EDUCATION PROVIDER SINCE 2011?</p> <p><input type="checkbox"/> No, I have not attended a Victorian School since 2009 or a TAFE or other VET training provider since the beginning of 2011. <input type="checkbox"/> Yes, I have attended a Victorian School since 2009</p> <p>Name of Victorian School _____ <i>and/or</i></p> <p><input type="checkbox"/> Yes, I have participated in training at a TAFE or other training organisation since the beginning of 2011</p> <p>Name of Training Organisation (list up to 3)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>										

SECTION 5 EDUCATION DETAILS

ARE YOU STILL ATTENDING SECONDARY SCHOOL?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL (AUSTRALIAN EQUIVALENT)?	<input type="checkbox"/> Year 12 or	<input type="checkbox"/> Year 10 or	<input type="checkbox"/> Year 8 or below
	<input type="checkbox"/> Year 11 or	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school
HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS? (AUSTRALIAN EQUIVALENT)	<input type="checkbox"/> No <input type="checkbox"/> Yes - please select		
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Certificate I	
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Other :	
<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate II		
IS THIS QUALIFICATION RECOGNISED AS:	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian Equivalent	<input type="checkbox"/> International
NOTE IF YOU HAVE MULTIPLE PRIOR EDUCATIONAL ACHIEVEMENT FOR ANY ONE QUALIFICATION, USE THE FOLLOWING PRIORITY ORDER TO DETERMINE WHICH IDENTIFIER TO USE.	<input type="checkbox"/> Australian 1st	<input type="checkbox"/> Australian Equivalent 2nd	<input type="checkbox"/> International 3rd

SECTION 6 **REASON FOR STUDY**

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE? (TICK ONE BOX ONLY)

- | | | |
|---|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It's a requirement of my job | <input type="checkbox"/> To get into another program of study |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I want extra skills for my job | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try a different career | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> To get skills for Community / Volunteer work | <input type="checkbox"/> Other reasons | |

SECTION 7 **EMPLOYMENT DETAILS**

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

- | | | |
|--|---|--|
| <input type="checkbox"/> Full-time Employee | <input type="checkbox"/> Self-employed - <i>not employing others</i> | <input type="checkbox"/> Unemployed - <i>Seeking full-time</i> |
| <input type="checkbox"/> Part-time Employee | <input type="checkbox"/> Employed - <i>unpaid worker in a family business</i> | <input type="checkbox"/> Unemployed - <i>Seeking part-time</i> |
| <input type="checkbox"/> Self-employed - <i>employing others</i> | <input type="checkbox"/> Unemployed - <i>not seeking employment</i> | |

WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION? (TICK ONE BOX ONLY)

- | | | |
|--|--|--|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Technical and Trade Workers | <input type="checkbox"/> Machine Operators and Drivers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Community and Personal Services Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Clerical and Administration Workers | <input type="checkbox"/> Other: |

WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER?

- | | | |
|---|---|--|
| <input type="checkbox"/> Agriculture, Forestry & Fishing | <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care & Social Assistance |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Accommodation & Food Services | <input type="checkbox"/> Administrative & Support Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transport, Postal & Warehousing | <input type="checkbox"/> Public Administration & Safety |
| <input type="checkbox"/> Electricity, Gas, Water & Waste Services | <input type="checkbox"/> Information Media & Telecommunications | <input type="checkbox"/> Professional, Scientific & Technical Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Rental, Hiring & Real Estate Services | <input type="checkbox"/> Education & Training |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Financial & Insurance Services | <input type="checkbox"/> Arts & Recreation Services |
| | | <input type="checkbox"/> Other Services |

SECTION 8 **ADDITIONAL STUDENT DETAILS**

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

- No
- Yes - *please select:* Aboriginal Torres Strait Islander

ARE YOU AN AUSTRALIAN CITIZEN OR PERMANENT RESIDENT?

- No
- Yes



SECTION 9 ADDITIONAL STUDENT DETAILS – CONTINUED

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes - <i>please specify:</i>
HOW WELL DO YOU SPEAK ENGLISH?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG TERM CONDITION? <i>IF YES, PLEASE SPECIFY</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>please select from list below:</i>
	<input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition
	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment
	<input type="checkbox"/> Mental Health Condition <input type="checkbox"/> Other – please

SECTION 10 REFERRALS

THIS SECTION IS ONLY FOR ENROLMENTS THAT HAVE BEEN REFERRED TO US.

WAS YOUR REFERRAL TO US BY?	<input type="checkbox"/> A Job Network Provider	<input type="checkbox"/> Other
PLEASE STATE THE NAME OF THE ORGANISATION WHO HAS MADE THE REFERRAL?		
DO YOU CONSENT TO CEACC PROVIDING THE AGENCY NAMED ABOVE WITH INFORMATION ABOUT YOUR ENROLMENT?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 11 PHOTOGRAPHIC IMAGE RELEASE

CEACC REPRODUCES PHOTOGRAPHS IN ITS MARKETING MATERIAL SUCH AS PUBLICATIONS, FACEBOOK AND ON OUR WEBSITE FOR PROMOTIONAL PURPOSES. CEACC WOULD LIKE TO BE ABLE TO USE AND REPRODUCE PHOTOGRAPHS OF YOU FOR THIS PURPOSE AND IS SEEKING YOUR CONSENT TO DO SO. DO YOU GIVE CONSENT TO CEACC TO USE YOUR PHOTOGRAPHIC IMAGE IN THESE WAYS?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes
	<i>If you wish to withdraw this authorisation, it will be your responsibility to inform CEACC.</i>

SECTION 12 HARDSHIP APPROVAL (OFFICE USE ONLY)

EXECUTIVE OFFICERS SIGNATURE		DATE	D	D	M	M	Y	Y
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SECTION 13 POLICIES

Refunds

CEACC is a not for profit organisation and runs its operations on a tight budget with the loss of just one student's fee may cause the course to run at a financial deficit. This is why CEACC avoids fee refunds and will investigate and implement alternative options unless there is no other option than refund. However, consideration will willingly be given to a refund of fees in full or part for extenuating circumstances. Examples may be personal illness, family member illness, family or close person's death or other.

Before refunding any fees the option of placement of the student in a future course will be considered by CEACC. Fee refunds would be proportional to the hours remaining of the course minus an administration fee of **\$20**.

If you are seeking a refund, please speak to the Executive Officer.

Statements of Attainment

You are entitled to, at no additional cost, a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided you have successfully completed and paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Resit or Re-Assessment

You are entitled to, at no extra cost, a re-assessment if you have been unsuccessful in satisfactorily completing an assessment. Details of the procedure for re-assessment are available to you in the assessment tool, student handbook and the conditions of enrolment statement.

Other Fees & Charges (as applicable)

RE-ISSUE OF CERTIFICATE	\$10.00	RE-ASSESSMENT PER UNIT (ONE)	FREE
CHANGE OF COURSE	\$20.00	STUDENT NOTES / WORKBOOK	MAXIMUM PER UNIT \$15.00
STUDENT PHOTOCOPYING	10C PER B/W PAGE		

SECTION 14 PRIVACY STATEMENT ON DATA COLLECTION

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

CEACC (RTO 3740) is required to provide the Department with student and training activity data. This includes personal information collected in the CEACC enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

CEACC 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, 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 or subject completion) which may be relevant to the services provided to the student.

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.

Please note you may opt out of the NCVER survey at the time of being contacted.

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 CEACC's Compliance Officer in the first instance by phone on 03 9308 1477 or email ceacc@craigieburn.org.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 Privacy Notice.

STUDENT SIGNATURE		DATE	D	D	M	M	2	0	2	Y
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SECTION 15 ENROLMENT ACCEPTANCE AGREEMENT

In signing this Enrolment Form and Acceptance Agreement I agree that:

- The information in this enrolment form as provided by me is true and correct.
- I will provide CEACC with up to date and accurate contact details and I agree to contact CEACC to notify of any changes to those details.
- I have been provided with appropriate and sufficient information to make an informed decision about my enrolment in this course.
- I have been given a copy, understand and agree to CEACC's Enrolments Terms & Conditions as attached.
- I am aware of the student handbook, where it is located and that I may peruse it at any time.
- I have read and understand the conditions regarding Statements of Attainment.
- I have read and understand the conditions regarding Re-assessment.
- I have been provided with detailed information about the fees and charges associated with the course enrolment including the tuition, administration, consumables fees and the Refund Policy.
- I understand that there is a deposit /administration fee of **\$20.00** which is non-refundable.
- I understand that if I am having difficulty paying for this course that I can discuss payment options with the CEACC's Executive Officer.
- I understand that this agreement and the availability of a complaints and appeals process, does not remove the right by me to take action under Australia's consumer protection laws.
- I understand that CEACC reserves the right to accept or reject any application for enrolment at its discretion

STUDENT SIGNATURE:		DATE	D	D	M	M	2	0	2	Y
PRINTED NAME:										