2016 Course Enrolment Form (Domestic Students-VTG)

**Personal Details (Q1-5)**

| Q1. | □ Ms □ Miss □ Mrs □ Mr | Family Name | Given Name(s) |
| Q2. Date of Birth | □ Same as home address □ As below | Q5. Postal address, if different from your home address. |

| Building Property name: | Flat/unit no. details: | Street name |
| Flat/unit no. details: | Suburb, locality or town: | State/Territory: |
| Suburb, locality or town: | | |
| State/Territory: | Postcode: | |
| Home Phone: | | |
| Mobile Phone: | Email Address: |

**Employment (Q20)**

| Q20.1 Employment Status |
| □ Full-time employee | □ Part-time employee | □ Casual employee | □ Employer | □ Unemployed – seeking part-time work |
| □ Self-employed - not employing others | | | | |
| □ Not employed – not seeking | □ Employed – unpaid worker in a family business |

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**Previous Qualifications Achieved (Q17-19)**

| Q17. Have you SUCCESSFULLY completed any of the following qualifications? | □ Yes □ No (if No - Go to Question 19) |
| Q18. If yes, then tick ANY applicable boxes |
| □ Certificate I | □ Certificate II | □ Certificate III (or Trade Certificate) |
| □ Certificate IV (or Advanced Certificate/Technician) | □ Diploma (or Associate Diploma) | □ Advanced Diploma or Associate Degree |
| □ Bachelor Degree or Higher Degree | □ Certificates other than the above |

**Q19. Highest qualification**

If obtained outside of Australia and higher than the Course level being enrolled in, applicant attests that in regard to this qualification, no formal assessment process has taken place in Australia, leading to a statement of equivalence with an AQF qualification.

**Applicant’s signature:** ________________________
Q20.2 Current or recent occupation
- Managers
- Professionals
- Technicians and Trade Workers
- Community and Personal Service Workers
- Sales Workers
- Laborers
- Clerical and Administrative Workers
- Machinery Operators and Drivers
- Other

Q20.3 Industry of current or previous Employer
- Agriculture, Forestry and Fishing
- Mining
- Manufacturing
- Electricity, Gas, Water and Waste Services
- Construction
- Wholesale Trade
- Retail Trade
- Accommodation and Feed Services
- Transport, Postal and Warehousing
- Information Media and telecommunications
- Financial and Insurance Services
- Public Administration and Safety
- Professional, Scientific and Technical Services
- Administrative and Support Services
- Other Services
- Education and Training
- Health Care and Social Assistance
- Arts and recreation Services

Study Reason (Q21) Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)
- To get a job
- To try a different career
- For personal interest/self-development
- To get into another course of study
- To develop my existing business
- To start my own business
- To get a better job or promotion
- I wanted extra skills for my job
- It was a requirement of my job
- Other reasons

Victorian Student Number (VSN)

If you have not provided a VSN you will need to complete the questions below. 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 if you answer No above)
- Yes – I have attended a Victorian school since 2009. Most recent Victorian school attended is: ____________________________________________________________________________ and/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 below. (List up to 3 training organisations)
  1. _____________________________________________
  2. _____________________________________________
  3. _____________________________________________

Unique Student Identifier-USI (Q23)

Do you have USI? □ Yes  □ No

Course Selection
- BSB42015 Certificate IV in Leadership and Management
- CHCS52015 Diploma of Community Services
- BSB51915 Diploma of Leadership and Management
- TAE40110 Certificate IV in Training and Assessment
- BSB61015 Advanced Diploma of Leadership and Management

Student Declaration _ Pre-Enrolment Conditions

1. I have read and understand the course and fee information on the website Academies Australasia Polytechnic, [http://www.aapoly.edu.au/aapoly-courses-domestic](http://www.aapoly.edu.au/aapoly-courses-domestic) and in the course information brochure.
2. I understand that continuation in the course/s is dependent upon satisfactory academic progress and attendance.
3. I understand that information collected about me may be shared between the registered provider and the Australian Government and designated authorities. In other instances information collected on this form can be disclosed without your consent where authorised or required by law.
4. I acknowledge that Academies Australasia Polytechnic is committed to protecting an individual’s right to privacy in accordance with the Privacy Act 2001.
5. I acknowledge that Academies Australasia Polytechnic reserves the right to alter any course, subject, admissions requirement or fee without notice.
6. I am aware that Academies Australasia Polytechnic accepts students with a minimum age of 18 years.

Hereby declare that the information supplied in this application and the supporting documentation is true and correct. I have read, understood and agreed to the terms and conditions.

Signature: ____________________________________ __/__/____ (DD/MM/YYYY)
Student privacy enrolment notice

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

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 Academies Australasia Polytechnic; 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 Academies Australasia Polytechnic’s Privacy Officer in the first instance at privacyofficer@apoly.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: http://www.usi.gov.au/Students/Pages/student-privacy.aspx.

☐ I acknowledge that I have read the Victorian Government’s VET Student Enrolment Notice.

Student signature: .................................................................
**Funding Eligibility/Fee Exemption/Concessions (To be Completed by an authorized delegate of Academies Australasia Polytechnic)**

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Eligibility Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ P Eligible individuals – general non trainee</td>
<td>□ L Trainees – registered with the VRQA – AAC Delta required</td>
</tr>
<tr>
<td>□ S Fee for Service – full fee paying</td>
<td>□ H,P,V Concession Fee – Health Care, Pensioner, Veteran Gold Cards Evidence required (copy to be supplied) Yes Concession applies</td>
</tr>
<tr>
<td>□ J Referred Job Seeker Fee Waiver with a referral form and a Concession Card (referral form &amp; copy of concession)</td>
<td>□ K Referred Job Seeker Fee Waiver with a referral form and not currently holding a Health Care, Pensioner, Veteran’s Gold Cards (referral from</td>
</tr>
<tr>
<td>□ AEP Automotive Supply Chain Training Initiative – General Non Traineeship - requires referral form. Students must be reported with an Eligibility Exemption Indicator “Y”</td>
<td>□ AEL Automotive Supply Chain Training Initiative – Traineeship - requires referral form. Students must be reported with an Eligibility Exemption Indicator “Y”</td>
</tr>
<tr>
<td>□ ASP Asylum Seekers or Victims of Human Trafficking – Non Traineeships – Requires authorized referral form for files</td>
<td>□ ASL Asylum Seekers or Victims of Human Trafficking – Traineeship – Requires authorized referral form for files</td>
</tr>
<tr>
<td>□ X Individuals from The Judy Lazarus Transition Centre (JLTC) and young people required to undertake a course of study pursuant to a Community Based Order – Yes Fee Waiver applies</td>
<td>□ Indigenous Status Identifier Indigenous Completions Initiative – Concession – Need to retain copies of Job Seeker Referral Form</td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY – Final eligibility check to be completed by the responsible Manager**

Tuition Fee waivers/exemptions. Additional Eligibility Check: SVTS □ Yes □ No Are copies of evidence attached □ Yes □ No

Is the applicant eligible for VET Funding □ Yes □ No Eligibility Exemption

<table>
<thead>
<tr>
<th>Manager's Name</th>
<th>Manager's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Academies Australasia Polytechnic_2016 Course Enrolment Form _Domestic Students_V1