

**2016 Course Enrolment Form (Domestic Students-VTG)**

Personal Details (Q1-5)	
<b>Q1.</b> <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <b>Family Name</b> _____	<b>Given Name(s)</b> _____
<b>Q2. Date of Birth</b> ____/____/____ (DD/MM/YYYY)	<b>Q3. Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Q4. Home Address	Q5. Postal address, If different from your home address.
Building Property name: _____ Flat/unit no. details: _____ Street name _____ Suburb, locality or town: _____ State/Territory: _____ Postcode: _____ <b>Home Phone:</b> _____ <b>Mobile Phone:</b> _____	<input type="checkbox"/> Same as home address <input type="checkbox"/> As below Building Property name: _____ Flat/unit no. details: _____ Street name _____ PO box _____ Suburb, locality or town: _____ State/Territory: _____ Postcode: _____ <b>Email Address:</b> _____
Q6. Emergency Contact Details	
<b>Emergency Contact Name 1:</b> _____ <b>Relationship:</b> _____ <b>Phone Number:</b> _____	<b>Emergency Contact Name 2:</b> _____ <b>Relationship:</b> _____ <b>Phone Number:</b> _____
Language and Cultural Diversity (Q 7-11)	
<b>Q7. Are you an Australian Citizen or Permanent Resident?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, your nationality _____) <b>Q8. In which country were you born?</b> Australia <input type="checkbox"/> Yes <input type="checkbox"/> No Other please specify _____ <b>Q9. How well do you speak English?</b> <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	<b>Q10. Do you speak a language other than English at home?</b> <input type="checkbox"/> No English only <input type="checkbox"/> Yes, other (If more than one language, indicate the one that is spoken most often) _____ <b>Q11. Are you of Aboriginal or Torres Strait Islander origin?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Aboriginal <input type="checkbox"/> Yes Torres Strait Islander (For persons of both Aboriginal and Torres Strait Island origin, tick both Yes boxes)
Disability (Q12-13)	
<b>Q12. Do you consider that you have a disability, impairment or long-term condition?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if No - Go to Question 14)	
<b>Q13. If yes, please indicate the areas of disability, impairment or long term condition: (You may indicate more than one area)</b> <b>Where Academies Australasia Polytechnic cannot meet individual's needs and believes it cannot offer them the best service possible, it will refer the applicant to another training provider.</b>	
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness impairment <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other: _____	
Schooling (Q14-16) MUST BE COMPLETED BY STUDENT	
<b>Q14. What is your highest COMPLETED school level? ( Tick ONE box only): (Never attended school – Go to Question 16)</b> <input type="checkbox"/> Completed Year 12 or equivalent <input type="checkbox"/> Completed Year 11 equivalent <input type="checkbox"/> Completed Year 10 equivalent <input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 8 or below <input type="checkbox"/> Never attended school	
<b>Q15. In which YEAR did you complete that school level?</b> _____	<b>Q16. Are you still attending secondary school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Qualifications Achieved (Q17-19) MUST BE COMPLETED BY STUDENT	
<b>Q17. Have you SUCCESSFULLY completed any of the following qualifications?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if No - Go to Question 19)	
<b>Q18. If yes, then tick ANY applicable boxes</b>	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificates other than the above
<b>Q19. Highest qualification</b> _____ 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.	
<b>Applicant's signature:</b> _____	
Employment (Q20)	
<b>Q20.1 Employment Status</b>	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Casual employee <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Not employed – not seeking <input type="checkbox"/> Employed – unpaid worker in a family business	

<b>Q20.2 Current or recent occupation</b>													
<input type="checkbox"/> Managers	<input type="checkbox"/> Professionals	<input type="checkbox"/> Technicians and Trade Workers	<input type="checkbox"/> Community and Personal Service Workers										
<input type="checkbox"/> Sales Workers	<input type="checkbox"/> Laborers	<input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Machinery Operators and Drivers										
<input type="checkbox"/> Other													
<b>Q20.3 Industry of current or previous Employer</b>													
<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing											
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale Trade											
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Accommodation and Feed Services	<input type="checkbox"/> Transport, Postal and Warehousing											
<input type="checkbox"/> Information Media and telecommunications	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Rental, Hiring and real Estate Services											
<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Public Administration and Safety											
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Arts and recreation Services											
<input type="checkbox"/> Other Services													
<b>Study Reason (Q21) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)</b>													
<input type="checkbox"/> To get a job	<input type="checkbox"/> To try a different career	<input type="checkbox"/> For personal interest/self-development											
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business											
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> Other reasons										
<b>Victorian Student Number (Q22) (To be completed by students aged below 25)</b>													
Victorian Student Number (VSN). <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>													
<b>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?</b>													
<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. (No more questions if you answer No above)													
<input type="checkbox"/> Yes – I have attended a Victorian school since 2009. Most recent Victorian school attended is: _____ and/or													
<input type="checkbox"/> 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. _____													
<b>Unique Student Identifier-USI (Q23)</b>													
Do you have USI? <input type="checkbox"/> Yes <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>													
<input type="checkbox"/> No, please create your USI via <a href="https://www.usi.gov.au/students">https://www.usi.gov.au/students</a> , and send it to <a href="mailto:applications@aapoly.edu.au">applications@aapoly.edu.au</a>													
<b>Course Selection</b>													
<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	<input type="checkbox"/> CHC52015 Diploma of Community Services												
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management	<input type="checkbox"/> TAE40110 Certificate IV in Training and Assessment												
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management													
<b>Student Declaration _ Pre-Enrolment Conditions</b>													
1. I have read and understand the course and fee information on the website Academies Australasia Polytechnic, <a href="http://www.aapoly.edu.au/aapoly-courses-domestic">http://www.aapoly.edu.au/aapoly-courses-domestic</a> 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.													
I, _____													
<b>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.</b>													
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).

Academies Australasia Polytechnic 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 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@aapoly.edu.au](mailto:privacyofficer@aapoly.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: .....

THIS ENROLMENT FORM SHOULD BE COMPLETED WITH  
 “VICTORIAN TRAINING GUARANTEE -2016 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION”.

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

Is the candidate under 20 years of age (as at 1 January 2016)  Yes (If yes upskilling not required)  No  
 Note: If the candidate is currently enrolled as a student in a school, the candidate is not eligible for government subsidised training (excluding SBNA's).

Does this candidate meet the eligibility requirements for funding in the current year?  Yes  No

<input type="checkbox"/> P	Eligible individuals – general non trainee	<input type="checkbox"/> L	Trainees – registered with the VRQA – AAC Delta required
<input type="checkbox"/> S	Fee for Service – full fee paying	<input type="checkbox"/> H,P,V	Concession Fee – Health Care, Pensioner, Veteran Gold Cards Evidence required (copy to be supplied) Yes Concession applies
<input type="checkbox"/> J	Referred Job Seeker Fee Waiver with a referral form and a Concession Card (referral form & copy of concession)	<input type="checkbox"/> K	Referred Job Seeker Fee Waiver with a referral form and not currently holding a Health Care, Pensioner, Veteran's Gold Cards (referral from
<input type="checkbox"/> WTP	Workers in Transition Program – General Non Traineeship – requires authorized referral form. Eligibility letter & Separation Certificate required for files	<input type="checkbox"/> WTL	Workers in Transition Program –Traineeship – requires authorized referral form. Eligibility letter & Separation Certificate required for files
<input type="checkbox"/> AEP	Automotive Supply Chain Training Initiative – General Non Traineeship - requires referral form. Students must be reported with an Eligibility Exemption Indicator “Y”	<input type="checkbox"/> AEL	Automotive Supply Chain Training Initiative – –Traineeship - requires referral form. Students must be reported with an Eligibility Exemption Indicator “Y”
<input type="checkbox"/> ASP	Asylum Seekers or Victims of Human Trafficking – Non Traineeships – Requires authorized referral form for files	<input type="checkbox"/> ASL	Asylum Seekers or Victims of Human Trafficking – Traineeship – Requires authorized referral form for files
<input type="checkbox"/> 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	<input type="checkbox"/> Indigenous Status Identifier	Indigenous Completions Initiative – Concession– Need to retain copies of Job Seeker Referral Form

**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

\_\_\_\_\_ Manager's Name \_\_\_\_\_ Manager's Signature \_\_\_\_\_ Date