

**North Ringwood Community House Inc.**

35-39 Tortice Drive (PO Box 2489) Ringwood North VIC 3134

(03) 9876 3421 | admin@nrch.org.au

www.nrch.org.au

ABN 78 052 679 939 | Incorp. No. A0004693Z | RTO 6434

PRE-ACCREDITED COURSE APPLICATION

Course applying for: _____ Code: _____

Enrolment date: ____/____/____ Course Commencement Date: ____/____/____

Contact Details	
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss
Gender:	☐ Male ☐ Female ☐ Indeterminate/Intersex/Unspecified
Date of Birth:	dd / mm / yy
First Name (Legal Given Name):	
Middle Name (Legal Middle Name):	
Surname (Legal Family Name):	
Residential Address. Please provide the physical address (street number and name not post office box) where you usually reside:	
Post Code:	
Postal Address (if different from above):	
Post Code:	
Home Phone :	()
Work Phone :	()
Mobile Phone :	()
Email Address:	
Alternate Email Address:	
Emergency Contact Details:	
Name:	
Relationship:	
Home Phone :	()
Mobile :	()

Language and cultural diversity	
In which country were you born?	☐ Australia ☐ Other, please specify:
Do you speak a language other than English at home?	☐ No, English Only ☐ Yes, other, please specify:
Are you Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both "yes" boxes).	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
Disability, Impairment or Long Term Condition	
Do you consider yourself to have a disability, impairment or long term condition?	☐ Yes ☐ No If yes, please indicate the area of disability, impairment or long term condition: ☐ Hearing/Deaf ☐ Intellectual ☐ Learning ☐ Medical condition ☐ Mental illness ☐ Physical ☐ Vision ☐ Acquired brain impairment ☐ Other, please specify
Victorian Student Number (VSN)	
To be completed by all students aged up to 24 years.	
<i>Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.</i> <i>Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.</i> <i>Students who are enrolling for the first time since the VSN was introduced will get a new VSN.</i>	
Please provide your VSN Number: (no more questions if you have provided your VSN Number)	
Have you attended any Victorian school since 2009 or done any training with 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 ☐ 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 organisation with which you have participated in training in Victoria since 2011 (List up to 3 organisation).

EMPLOYMENT	
Of the following categories, which BEST describes your current employment status (please tick one response only)?	☐ Full time worker ☐ Part time worker ☐ Self-employed, not employing others ☐ Self-employed, employing others ☐ Employed – Unpaid worker in family business ☐ Unemployed, seeking part time work ☐ Unemployed, seeking full time work ☐ Not employed, not seeking employment
Which of the following classifications BEST describes the Industry of your current or previous Employer (please tick one response only)?	☐ Accommodation and Food Services ☐ Administrative and Support Services ☐ Agriculture, Forestry and Fishing ☐ Arts and Recreation Services ☐ Construction ☐ Education and Training ☐ Electricity, Gas, Water and Waste Services ☐ Financial and Insurance Services ☐ Health Care and Social Assistance ☐ Information Media and Telecommunications ☐ Manufacturing ☐ Mining ☐ Professional, Scientific and Technical Services ☐ Public Administration and Safety ☐ Rental, Hiring and Real Estate Services ☐ Retail Trade ☐ Transport, Postal and Warehousing ☐ Wholesale Trade ☐ Other Services
Which of the following classifications BEST describes your current or recent occupation (please tick one response only)?	☐ Clerical and Administration Workers ☐ Community and Personal Service Workers ☐ Labourers ☐ Machinery Operators and Drivers ☐ Managers ☐ Professionals ☐ Sales Workers ☐ Technicians and Trade Workers ☐ Other

CONCESSION	
Do you have a concession card? (Must be sighted prior to enrolment)	☐ Yes ☐ No

	If Yes: - Expiry date _____ and please tick which concession card, you have ☐ Health Care Card (H) ☐ Pensioner Concession Card (P) ☐ Veteran Gold Concession (V) ☐ Other (O) ☐ None (Z) ☐ Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card
SCHOOL/TRAINING DETAILS	
(Please only indicate schooling and qualifications completed in Australia) What is your highest COMPLETED school level (please tick one response only)?	☐ Completed Year 12 ☐ Completed Year 11 ☐ Completed Year 10 ☐ Completed Year 9 (or equivalent) ☐ Completed Year 8 (or lower) ☐ Never attended
Are you still attending school? If No, please indicate year you left high school:	☐ Yes ☐ No _____
Have you SUCCESSFULLY completed any of the following qualifications?	☐ Yes ☐ No ☐ Bachelor Degree or Higher Degree ☐ Advanced Diploma or Associate Degree ☐ Diploma (or Associate Diploma) ☐ Certificate IV (or Advanced cert./technician) ☐ Certificate III (or Trade certificate) ☐ Certificate II ☐ Certificate 1 ☐ Certificate other than the above Field of Study _____
Did you complete any of these qualifications overseas? If yes, please tick which Prior Education Achievement Recognition Identifier?	☐ Yes ☐ No ☐ Australian Equivalent ☐ International Field of Study _____

ELIGIBILITY FOR GOVERNMENT FUNDED PLACES	
To be eligible for a Government funded place you must be able to provide proof of your Australian Citizenship/Residential status. Copies of evidence must be supplied.	

Are you an Australian citizen? (Australian Birth Certificate, Australian Passport, Current New Zealand passport, Naturalisation Certificate, Medicare/Health care card). Are you an Australian Permanent Resident (Holder of permanent visa)? Do you hold a special category Visa (sub-class 444, New Zealand citizen)? Do you hold a Temporary Protection visa? Are you an Asylum seeker?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
STUDY REASON	
Of the following categories, which BEST describes your main reason for undertaking this program?	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another program of study ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other reasons (<i>please specify</i>)
How did you hear about this course?	☐ NRCH Website ☐ Internet search (<i>please advise which website</i>) ☐ Newspaper ☐ Social Media ☐ Brochure ☐ Radio ☐ Friend ☐ Other (<i>please advise</i>)

Student enrolment privacy notice

Under Victorian and federal privacy legislation, students must be provided with a privacy notice informing them about the ways their personal information will be collected and handled when they enroll for VET.

As part of this process, the following Victorian Government VET Student Enrolment Privacy Notice has been prepared for your use. It must be incorporated into your enrolment forms for all students commencing or re-enrolling from 2011. It should be customised to include your training provider contact details, as relevant.

At the same time, you will need to insert your own Student Enrolment Privacy Notice, describing how your training organisation collects and handles student data following enrolment. As necessary, this should include any relevant privacy notifications relating to Commonwealth initiatives and/or federal privacy requirements (i.e., Commonwealth VET Student Loans formally Commonwealth VET Fee Help or the Unique Student Identifiers scheme). You will also need to meet the privacy statement requirements of the NCVER data collection as outlined on the Australian Government [Department of Education](#) website. Preferably, privacy notice information should be presented to students in a coordinated way.

Where electronic enrolment forms are provided, appropriate electronic confirmation should be obtained from each student to ensure that the student details provided are correct and that the student has acknowledged the Victorian Government VET Student Enrolment Privacy Notice.

Victorian Government VET Student Enrolment Privacy Notice:

Collection of your data

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

North Ringwood Community House Inc. provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DET](#) website.

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) <https://www.ncver.edu.au/privacy>

Legal and Regulatory

The Department's collection and handling of enrolment data and VSN's is authorised under the *Education and Training Reforms ACT 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and *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 that 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 the North Ringwood Community House CEO in the first instance by phone 9876 3421 or email admin@nrch.org.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: Victorian State Government Education and Training website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website.

SIGNATURE AND DECLARATION

Terms and Conditions:

1. Full payment is required to confirm enrolment.
2. If the class is cancelled we will refund you in full.
3. If you cancel your enrolment at least 7 days prior to course commencement we will refund you less \$15 administration fee. No Refund if you cancel less than 7 days prior to course commencement.
4. A copy of the Complaints Policy and Privacy Policy is available at the office and on the NRCHI website.
5. Students of ACFE funded courses may be contacted by ACFE in relation to their satisfaction with their course.

Signature and declaration (please tick):

- ☐ I understand that North Ringwood Community House Inc. is required to provide 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)
- ☐ I give consent for photographs/recordings to be taken as part of my involvement with programs of the North Ringwood Community House Inc. I acknowledge these images may be used on the North Ringwood Community House Inc. website or for any other promotional material.
- ☐ I acknowledge that my mobile number may be provided to my trainer where reasonably required for legitimate course-related or operational purposes, including attendance follow up, after hours class arrangements or emergencies.
- ☐ I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- ☐ I hereby declare that the information provided in this application for enrolment form is complete and accurate
- ☐ In case of emergency I authorise staff at the North Ringwood Community House Inc. to take any steps they may consider necessary for my safety or well-being, including ambulance travel and medical treatment. I understand that I am responsible for all medical bills and expenses.

Participant Signature: (or parent/guardian if under 18 years of age)

[sign here]

Date: ____/____/____

Office use only:

Funded Student:

Fee for Service Student:

Concession Funded Student:

Concession Fee for Service Student:

EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM

DO NOT LEAVE ANY SECTIONS BLANK

SECTION A: EVIDENCE OF CITIZENSHIP AND AGE

To be completed by an authorised delegate of the Learn Local provider

I confirm that in relation to:
(student's full name):

I have sighted **ONE** of the following: (tick relevant box)

- | | |
|--|--|
| ☐ Australian Birth Certificate (not Birth Extract) | ☐ Current Australian Passport |
| ☐ Current New Zealand Passport | ☐ Australian Citizenship Certificate |
| ☐ Current green Medicare card | ☐ Australian Certificate of Registration by Descent |
| ☐ A proxy declaration for individuals in exceptional circumstances (attached) | ☐ Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| ☐ a <i>Referral to Government Subsidised Training - Asylum Seekers'</i> form from the Asylum Seeker Resource Centre or the Australian Red Cross | ☐ confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid visa type accepted for participation in the Asylum Seeker VET Program. |

by either: (tick relevant box)

- ☐ viewing an original
- ☐ viewing a certified copy
- ☐ verifying through the Document Verification Service (DVS)
- ☐ viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device
- ☐ relying on evidence sighted and retained as part of a previous enrolment
- ☐ viewing a printed or electronic record from VEVO that confirms a student holds a valid visa type accepted for participation in the Asylum Seeker VET Program.

Where evidence of a student being 17 years of age or over is required* and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted one of the following: (tick relevant box)

- | | | |
|---|--|---|
| ☐ Current drivers' licence | ☐ Keypass card | ☐ Not applicable |
| ☐ Current learner permit | ☐ Proof of Age card | |

*Where a clear determination can be made, the above evidence is not required.

AUTHORISED DELEGATE NAME: _____

SIGNED:

DATE:

/ /