



Enrolment Form

Old Courthouse Community Centre
31 Henty Street (PO Box 118) Casterton Vic 3311

www.oldcourthousecommunitycentre.com.au ☎ (03) 55812139 nh@ochcasterton.com.au

Course in which you are seeking to:

Course Code:

Are you applying for concession on enrolment?

Yes

No

If YES, proof of concession must be provided.

Legal Family Name:

Legal Given Names:

Date of Birth:

Unique Student Identifier (USI) `

(This is NOT required for Pre Accredited courses)

<https://www.usi.gov.au/students/create-your-usi>.

Gender: Male

Female

Unspecified

Home phone

Mobile

Work

Email Address

Residential Address

Post Code:

Postal Address

Post Code:

Emergency Contact:

Relationship

Phone

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

In which country were you born?

Australia?

Other *Please specify* ..

Are you still attending secondary school? Yes

No

What is your highest **COMPLETED** school level?

Year 12

Year 11

Year 10

Year 9 or equivalent

Year 8 or below

Never attended school

In which YEAR did you complete that school level? (eg 2010)

Select **ONE** of the following categories which **BEST** describes your current employment status

Full-time employee

Part-time employee

Self employed – not employing others

Employer

Employed – unpaid family worker

Unemployed – seeking full-time work

Not employed – not seeking employment

Unemployed – seeking part-time work

What is your occupation?

In what industry do you work?

Do you speak a language other than English at home?

No, English only

Yes. *Please specify*

How well do you speak English?

Very Well

Well

Not Well

Not at All

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

IF **YES** indicate which area or areas of disability, impairment or long-term condition

Acquired brain impairment	Hearing/Deaf	Intellectual
Learning	Medical Condition	Mental Illness
Physical	Vision	Other

Have you **SUCCESSFULLY** completed any of the following qualifications? Yes No

IF **YES**, **select** if the qualifications are **(A)** Australian, **(E)** Australian Equivalent or **(I)** International

A E I Certificate I	A E I Certificate II
A E I Certificate III (or Trade Certificate)	A E I Certificate IV (or Advanced Certificate)
A E I Diploma (or Associate Diploma)	A E I Advanced Diploma or Associate Degree
A E I Bachelor Degree or Higher Degree	A E I Certificates other than above

Of the following categories, which **BEST** describes your main reason for doing this course? (tick **one** box only)

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

A Victorian Student Number (VSN) is allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011. Victorian Student Number (VSN)

Yes – I've attended a Victorian school since 2009.
Most recent Victorian school attended

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. **Go to next section.**

.....
and/or

Yes – I have participated in training at TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations which you have participated in training in Victoria since 2011. (List up to 3 training organisations)

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Old Courthouse Community Centre 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 and your training activity data) may be used or disclosed by Old Courthouse Community Centre for statistical, regulatory and research purposes. Old Courthouse Community Centre may disclose your information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Continued next page.

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

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the 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 VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

Privacy

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

Old Courthouse Community Centre is required to provide the Department with student and training activity data. This includes personal information collected in the Old Courthouse Community Centre enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Old Courthouse Community Centre 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 Old Courthouse Community Centre provides; 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 NCVET 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 Old Courthouse Community Centre Privacy Officer in the first instance by phone 03 55812139 or email nh@ochcasterton.com.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 understand that my enrolment is dependent upon:
 1. receipt of the appropriate fees for the course I am enrolled in
 2. regular attendance/communication as required by the course
 3. adherence to Old Courthouse Community Centres' policies and expectations as detailed in the Learner Information booklet
- I understand that successful completion of the course includes meeting all assessable requirements (where applicable).
- I consent to photographs and images in which I appear to be used for no reward for publications and public relations activities by Old Courthouse Community Centre. This may include internal publications and use in print and electronic media.
- I consent to samples of my work to be used for no reward for publications and public relations activities by Old Courthouse Community Centre
- I agree to information about other relevant courses being mailed/emailed to me.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

SIGNATURE

Date: .

PARENT/GUARDIAN SIGNATURE
[for learners under 18 yrs

Date: .