

Enrolment Form

The following questions have been designed to ensure consistent interpretation of data collected from clients via enrolment forms. Information collected from clients is confidential and will not affect you as an individual in your studies. **All sections must be completed.**

Course code		If you are aged 24 or below at the time of enrolment please provide your Vic Student Number (VSN)																		
Course title		VSN held but number unknown		(Please tick)																
		I am new to the Victorian Education System. I have never attended a Victorian school, TAFE or other training provider		(Please tick)																
		Jobseeker ID (if held)																		
		VETTrak Number (office use only)																		

Personal details										
First name		middle name		surname						
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth	___/___/___	
Age at 1/1/2012	<input type="checkbox"/> 15-19	<input type="checkbox"/> 20-24	<input type="checkbox"/> 25 +	Proof of age evidence sighted	<input type="checkbox"/> Licence	<input type="checkbox"/> Other (please specify) _____				

Residential address (this is not to be a PO Box)										
Address										
City/Town		State		Postcode						
Mailing/postal address (if different to residential address)										
Address										
City/Town		State		Postcode						
Term/Semester address (if different to residential address)										
Address										
City/Town		State		Postcode						

Contact details									
Home phone		Mobile							
Email									

Your emergency contact										
Name										
Relationship	<input type="checkbox"/> Friend	<input type="checkbox"/> Guardian	<input type="checkbox"/> Parent	<input type="checkbox"/> Relation	<input type="checkbox"/> Spouse/partner					
Home phone		Mobile		Work phone						

Language and cultural diversity										
Are you of Aboriginal/Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander	<input type="checkbox"/> Not stated					
In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify) _____								
Do you speak a language other than English at home?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify) _____								
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						

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Education details	
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest COMPLETED school level?	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed VCE <input type="checkbox"/> Completed VCAL Certificate - Senior <input type="checkbox"/> Completed VCAL Certificate - Intermediate
	<input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 8 or lower
	<input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Did not go to high school
	<input type="checkbox"/> Completed Year 9 or equivalent
Where did/do you attend school?	
In which year did you complete this school level?	School contact name

Employment status			
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full time employee	<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> JSA provider _____
	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Unemployed – seeking full time work
	<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Unemployed – seeking part time work
Where employed?		How many employees?	<input type="checkbox"/> Up to 20 <input type="checkbox"/> Over 20
What industry? (eg. hospitality, retail etc)			

Disability	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify the areas of disability, impairment or long-term condition:	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition
	<input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision
	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Learning <input type="checkbox"/> Other _____

Previous qualifications	
Have you successfully COMPLETED any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please tick ANY applicable boxes	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
	<input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate I
	<input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate II <input type="checkbox"/> Other _____

Current and / or scheduled funded training	
I have commenced or I am scheduled to commence in <input type="text"/> (number of) government-funded course/s in 2012.	
I am currently undertaking <input type="text"/> number of government-funded course/s.	

Study reason (tick ONE box only)	
Of the following reasons, which BEST describes your main reason for this course / traineeship / apprenticeship?	<input type="checkbox"/> To get a job <input type="checkbox"/> It was a requirement of my job
	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> I wanted extra skills for my job
	<input type="checkbox"/> To start my own business <input type="checkbox"/> To get into another course of study
	<input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self development
	<input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> Other _____

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How did you find out about the course you are enrolling in?

- | | | | | |
|---|---|---------------------------------------|---|--|
| <input type="checkbox"/> Westvic Staffing Solutions Website | Westvic Staffing Solutions | <input type="checkbox"/> Job Services | <input type="checkbox"/> Group Training | <input type="checkbox"/> Apprentice Centre |
| <input type="checkbox"/> Newspaper advertisements | <input type="checkbox"/> Radio advertising | | | <input type="checkbox"/> School supplied information |
| <input type="checkbox"/> Westvic Staffing Solutions flyer | <input type="checkbox"/> Westvic Staffing Solutions information session | | | <input type="checkbox"/> Previous study with Westvic |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Search engine, ie Google | | | |

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Student handbook			
The student handbook outlines the following:	<ul style="list-style-type: none"> • Student fees and charges • Refund policy • Code of conduct 	<ul style="list-style-type: none"> • Complaints procedure • Appeals procedure • Assessment guidelines 	<ul style="list-style-type: none"> • Student welfare and support services • Recognition of current competencies / prior learning
Did Westvic Staffing Solutions supply you with the student information booklet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please notify a staff member of Westvic Staffing Solutions' training division

Australian citizenship status			
<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Permanent resident	<input type="checkbox"/> Temporary resident	<input type="checkbox"/> International student
<input type="checkbox"/> Holder of a Special Category Visa (Sub Class Visa 444)	<input type="checkbox"/> An East Timorese Asylum Seeker	<input type="checkbox"/> A holder of a Temporary Protection Visa	

VET Fee Help	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
NB: Income contingent loans are applicable only to students training in courses at diploma and above levels	

Student declaration			
I declare that the information I have provided at time of enrolment is correct and accurate and understand that falsifying my information may affect my eligibility to obtain government funding.			
Student signature		Date	___ / ___ / ___

Privacy Statement			
This section MUST be read and completed by the student for all enrolments			
I understand that:			
<p>Westvic Staffing Solutions is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organizations. The Education and Training Reform Act 2006 requires Westvic Staffing Solutions to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.</p> <p>I authorise my Registered Training Organisation to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.</p> <p>For students eligible for VET Fee Help, the following privacy statement also applies:</p> <p>Westvic Staffing Solutions is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and an allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Westvic Staffing Solutions will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may also disclose information to the Australian Taxation Office. Westvic Staffing Solutions and DEEWR will not otherwise disclose the information without my consent unless required or authorized by law.</p> <p>For more information in relation to how student information may be used or disclosed please contact Westvic Staffing Solution's Privacy Officer – Mike Bellamy, on (03) 5561 9000 or email mbellamy@westvic.org.au</p> <p>I acknowledge and agree to the terms described in this privacy statement:</p>			
Student signature		Date	___ / ___ / ___

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