

# Enrolment Form

Please fill in ALL sections clearly and carefully by writing in BLOCK LETTERS using a BLACK or BLUE pen.



## 1. ENROLMENT DETAILS

Course Code:

Title of Course/Qualification:

Is this your first enrolment with AGAE? ☐ Yes ☐ No

## 2. CLIENT PERSONAL DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other Sex (tick box) ☐ Male ☐ Female ☐ Other

Surname (Legal family name):

Given Name (Legal first name):

Middle Name (Legal second name):

Date of birth (dd/mm/yyyy) / /

Home Phone:

Mobile:

Email:

My preferred contact method ☐ Email ☐ Mobile ☐ Home Phone ☐ Mail

### What is the address location and postcode of the suburb, locality or town in which you usually live?

Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Flat/Unit Number		Building/Property name	
Street Number		Street Name	
Suburb, locality or town		Postcode	
State/Territory	<input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> TAS <input type="checkbox"/> NT <input type="checkbox"/> ACT		

### What is your postal address? (If different from above?)

Flat/Unit Number		Building/ Property name	
Street Number		Street Name	
Suburb, locality or town		Postcode	
State/Territory	<input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> TAS <input type="checkbox"/> NT <input type="checkbox"/> ACT		
PO Box or roadside delivery box			

## 3. WORKPLACE EMPLOYER DETAILS (if applicable)

Trading Name:

Contact Name:

Supervisor Name:

Training Address:

Phone:

Website:

Employer email:

ABN

#### 4. EMERGENCY CONTACT DETAILS (Please list at least one contact)

<b>Contact Name 1:</b>	Relationship to student:
Home Phone:	Mobile:
<b>Contact Name 2:</b>	Relationship to student:
Home Phone:	Mobile:

#### 5. LANGUAGE CULTURAL DIVERSITY

In which country were you born? ☐ Australia ☐ other *(please specify)* \_\_\_\_\_

Enter your town/city of birth \_\_\_\_\_

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).

☐ No, English only - Go to Questions \* ☐ Yes, other *(please specify)* \_\_\_\_\_

How well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

\*Are you of 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

#### 6. SCHOOLING

What is your highest COMPLETED school level? (Please tick ONE box only)

☐ Completed Year 12 ☐ Completed Year 11 ☐ Completed Year 10 ☐ Completed Year 9 or equivalent

☐ Completed Year 8 or lower ☐ Never attended school (Go to Question \*)

In which YEAR did you complete that school level? \_\_\_\_\_ Where did you complete? \_\_\_\_\_

\* Are you still attending secondary school? ☐ Yes ☐ No

#### 7. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? ☐ No (go to section 8)

☐ Yes (If yes please indicate the areas of disability, impairment or long-term condition. You may indicate more than one)

☐ Acquired brain impairment ☐ Hearing/deaf ☐ Intellectual ☐ Learning ☐ Medical condition

☐ Mental illness ☐ Physical ☐ Vision ☐ Other *(please specify)* \_\_\_\_\_

#### 8. PREVIOUS QUALIFICATIONS RECEIVED

Have you SUCCESSFULLY completed any of the following qualifications? ☐ No - Go to section 9 ☐ Yes

If Yes, please tick one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.

☐ A - Australia ☐ E - Australian equivalent ☐ I - International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. A - Australia	2. E - Australian equivalent	3. I - International
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor's degree or Higher Degree		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/ Technician)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than those listed <i>(please specify)</i> _____

Year highest qualification achieved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 9. EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Full-time employee                          | <input type="checkbox"/> Part-time employee                  | <input type="checkbox"/> Employer                          |
| <input type="checkbox"/> Self-employed not employing others          | <input type="checkbox"/> Unemployed seeking part-time work   | <input type="checkbox"/> Unemployed seeking full-time work |
| <input type="checkbox"/> Employed unpaid worker in a family business | <input type="checkbox"/> Not employed not seeking employment |  |

If employed, which of the following classification BEST describes your current occupation?

If you left your employment recently, which of the following classification BEST describes your recent occupation?

If never employed, go to section 10.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1 - Manager                     | <input type="checkbox"/> 4 - Community & Personal Service Workers | <input type="checkbox"/> 7 - Machinery Operators & Drivers |
| <input type="checkbox"/> 2 - Professionals               | <input type="checkbox"/> 5 - Clerical and Administrative Workers  | <input type="checkbox"/> 8 - Labourers                     |
| <input type="checkbox"/> 3 - Technicians & Trade Workers | <input type="checkbox"/> 6 - Sales Workers                        | <input type="checkbox"/> 9 - Others                        |

Which of the following classifications BEST describes the Industry of your current or previous employer? (Tick ONE box only)

If never employed go to section 10.

- |   |  |
|---|--|
| <input type="checkbox"/> A – Agriculture, Forestry & Fishing            | <input type="checkbox"/> K – Financial and Insurance Services                |
| <input type="checkbox"/> B – Mining                                     | <input type="checkbox"/> L – Rental, Hiring and Real Estate Services         |
| <input type="checkbox"/> C – Manufacturing                              | <input type="checkbox"/> M – Professional, Scientific and Technical Services |
| <input type="checkbox"/> D – Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N – Administrative and Support Services             |
| <input type="checkbox"/> E – Construction                               | <input type="checkbox"/> O – Public Administration and Safety                |
| <input type="checkbox"/> F – Wholesale Trade                            | <input type="checkbox"/> P – Education and Training                          |
| <input type="checkbox"/> G – Retail Trade                               | <input type="checkbox"/> Q – Health Care and Social Assistance               |
| <input type="checkbox"/> H – Accommodation and Food Services            | <input type="checkbox"/> R – Arts and Recreation Services                    |
| <input type="checkbox"/> I – Transport, Postal and Warehousing          | <input type="checkbox"/> S – Other Services                                  |
| <input type="checkbox"/> J – Information Media and telecommunication    |  |

## 10. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To develop my existing business      | <input type="checkbox"/> To start my own business       |
| <input type="checkbox"/> To try for a different career             | <input type="checkbox"/> To get a better job or promotion     | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> I wanted extra skills for my job          | <input type="checkbox"/> To get into another course of study  |   |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reasons (please specify) _____ |   |

## 11. AUSTRALIAN CITIZEN/PERMANENT RESIDENT

Are you an Australian Permanent Resident / Citizen / New Zealand Citizen? (Please circle)

- ☐ Yes (please provide certified proof) ☐ No

## 12. VICTORIAN STUDENT NUMBER (Victorian Students Only)

To be completed by all students aged up to 25 years:

Since 2009 in schools and since 2011 for vocational education and training (VET) organizations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student up to 24 years.

Students should 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.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number (VSN)

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: \_\_\_\_\_

**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 (List up to 3 training organisations)


## 13. Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

From 1 January 2015, we AGAE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

It is a Government requirement that a student needs a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if the student is enrolling for the first time, for example, if they are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies to students continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.

Do you have a USI?

☐ Yes. Enter your USI:

**Or**

☐ No. I give The AGAE permission to create, view and update a USI on my behalf. Using the personal details entered on the two forms of Identification I have provided AGAE.

If you would like us AGAE to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] ..... authorise AGAE to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

- ☐ Australian Driver's Licence    ☐ Australian Passport    ☐ Medicare Card    ☐ Certificate of Registration by Descent
- ☐ Australian Birth Certificate    ☐ Citizenship Certificate    ☐ Immi Card    ☐ Non-Australian Passport (with Australian visa)

The USI Office, Department of Education and Training, will advise me of my USI when it has been provided. You should keep the USI handy and safe.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

\* Signature ..... Date.....

## 14. Privacy Notice

Under the *Data Provision Requirements 2012*, **AGAE** 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), may be used or disclosed by **AGAE** for statistical, administrative, regulatory and research purposes. **AGAE** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt-out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

## 15. Student Declaration

In signing or emailing this form I acknowledge and declare that:

1. The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
2. Arrangements have been made to pay all fees and charges applicable to this enrolment.
3. I have read and understand the AGAE Information for Prospective Learners Handbook
4. I agree to be bound by the AGAE Student Code of Conduct, regulations, policies and disciplinary procedures whilst I remain an enrolled student.
5. I am 18 years of age or older or have permission to access the internet from my parent(s) or guardian(s) if under 18.
6. My participation in this course is subject to the right of AGAE to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of AGAE.
7. I understand and have been provided with information by AGAE in relation to Credit Transfer and Recognition of Prior Learning (RPL).
8. I confirm that I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at AGAE.
9. I have also visited AGAE website to review Training and Assessment options available to me including but not limited to duration, location, mode of delivery and work placement (if any), fees, refunds, complaints, census dates and withdrawals.
10. I authorize AGAE or its agent, in the event of illness or accident during any AGAE organised activity, and where emergency contact next of kin cannot be contacted within a reasonable time, to seek ambulance, medical or surgical treatment at my cost.
11. My academic results will be withheld until my debt is fully paid and any property belonging to AGAE has been returned.
12. I acknowledge that from time to time AGAE may send me information regarding course opportunities and other promotional offers and that I can opt-out.

- ☐ Please tick if you do not want to receive information regarding course opportunities.
- ☐ I acknowledge that my image may be used in AGAE printed and electronic publications for promotional and educational purposes.
- ☐ Please tick if you do not want AGAE to use your image for promotional and educational purposes.
- ☐ I understand it is my responsibility to read and understand the contents of the student handbook.

**Refund Policy:** Please refer to the policy on AGAE's website – AGAE Student Fees, Charges and Refunds Policy

### **Declaration**

- I acknowledge and agree to the terms described in this student enrolment privacy notice and student declaration

Signature ..... Date ..... Time .....

**If the student is under 18 years of age, the student's parent or guardian must sign this enrolment form.**

Parent/Guardian Signature ..... Date ..... Relationship ..... Time .....