

# Domestic Student Enrolment Form



Please complete all sections of this form, sign the declaration and submit the form with relevant documents.

## A Enrolment Type

Are you applying for a government funded courses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you enrolling as Trainee/Apprentice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for Recognition of Prior Learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your preferred delivery mode?	<input type="checkbox"/> Classroom	<input type="checkbox"/> Workplace based

## B Select Your Course

Please select courses you are enrolling onto at Central Australian College (CAC). Refer to our website at [www.cac.vic.edu.au](http://www.cac.vic.edu.au) for any applicable fees.

Please Select	Course Code	Course Name	Intake Date
<input type="checkbox"/>	22484VIC	Certificate I in EAL (Access)	
<input type="checkbox"/>	22485VIC	Certificate II in EAL (Access)	
<input type="checkbox"/>	22491VIC	Certificate III in EAL (Further Study)	
<input type="checkbox"/>	22492VIC	Certificate IV in EAL (Further Study)	
<input type="checkbox"/>	AUR20516	Certificate II in Automotive Servicing Technology	
<input type="checkbox"/>	AUR31516	Certificate III in Automotive Diesel Engine Technology	
<input type="checkbox"/>	AUR32116	Certificate III in Automotive Body Repair Technology	
<input type="checkbox"/>	AUR31016	Certificate III in Automotive Sales	
<input type="checkbox"/>	AUR30616	Certificate III in Light Vehicle Mechanical Technology	
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	
<input type="checkbox"/>	AUR50116	Diploma of Automotive Management	
<input type="checkbox"/>	BSB40215	Certificate IV in Business	
<input type="checkbox"/>	BSB51918	Diploma of Leadership and Management	
<input type="checkbox"/>	BSB61015	Advanced Diploma of Leadership and Management	
<input type="checkbox"/>	BSB42415	Certificate IV in Marketing and Communication	
<input type="checkbox"/>	BSB52415	Diploma of Marketing and Communication	
<input type="checkbox"/>	BSB61315	Advanced Diploma of Marketing and Communication	

Are you applying for any Credit Transfers from previous studies?  Yes  No

## C Personal Details

Title:  Mr  Mrs  Miss  Ms  Dr  Other

Full name:

\*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want CAC to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Family Name:

Given Name:

Middle Name:

Date of Birth (dd/mm/yyyy):

Gender:  Male  Female  Indeterminate/ Intersex/ Unspecified)

### Residential Address

(Please provide the physical address of where you usually reside)

Flat/Unit:

Street Number & Street Name:

Suburb:

State:

Postcode:

<b>Postal Address</b> (if different from above)	Flat/Unit:		
	Street Number & Street Name:		
	<input type="checkbox"/> PO box <input type="checkbox"/> Roadside delivery box		
	Suburb:	State:	Post Code:
	Email:		
<b>Contact Details</b>	Home Phone: (    )		Mobile:
	Work Phone:		Email:
<b>Emergency Contact</b>	Name:		Relationship to you:
	Address:		
	Suburb:	State:	Postcode:
	Phone: (    )		Mobile:
	Email:		

## D Current Employment Status

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

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

b) Which of the following classifications, BEST describes your current or recent occupation? (Tick ONE box only)  
If never employed go to Section E.

- |   |  |
|---|--|
| <input type="checkbox"/> Managers                               | <input type="checkbox"/> Sales Workers                   |
| <input type="checkbox"/> Professionals                          | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers          | <input type="checkbox"/> Labourers                       |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Clerical and Administrative Workers    |  |

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

- |   |  |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing          | <input type="checkbox"/> Financial and Insurance Services                |
| <input type="checkbox"/> Mining                                     | <input type="checkbox"/> Rental, Hiring and real Estate Services         |
| <input type="checkbox"/> Manufacturing                              | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Service              |
| <input type="checkbox"/> Construction                               | <input type="checkbox"/> Public Administration and Safety                |
| <input type="checkbox"/> Wholesale Trade                            | <input type="checkbox"/> Education and Training                          |
| <input type="checkbox"/> Retail Trade                               | <input type="checkbox"/> Health Care and Social Assistance               |
| <input type="checkbox"/> Accommodation and Food Services            | <input type="checkbox"/> Arts and recreation Services                    |
| <input type="checkbox"/> Transport, Postal and Warehousing          | <input type="checkbox"/> Other Services                                  |
| <input type="checkbox"/> Information Media and Telecommunications   |  |

<b>Employer details</b>	Trading Name:		ABN:
	Industry:		
	Legal Name:		Your Position:
	Address:		
	Suburb:	State:	Postcode:
	Phone: (    )		Mobile:
	Contact Person:		Contact Number:

## E Language and Cultural Diversity

1. In which country were you born?  Australia  Other, please specify:

Town/City of Birth:

2. Are you an overseas student?  Yes  No

3. Do you speak a language other than English at home?  No, English only  
(if more than one language, indicate the one that is most spoken)  Yes, other. Please specify:

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

5. Are you of Aboriginal or Torres Strait Islander Origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

## F Disability

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

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (you may indicate more than one area)

- Hearing/deaf  Learning  Vision  
 Physical  Mental Illness  Medical Condition  
 Intellectual  Acquired Brain Impairment  Other

## G Concession

Do you have current concession card  Yes, please specify below.  No

If yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)

- Healthcare Card  Pensioner Concession Card  
 Job seekers Concession Card  Veteran's Gold Card

Note: Holders of current concession cards as listed may be eligible for enrolment fee exemptions

## H Schooling & Previous Qualification

a. What is your highest COMPLETED secondary school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

- Year 12 or equivalent  Year 10 or equivalent  Year 8 or below  
 Year 11 or equivalent  Year 9 or equivalent  Never attended school

b. In which year did you complete the above school level?

c. Are you still attending secondary school?  Yes  No

d. Have you SUCCESSFULLY completed any of the qualifications listed below?  Yes  No

Please specify below.

Go to next Section.

If YES, tick ANY applicable boxes.

A – Australian  
 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:

A – Australian  
 E- Australian equivalent  
 I – International

A E I

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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008 - Bachelor Degree or Higher Degree

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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410 - Advanced Diploma or Associate Degree

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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420 - Diploma (or Associate Diploma)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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511 - Certificate IV (or Advanced Certificate/Technician)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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514 - Certificate III (or Trade Certificate)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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521 - Certificate II

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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524 - Certificate I

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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990 - Certificates other than the above

**I Study Reasons**

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

- 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 course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reason

**J Victorian Student Number (VSN)**

To be completed by all students aged up to 24 years.

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. 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.

Please enter your Victorian Student Number: 

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No more question if you have provided your VSN. If not please answer the questions below:

1. 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 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: \_\_\_\_\_ and/or
  - Yes – I have participated in training at a TAFE or other 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**K Unique Student Identifier (USI)**

From 1 January 2015, CAC can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Please enter your USI (if you already have one)

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/faws/i-have-forgotten-my-usi/>.

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- No, I don't have a USI. I consent CAC to apply on my behalf.

## USI Application through CAC (If you already do not have one)

Application for Unique Student Identifier (USI)

If you would like CAC 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 Central Australian College to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and 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>, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au).

We will also need to verify your identity to create your USI.

## L Withdrawal Refunds

It is the responsibility of the candidate to provide written advice of withdrawal by completing an Application to Amend Enrolment Form. This form is available from student services at Central Australian College. Advice of withdrawal by telephone will not be accepted.

- The application fee (varies from course to course) is non-refundable in all circumstances with the exemption of Central Australian College failing to deliver the agreed course on the agreed start date and the candidate claims a refund.
- Candidates undergoing their studies with government funding are not eligible for refunds (payment) of Tuition Fees as such fees are not paid by the candidate or their employer, but the Victorian Government.
- Full Tuition Fees for short Courses are not refundable if a candidate withdraws prior to 7 days of course commencement.
- If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 20% of the total Full Tuition Course Fees.
- If an enrolment is cancelled within 28 days of commencement of the course date or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund of fees paid to date.
- A full refund, less any Application fee will be provided to the Student prior to commencement where:
  - a) illness or disability prevents a Student from taking up the course;
  - b) there is death of a close family member of the Student (parent, sibling, spouse or child); or
  - c) Other special or extenuating circumstances, including political, civil or natural events, are accepted at the discretion of the CEO of Central Australian College, or his or her nominee, as preventing a Student from taking up the course.
- Students must provide original and verifiable documentary evidence to Central Australian College in support of the grounds listed in paragraphs a), b) and c).
- In the unlikely event where a student experiences compelling circumstances (listed above) after the commencement of the course, a refund of course fee will be made for the proportion of the course not completed, less the application fee.
- Courses may be deferred to the next available intake where extenuating circumstances exist.
- Domestic Students undertaking their studies with government funding are not eligible for refunds.
- In the unlikely event that Central Australian College is unable to deliver the course in full; students will be offered a refund of all the course money paid to date.
- Refund granting determination will be made within 15 working days on receiving the application.
- Refund will be paid by the same payment method in which the original payment was made by the applicable party. For example: If a candidate paid their Tuition Fee by credit card, the refund amount will be credited to the credit card.
- Candidates can appeal College refund decisions by accessing the Complaints and Appeals policy and procedure.

The candidate agreement, and the availability of the College Complaints and Appeals policy, does not remove the right of the candidate to take action under Australia's Consumer Protection Law

## M Consent for Publication of Photographs and Student Work

From time to time, photographs or video tapes of students and their learning are taken in a classroom or at places where the student is involved in an activity. These photo/s/images/videos may be used in a classroom or on the job work activities or could be published by CAC in documents, newsletters, displays, journals, professional development materials for trainers and teachers or on the CAC website. In addition, some outstanding student work may also be published.

I consent CAC from using the above materials involving me for the purposes outlined above.

## N 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

CAC is required to provide the Department with student and training activity data. This includes personal information collected in the Central Australian College's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). CAC 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>. Under the Data Provision Requirements 2012, Central Australian College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

### 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 CAC; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Central Australian College for statistical, regulatory and research purposes. [insert RTO name] may disclose your personal 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.

### 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). Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

### 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. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

### 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 CAC's Admin Officer in the first instance by phone on (03) 9687 4275 or email [study@cac.edu.au](mailto:study@cac.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>.

For more information in relation to how student information may be used or disclosed please contact Student Administration on (03) 9687 4275 or email [admin@cac.edu.au](mailto:admin@cac.edu.au) or [study@cac.edu.au](mailto:study@cac.edu.au)

## O CAC Privacy Statements

The student agrees to provide consent and authority to release information and view documents in accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000).

While a student is undertaking our training program, there will be times when CAC and/or its training representative, will need to discuss student's situation with others. As part of the training and assessment, there will also be a need to observe & examine workplace practices to help assess student's work.

Each month a session report of student's progress during that month may be presented to his/her organisation's nominated supervisor/Manager. This report will include:

- The level of training a student is at, so the trainer may adjust student's training if required.
- Days of absenteeism
- Progress in assessments and outcomes
- Any bookings for assessments in the next month

A copy of this will then be filed with student's other training records which the student may request to view.

Please be assured that any discussions held with this representative will be for the purposes of student assessment and for student's skills development. During the process CAC does not discuss student's evidences or work practices with other trainees unless permission has been granted by the student.

The student is required to give permission in writing for any of these discussions or viewing of evidence to occur.

The student will be required to participate in the completion of a National Students Outcomes Survey [NCVER], during the course of his/her training program.

## P Student Declaration

In signing this form, I acknowledge and declare that:

- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I have completed all questions and details on the enrolment and eligibility forms.
- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment. This includes information and evidence (about my date of birth and my highest qualification level that I hold) provided to assess my eligibility for government subsidised training under the Victorian Training Guarantee.
- I declare that I am an Australian Citizen; or a holder of a permanent visa; or a New Zealand Citizen or a holder of a referral form from Job Seekers; or a holder of a referral form from the Asylum Seekers and Victims of Human Trafficking Initiative.
- If under an apprenticeship or traineeship program; I, the applicant, give permission for the trainer/college representative to discuss my training program, development and evidences with my employer, other trainers or supervisors. A monthly session report will be reviewed by my designated supervisor.
- I declare that I have accurately stated the number of government subsidised courses I have commenced or am scheduled to commence in the current year; and the number of government subsidised courses I am currently undertaking to be true and accurate and that this does not exceed two subsidised courses in any one calendar year.
- I give permission for the information contained in this enrolment form to be released to the Australian Government & State Governments for use in Australian Vocational Education and Training Information System (AVETMISS) for research and statistical purposes only.
- 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 CAC.
- I have been informed of and/or have been provided the CAC Policies & Procedures which is also available on the website [www.cac.edu.au](http://www.cac.edu.au) and I agree to abide them.
- I declare that I have been provided a copy of the CAC Fees & Refunds Policy and understand the costs and duration regarding my course/s.
- I understand that I am required to notify my non-attendance at class in writing or via SMS or a phone call and provide a written notice if I intend to withdraw from my course to CAC.
- I understand that CAC may refuse, vary, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information provided on the enrolment and eligibility forms.

Student Name:	Student Signature:*	Date (dd/mm/yyyy):
Parent's Name:	Parent's Signature:*	Date (dd/mm/yyyy):

\* **Please Note:** This application must be signed by a parent if the student is under 18 years of age at the time of application.

OFFICE USE ONLY		
Is the student eligible for funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Type:
Citizenship Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Identification Evidence:	Proof of Age:
Eligibility & Declaration: <input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student ID:
LLN/Pre training interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by:	Date of Enrolment:

**Additional Comments/ Remarks:**