

Section A: Previous Enrolment Details

Have you ever previously studied at GOTAFE? Yes (see below) No

If so, please provide your GOTAFE Student ID number (if known) _____

Section B: Unique Student Identifier

From 1 January 2015, GOTAFE is unable to issue 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://usi.gov.au/create-your-usi> on your computer or mobile device.

Unique Student Identifier (USI): Enter your Unique Student Identifier (if you already have one). Required at the time of enrolment. _____

Section C: Personal Details

Please write/type your 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 GOTAFE to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in your identify document you choose to use for this purpose.

Title _____ Surname _____
(Legal family name)

Given Name _____ Preferred Name _____
(Legal given name) (e.g. Anthony's preferred name is Tony)

Middle Name(s) _____
(Legal middle name(s))

Previous Legal Name(s) _____
(if relevant)

Alias Name(s) _____ Date of Birth _____
(alternative first and surname - nonlegal; if required) (dd/mm/yy)

Gender Male Female Prefer not to say Personal Pronouns _____
Self-Described: _____ Self-Described: _____

Section D: Address Details

Residential Address (where you usually reside; not a PO Box) - This is a compulsory requirement

Building / Property Name _____

Flat / Unit Number _____

Street Number and Name _____

Suburb / Locality or Town _____ State _____ Postcode _____

Postal Address (if different from above)

Number and Street / PO Box _____

Suburb / Town _____ State _____ Postcode _____

Contact Information

Home phone number _____ Work phone number _____

Mobile phone number _____

Email - Preferred _____

Email - Alternative _____

Section E: Next of Kin/Guardian or Financial Guardian - Emergency Contact Details

Contact name _____ Relationship to you _____

Phone number _____ Mobile number _____

Section F: Medical and Accessibility Details

Do you consider yourself to have a disability, impairment or long term condition?

No Yes - please tick one or more of the boxes below

Hearing/Deaf

Physical

Intellectual

Learning

Mental health condition

Acquired Brain
Injury/Impairment

Mobility

Vision

Medical condition

Anaphylaxis

Other (please specify below)

Are you interested in information about disability support services, equipment & facilities? No Yes

Assistance is available for students with disabilities. Further information is available on (03) 5833 2538

Do you consider yourself to have any other circumstances that would impede or prevent you from conducting your studies at GOTAFE facilities or undertaking placement at a third-party facility? This may include any matters that might prevent you from being on campus or on placement with other students or clients, including children under the age of 18.

No Yes - please tick one or more of the boxes below

Criminal record

Court order (including a PIVO or FIVO)

Other (please specify below)

Section G: Course Details and Reason for Study

Name of Course/s you are seeking to enrol into

Course Code _____ Title _____

Course Code _____ Title _____

Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Please 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

To get Skills for Community
/ Voluntary work

It was a requirement of my job

I want extra skills for my job

To get into another
program of study

For personal interest /
self-development

Other reasons (please specify below)

Section H: Citizenship

You are required to present or provide certified proof of citizenship/residency documents.

Status of citizenship / residency? (Item 1, 2 & 4 relates to VET Student Loans)

1. Australian Citizen or

2. A qualifying New Zealand Citizen or

3. Australian Permanent Resident

Date residency granted _____

4. Hold a Permanent Humanitarian Visa and usually reside in Australia

Date residency granted _____

5. Australian Temporary Entry Permit*

Year of entry to Australia _____

6. Overseas Student Residing Overseas*

Country of Citizenship _____

Country of Birth _____

*If selecting option 5 or 6 an overseas address is required below:

Section I: Cultural Diversity

Do you speak another language other than English at home?

No, English only

Yes, more than one language is spoken at home

If yes, please specify the one that is spoken most often _____

In which country were you born?

Australia

Other _____

How well do you speak English?

Very Well

Well

Not Well

Not at all

Are you Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander

No

By self-identifying as Aboriginal or Torres Strait Islander, you may access concession tuition rates and direct supports through our Koorie Unit. GOTAFE's Koorie Unit can also assist you to obtain confirmation of Aboriginality where required to best support your identified needs. This may be a result of targeted employment for an Identified role, funding, scholarships and or a range of other opportunities that may arise.

Section J: Employment

Of the following categories, which best describes your current employment status? (Please tick one box only)

Full-time employee

Employed – unpaid worker in a family business

Part-time or casual employee

Unemployed – seeking full time work

Self-employed – not employing others

Unemployed – seeking part time work

Employer – employing others

Not employed – not seeking employment

Which of the following classifications best describes your current or recent occupation. (Please tick one box only)

If never employed go to next question.

Managers

Professionals

Technicians and Trade Workers

Sales Workers

Community and Personal Service Workers

Clerical and Administrative Workers

Machinery Operators and Drivers

Labourers

Other

Which of the following classifications best describes the industry of your current or previous Employer?
(Please tick one box only) If never employed go to next section.

Agriculture, Forestry and Fishing	Accommodation and Food Services	Administrative and Support Services
Mining	Transport, Postal and Warehousing	Public Administration and Safety
Manufacturing	Information Media and Telecommunications	Education and Training
Electricity, Gas, Water and Waste Services	Financial and Insurance Services	Health Care and Social Assistance
Construction	Rental, Hiring and Real Estate Services	Arts and Recreation Services
Wholesale Trade	Professional, Scientific and Technical Services	Other Services
Retail Trade		

Section K: Employer Details

MUST be completed for all Workplace-based students, including Apprentices, Trainees and other students undertaking their studies in the workplace.

Business name			
ABN		Contact person	
Number and street			
Town / Suburb	State	Postcode	

Section L: Secondary School Education

What is your highest completed school level? (Please tick one box only)

Completed Year 12 – Form 6	Completed Year 9 – Form 3
Completed Year 11 – Form 5	Completed Year 8 or below – Form 2 or below
Completed Year 10 – Form 4	Never attended school

In which year did you complete that school level? e.g. 1998 _____

Are you still attending secondary school?

No – If you're Under the age of 17 years, you **MUST** provide to GOTAFE a copy of your 'Transition from School' Form or correspondence or certificate signed by the School Principal or DET Authority. You cannot commence your studies at GOTAFE until this form has been presented. Please contact your former school to obtain the form.

Yes – Please provide name of school _____

Victorian Student Number (To be completed by students up to the age of 24 years)

Enter your Victorian Student Number _____

Have you attended any Victorian school since 2009 or done any training with a vocational education and (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 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 organisations with which you have participated in training in Victoria since 2011. (List up to 3 training organisations)

Section M: Previous Qualifications Achieved

Have you successfully completed any of the following qualifications?

No, go to next Section N: Payment Details

Yes, please enter one of these prior education achievement recognition identifiers at any applicable qualification level.

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. (Tick appropriate boxes below)

A – Australian E – Australian equivalent I – International

A E I

Bachelor or Higher Degree
Advanced Diploma or Associate Degree
Diploma or Associate Diploma
Cert IV (Advanced Cert/Technician)

A E I

Cert III or Trade Certificate
Certificate II
Certificate I
Other _____

Section N: Payment Details

Indicate how you intend to pay fees.

Cash/EFTPOS/Credit Card/Cheque
Payment Plan (direct debit)
Employer/Sponsor

VET Student Loan (Diploma/Adv Dip only)
Scholarship
Other _____

Concession – If applicable, please present a valid card or provide a certified copy.

Do you have any of the following concession cards? (Select one option)

Current Commonwealth Health Care Card
Current Pensioner Concession Card
Current Veteran's Gold Card

I have applied for a concession card
I do not hold a concession card

Section O: Student Enrolment Privacy Notice

GOTAFE as a custodian of Personal Information is subject to the requirements of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*, the *Health Records Act 2001 (Vic)* and the *Freedom of Information Act 1982 (FOI Act)*.

Why we collect your personal information

As a registered training organisation (RTO), GOTAFE only collects personal information that is reasonably necessary for, or directly related to, a student's enrolment and training. This information is required so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

Personal information shall only be used for the purpose that it was collected. We use your personal information to enable us to deliver VET courses to you, and as needed to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011 (Cth)* (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. We do not intend to disclose your personal information to any overseas recipients.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988 (Cth)* (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

GOTAFE 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>.

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.

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).

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).

Surveys

You may receive a student survey which may be run by GOTAFE, a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the 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

At any time, you may contact GOTAFE to: request access to your personal information; correct your personal information; make a complaint about how your personal information has been handled or if you believe your privacy has been breached; ask a question about this Privacy Notice.

Further information

- For further information about how GOTAFE collects and handles your personal information, including access, correction and complaints, please see our privacy policy <https://www.gotafe.vic.edu.au/about-us/legal-privacy> or email the GOTAFE's Privacy Officer at privacy@gotafe.vic.edu.au.
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.
- For further information about the way the Department of Education & Training collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.
- For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.
- For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

Section P: Student Declaration and Acknowledgement

By signing this Enrolment Form I acknowledge I have read and understand the Victorian Government's VET Student Enrolment Privacy Notice, GOTAFE's Privacy and Freedom of Information Policies, and:

- I agree to abide by the Policies, Procedures and Standards of Conduct and rules of GOTAFE,
- I will abide by the Social Media Policy, the Student Code of Conduct and Child Safe Policy,
- I agree to pay all fees and charges applicable to and arising from any enrolment (Attendance in class is also deemed as acceptance to fees and charges payable),
- I am aware that GOTAFE will endeavour to conduct all courses as promoted and acknowledge the right of the Institute to cancel classes as it deems necessary,
- I am aware that GOTAFE may contact me to seek or provide information and to participate in surveys.
- I authorise GOTAFE, or its agent, in the event of illness or accident, where next of kin / emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost,
- I authorise GOTAFE to release my result information and/or copies of Certificates or Academic Transcripts where applicable; to my sponsor or employer and/or school (if the course is related to my school program),
- I declare that to the best of my knowledge and belief, the information provided on this form is correct and complete.

Signature _____ Date _____

If you are under 18, what is your parent's email address? _____

Section Q: Parent/Guardian Acknowledgement and Consent

Parent/Guardian's Details: Must be completed if student is under 18 years of age.

Parent/Guardian's name _____

Street Number and Name _____

Suburb / Locality or Town _____ State _____ Postcode _____

Home phone number _____ Work phone number _____

Mobile phone number _____

Email - preferred _____

Relationship to the Student _____

Are you the emergency contact for the Student? Yes No

By signing this consent form I acknowledge that my child and I have read and understand the Victorian Government's VET Student Enrolment Privacy Notice, GOTAFE's Privacy and Freedom of Information Policies, and;

- Agree to abide by the Policies, Procedures and Standards of Conduct and rules of GOTAFE.
- Will abide by the Social Media Policy and the Student Code of Conduct.
- Agree to pay all fees and charges applicable to and arising from any enrolment (Attendance in class is also deemed as acceptance to fees and charges payable)
- Am aware that GOTAFE will endeavour to conduct all courses as promoted and acknowledge the right of the institution to cancel classes as it deems necessary.
- Am aware that GOTAFE may contact my child to seek or provide information and to participate in surveys.
- Authorise GOTAFE, or its agent, in the event of illness or accident, where next of kin/emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- Authorise GOTAFE to release my child's result information and/or copies of Certificates or Academic Transcripts where applicable; to my child's sponsor or employer and/or school (if the course is related to a school program),

- Declare, that to the best of my knowledge and belief, the information provided on this form is correct and complete.

Parent/Guardian Signature _____ Date _____

Lodge this Form

Check every section and all signatures have been completed in full.

Once completed:

- If completing the form online using Adobe Sign, please Submit to finalise.
- Otherwise, deliver to reception at any GOTAFE campus or enrolments@gotafe.vic.edu.au

GOTAFE Office Use Only

Contract Information (if applicable)

Contract number _____

Contract name _____

Course code _____

Concession

Has the student supplied a valid Commonwealth Health Care Card, Pensioner Concession Card, or Veteran's Gold Card? Yes No

Administration Data Entry Record

Eligibility declaration (RTO version) completed	_____	Date	_____
Pre-training review & LLN documents checked	_____	Date	_____
Training plan/Study plan documents checked	_____	Date	_____
Student's data entered	_____	Date	_____
Units selected	_____	Date	_____
Payment method completed	_____	Date	_____
Enrolment completed	_____	Date	_____
Student communications sent	_____	Date	_____
Trainer communications sent	_____	Date	_____

Notes