

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)

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

Previous Legal Name(s) _____
(if relevant)

Date of Birth _____ **Gender** Male Female Indeterminate/Intersex/Unspecified)
(dd/mm/yyyy)

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 illness

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

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

Mining

Manufacturing

Electricity, Gas, Water and Waste Services

Construction

Wholesale Trade

Retail Trade

Accommodation and Food Services

Transport, Postal and Warehousing

Information Media and Telecommunications

Financial and Insurance Services

Rental, Hiring and Real Estate Services

Professional, Scientific and Technical Services

Administrative and Support Services

Public Administration and Safety

Education and Training

Health Care and Social Assistance

Arts and Recreation Services

Other Services

Section K: Employer Details

MUST be completed for all Apprentices/Trainee enrolments.

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: Education History

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	A	E	I

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: Marketing Information

How did you find out about us?

Google/internet search

Friend/family/word of mouth

Facebook

Instagram

Newspaper

Radio

Event

My employer/workplace

Other, please specify _____

Section P: Student Enrolment Privacy Notice

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

GOTAFE is required to provide the Department with student and training activity data. This includes personal information collected in the GOTAFE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

GOTAFE provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: 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, 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.

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 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. Please note, you may opt out of the NCVER 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

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 GOTAFE's Privacy Officer; phone 1 300 GOTAFE (468 233) and ask to speak to the Privacy Officer or by email privacy@gotafe.vic.edu.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to www.education.vic.gov.au/Pages/privacypolicy.aspx.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: www.usi.gov.au/Students/Pages/student-privacy.aspx.

GOTAFE Privacy and Freedom of Information Policies

GOTAFE ensures that the privacy rights of all individuals are dealt with in accordance with the Privacy & Data Protection Act 2014 (PDPA) and the Health Records Act 2001 (HRA). In addition, GOTAFE complies with obligations under the Freedom of Information Act 1982 (FOI Act), to promote a consistent approach to the handling of applications under that scheme.

The GOTAFE policies apply to all personal, health and sensitive information collected by or on behalf of GOTAFE in relation to employees, prospective employees, clients and prospective clients. These policies also provide guidelines for maintenance and access of student records (personnel file) held within the Institute. These policies are available on the GOTAFE website: www.gotafe.vic.edu.au.

Use of images by GOTAFE

GOTAFE celebrates the achievements of our students. Throughout the year, GOTAFE may take images, recordings or statements of students and activities. These images, recordings or statements may appear in GOTAFE publications, including, but not limited to, the GOTAFE website, newsletters, brochures, flyers, social media, or mass media outlets.

Section Q: 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.

By signing this Enrolment Form I provide permission for the use of my image, recording or statement to be used by GOTAFE, and:

- I authorise the use or reproduction of any image, recording or statement referred to above for the purposes of the promotion of GOTAFE without acknowledgement and without being entitled to remuneration or compensation.
- I acknowledge that ownership of any image, recording or statement will be retained by GOTAFE.
- I understand and agree that the limit of use of relevant images, recording or statement will be up to 5 years

Signature _____

Date _____

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

Section R: 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.

GOTAFE celebrates the achievements of our students. Throughout the year, GOTAFE may take images, recordings or statements of students and activities. These images, recordings or statements may appear in GOTAFE publications, including, but not limited to, the GOTAFE website, newsletters, brochures, flyers, social media or mass media outlets.

- By submitting this application I provide permission for the use of my child's image(s), recording(s) or statement(s) to be used by GOTAFE.
- I authorise the use or reproduction of any image(s), recording(s) or statement(s) referred to above for the purposes of the promotion of GOTAFE without acknowledgement and without being entitled to remuneration or compensation.
- I acknowledge that ownership of any image(s), recording(s) or statement(s) will be retained by GOTAFE. I understand and agree that the limit of use of relevant image(s), recording(s) or statement(s) will be up to 5 years.

Parent/Guardian Signature _____ Date _____

Lodge this Form

Check every section and all signatures have been completed in full.
Lodge completed form to Reception at any GOTAFE Campus or email to enrolments@gotafe.vic.edu.au

GOTAFE Office Use Only

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