

**North Ringwood Community House Inc.**

35-39 Tortice Drive, Ringwood North 3134
 PO Box 2489, Ringwood North 3134
 Telephone: **9876 3421** Facsimile: 9879 0739
 Website: www.nrch.org.au
 Email: admin@nrch.org.au
 ABN: 78 052 679 939
 Registered Training Organisation: No: 6434

2020 PRE-ACCREDITED COURSE ENROLMENT FORM

Course:	Enrolment Date:	Course Commencement Date:
Course:	Enrolment Date:	Course Commencement Date:

Contact Details:		
Mr/Mrs/Ms/Miss	First/Given Name:	Family/Last Name:
	Male/Female	Date of Birth: / /
Residential Address (where you usually live):		
		Postcode:
Postal Address (if different from above):		
		Postcode:
Home Phone:	Mobile:	
Email:		

Emergency Contact Details:	
Name:	Relationship:
Home Phone:	Mobile:
Victorian Student Number (please fill this section in if you are aged 24 or below at time of enrolment)	
Please provide your VSN:	No more questions if you have provided your 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?	
<input type="checkbox"/> No, I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. <input type="checkbox"/> Yes, I have attended a Victorian school since 2009. Most recent Victorian school attended: _____ <input type="checkbox"/> 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). _____	

Which of the following classifications BEST describes your current or recent occupation? (please circle one response only)		
Managers	Professionals	Technicians and Trade Workers
Community and Personal Service Workers	Clerical and Administrative Worker	Sales Workers
Machinery Operators and Drivers	Labourer	Other

Which of the following classifications BEST describes the Industry of your current or previous Employer? (please circle one response only)		
Agriculture, Forestry & Fishing	Mining	Manufacturing
Electricity, Gas, Water & Waste Services	Construction	Retail Trade
Wholesale 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

Are you an Australian Citizen/Resident: YES/NO Country of Birth: _____				
Do you speak a language other than English at home, please specify: _____				
Do you consider yourself to have a disability, impairment or long term condition? YES/NO				
If yes, please indicate the areas of disability, impairment or long term condition. (You may indicate more than one area).				
Hearing/deaf	Acquired brain impairment	Physical	Intellectual	Medical condition
Mental illness	Vision	Learning	Other, please specify: _____	
Are you of Aboriginal Origin? YES/NO		Are you of Torres Strait Islander Origin? YES/NO		
Are you still attending school? YES/NO				
If no, please indicate the year you left high school: _____				
School / Training Details – (please only indicate schooling and qualifications completed in Australia)				
Highest school level completed: Year 12 Year 11 Year 10 Year 9 (or equivalent) Year 8 (or lower) Never attended				
Have you successfully completed any of the following qualifications in Australia? YES/NO				
Bachelor Degree or Higher Degree		Certificate IV (or Advanced certificate/technician)		Certificate II
Advanced Diploma or Associate		Certificate III (or Trade certificate)		Certificate I
Degree Diploma (or Associate Diploma)		Certificates other than the above		Field of study: _____
Employment Status (please circle one response only)				
Full time employee		Part time employee		Employed - Unpaid worker in a family business
Self employed – employing others		Self employed -not employing others		Unemployed - seeking part time work
Unemployed - Seeking part time work		Not employed - Not seeking employment		Unemployed - seeking full time work
Reasons for choosing this course				
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 for my job
I wanted extra skills for my job		To get into another program of study		For personal interest or self-development
To get skills for community/voluntary work		Other reasons (please specify) _____		
Concession Types (a photocopy of concession card must be provided)				
Do you have a current concession card? YES/NO Expiry date: _____ (If yes please circle below)				
Health Care Card (H)		VCE Scholarship (G)		Job seeker and concession card holder (J)
Pensioner Concession Card (P)		Other (O)		Job seeker and not a concession card holder (K)
Veteran Gold Card Concession (V)		None(Z)		
Do you have any qualifications completed overseas? YES/NO				
If yes, Prior Education Achievement Recognition Identifiers? Australian Equivalent International				
If yes, Level of qualification? _____ Field of study: _____				
How did you hear about this course?				
NRCHI Website		Internet search (please advise which website) _____		
Newspaper		Social Media		Brochure Radio
Other: (please advise) _____				

Terms and Conditions:

1. Full payment is required to confirm enrolment.
2. If the class is cancelled we will refund you in full.
3. If you cancel your enrolment at least 7 days prior to course commencement we will refund you less \$15 administration fee. No Refund if you cancel less than 7 days prior to course commencement.
4. A copy of the Complaints Policy and Privacy Policy is available at the office.
5. Students of ACFE funded courses may be contacted by ACFE in relation to their satisfaction with their course.

Signature and declaration:

I DO / DO NOT give consent for photographs/recordings to be taken as part of my involvement with programs of the North Ringwood Community House Inc. I acknowledge these images may be used on the North Ringwood Community House Inc. website or for any other promotional material.

- In case of emergency I authorise staff at the North Ringwood Community House Inc. to take any steps they may consider necessary for my safety or well-being, including ambulance travel and medical treatment. I understand that I am responsible for all medical bills and expenses.
- I understand that North Ringwood Community House Inc. is required to provide 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)

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

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

North Ringwood Community House 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>

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 VSN's 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:

- an NCVER survey;
- an invitation to participate in a Department endorsed project;
- an invitation to participate in the Department's annual student outcome survey; and/or
- be contacted by the Department (or persons authorised by the Department) for audit, review or investigation purposes.

- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey (please tick)
- I understand that I may be contacted by the Department of Education and Training (the Department) for survey purposes as mentioned above (please tick)

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 the North Ringwood Community House CEO in the first instance by phone 9876 3421 or email admin@nrch.org.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>

- I acknowledge and agree to the terms described in this privacy notice. (please tick)
- I hereby declare that the information provided in this application for enrolment form is complete and accurate. (please tick)

Student Applicant Signature:

Date:

Office use only:

Payment Amount \$

Receipt:

Credit Card Payments:

Credit Card No:

Expiry date: ___ / ___

Cardholder Name: _____

Signature: _____