

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Victorian Institute of Education are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

## 1. Personal Details

Surname:		Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> M/s
Given name/s:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
* 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 VIE 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.			
Date of Birth:		Country and City of Birth:	
Marital Status:		Work/Home Phone:	
Email Address:		Mobile Phone:	
Address in your home country:		Address in Australia (If known):	
		Unit No:	Street No: Street Name:
		State:	Suburb: Postcode:
Emergency Contact Name:		Emergency Contact Number:	
Delivery Locations: (Subject to availability)	<input type="checkbox"/> Sydney City	<input type="checkbox"/> Campbelltown (Sydney)	<input type="checkbox"/> Adelaide

## 2. Course Options – please tick (✓) the course you wish to enrol into.

CRICOS Code	Course Name	Duration (Weeks)	Available in Campus		
<input type="checkbox"/> 108937J	CHC30121 Certificate III in Early Childhood Education and Care	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 108938H	CHC50121 Diploma of Early Childhood Education and Care	78*	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 0100346	CHC33015 Certificate III in Individual Support	52	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 0100347	CHC43015 Certificate IV in Ageing Support	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 0100348	CHC43115 Certificate IV in Disability	52	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 0100350	CHC52015 Diploma of Community Services	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 104955F	BSB40420 Certificate IV in Human Resource Management	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 104956E	BSB50320 Diploma of Human Resource Management	78	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 103724G	FNS60620 Advanced Diploma of Banking Services Management	78	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 103721K	BSB50420 Diploma of Leadership and Management	78	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 103722J	BSB60420 Advanced Diploma of Leadership and Management	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 104957D	BSB40820 Certificate IV in Marketing and Communication	52	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 104958C	BSB50620 Diploma of Marketing and Communication	78	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 105108D	BSB60520 Advanced Diploma of Marketing and Communication	78	Sydney City	Adelaide	Campbelltown (Sydney)
<input type="checkbox"/> 104954G	BSB50820 Diploma of Project Management	78	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 107866E	ICT50220 Diploma of Information Technology	78	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 107867D	ICT60220 Advanced Diploma of Information Technology	52*	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 107863H	FNS40217 Certificate IV in Accounting and Bookkeeping	52	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 107864G	FNS50217 Diploma of Accounting	52*	Sydney City	-	Campbelltown (Sydney)
<input type="checkbox"/> 107865F	FNS60217 Advanced Diploma of Accounting	52*	Sydney City	-	Campbelltown (Sydney)

\*Prerequisites required:

Prerequisite for CHC50121 is CHC30121 | Prerequisite for ICT60220 is ICT50220 | Prerequisite for FNS50217 is FNS40217 | Prerequisites for FNS60217 are FNS40217 & FNS50217

Which intake do you wish to commence your course (month and year)?		Month:	Year:
Have you studied with Victorian Institute of Education before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to apply for Credit (Credit Transfer)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>			
Do you wish to apply for Recognition of Prior Learning (RPL)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If you indicate YES, you will be contacted to discuss this further. Please note that there is a cost associated with RPL application and assessment.</i>			
<b>3. English Proficiency</b>			
How well do you speak English?		<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	
Have you completed an accredited English language ability test (IELTS/PTE/TOEFL) in the last 2 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details: Test Name			
Test Name:	Test Score:	Year:	
Have you studied an accredited English language course in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details:			
Provider:	Course:	Duration:	Year:
<b>4. Overseas Student health Cover (OSHC)</b>			
Do you require VIE to arrange OSHC for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		-If yes, which cover do you require? <input type="checkbox"/> Single <input type="checkbox"/> Family	
<b>5. Visa and Passport Details</b>			
Do you already have an Australian visa that allows you to study here?	<input type="checkbox"/> Yes ▶ If yes, what type of visa? <input type="checkbox"/> Subclass 500 <input type="checkbox"/> Other:		
	<input type="checkbox"/> No ▶ Which DHF office will you apply?	City:	Country:
Passport Number:	Nationality:	Expiry Date:	
<b>6. Education History</b>			
<b>Name of Qualifications</b>	<b>Year Completed</b>	<b>Course Provider</b>	<b>Country</b>
<b>7. Students under 18</b>			
Parents/Guardian Full Name:		Mobile:	
Email:	Address:		
<b>8. Agent Details (If Applicable)</b>			
Organisation Legal Name:	Mobile:		
Email:	Agent Representative:		

## 9. Unique Student Identifier (USI)

From 1 January 2015, we, Victorian Institute of Education can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course 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 unique student identifier: (If you already have one)

## 10. Privacy Notice

Under the Data Provision Requirements 2012, Victorian Institute of Education 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 and your training activity data) may be used or disclosed by Victorian Institute of Education for statistical, regulatory and research purposes. Victorian Institute of Education may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies;

- NCVER;
- Organizations conducting student surveys;
- and Researchers.

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 programmed administration, regulation, monitoring and evaluation.

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 [www.ncver.edu.au](http://www.ncver.edu.au)).

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.

## 11. Student Declaration (Student to complete)

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Victorian Institute of Education.

I understand that my RTO, Victorian Institute of Education is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- Government departments and agencies and authorized VET related bodies.
- VET regulators.

If you would like Victorian Institute of Education to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

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.

If you would like Victorian Institute of Education to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

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,..... authorize Victorian Institute of Education to apply pursuant to sub-section 9 (2) of the student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.

I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees)

Student Signature:		Date:	
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Printed Name:	
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12. Students under 18 to complete:					
Signature of Parent/ Guardian 1		Date:			
Printed Name:					
Signature of Parent/ Guardian 2		Date:			
Printed Name:					
Application Checklist					
<input type="checkbox"/>	Valid passport Copy	<input type="checkbox"/>	Proof of English Language Proficiency	<input type="checkbox"/>	High School Certificate or other relevant certificates
<input type="checkbox"/>	Valid visa (If you have one)	<input type="checkbox"/>	Genuine Temporary Entrant (GTE) Assessment form	<input type="checkbox"/>	Any other relevant documents to support you application e.g., resume
Note: Please send the completed and signed application form along with the supporting documents to <a href="mailto:admissions@vie.edu.au">admissions@vie.edu.au</a>					