Victorian Chamber of Commerce and Industry (RTO 4166)
2026 Enrolment Form

Course details	
Which course are you enrolling into?	☐ CPCWHS1001 - Prepare to work safely in the construction industry ☐ BSB41419 - Certificate IV in Work Health and Safety ☐ BSB40520 - Certificate IV in Leadership and Management ☐ BSB50320 - Diploma of Human Resource Management ☐ BSB50420 - Diploma of Leadership and Management ☐ BSB50820 - Diploma of Project Management

Personal details			
Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.			
Legal Given Name			
Legal Middle Name			
Legal Family Name			
Date of birth			
Gender	☐ Male ☐ Female ☐ Indeterminate/Intersex/Unspecified		
Home phone			
Mobile			
Email address			
Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.			
Address			
Suburb			
State		**Postcode**	
Postal address (if different from above)			
Address			
Suburb			
State		**Postcode**	

Language and cultural diversity	
In which country were you born?	☐ Australia
	☐ Other - Please specify
Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)*	☐ No, English Only
	☐ Yes – Please specify
Are you of Aboriginal or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)*	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
Disability	
Do you consider yourself to have a disability, impairment or long-term condition? *(If no, skip the following question)*	☐ No ☐ Yes
If Yes, please indicate the areas of disability, impairment or long-term condition *(You may indicate more than one area.)*	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Health Condition ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other
Schooling (Tick ONE box only)	
Are you still attending secondary school?	☐ No ☐ Yes
What is your highest COMPLETED school level? *(If you have never attended school, skip the following question)*	☐ Completed Year 12 ☐ Completed Year 11 ☐ Completed Year 10 ☐ Completed Year 9 or Equivalent ☐ Completed Year 8 or Lower ☐ Never attended School
Year Completed	

Previous qualification achieved

Have you SUCCESSFULLY completed any of the qualifications listed below? *(If no, skip the following question)*	☐ No ☐ Yes
If yes, tick the applicable boxes *If you have multiple Prior Educational 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 ☐☐☐ Bachelor Degree or Higher Degree ☐☐☐ Advanced Diploma or Associate Degree ☐☐☐ Diploma or Associate Diploma ☐☐☐ Certificate IV or Advanced Certificate/Technician ☐☐☐ Certificate III or Trade Certificate ☐☐☐ Certificate II ☐☐☐ Certificate I ☐☐☐ Certificates other than the above

Employment (Tick ONE box only)

Of the following categories, which BEST describes your current employment status?	☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Self-employed - employing others ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment
Which of the following classifications BEST describes your current or recent occupation?	☐ Managers ☐ Professionals ☐ Technicians and Trade Workers ☐ Community and Personal Service Workers ☐ Clerical and Administrative Workers ☐ Sales Workers ☐ Machinery Operators and Drivers ☐ Labourers ☐ Other
Which of the following classifications BEST describes the Industry of your current or previous Employer?	☐ 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

Study reason (Tick ONE box only)

Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship?	☐ 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 program of study ☐ For personal interest or self-development ☐ Other reasons ☐ To get skills for community/voluntary work

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 must 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.

What is your VSN? *(If unknown, answer the following questions)*	
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?	☐ 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. *(Please specify your most recent Victorian 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)*

Unique Student Identifier USI

From 1 January 2015, Victorian Chamber 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. ***Note: Without a valid USI on file, we are unable to confirm your enrolment***

What is your USI?	

Commencing program cohort identifier

Would you describe yourself as belonging to any of the following cohorts?	☐ AS - Asylum seeker ☐ FS - Learner facing financial stress ☐ HS - Head start apprentice/trainee ☐ JV- Jobs Victoria Employment Network client ☐ LN - A learner with literacy, numeracy and digital literacy needs ☐ RW - Retrenched worker ☐ RC - Reconnect program student ☐ VT - Veteran ☐ WR- Woman returning to work ☐ NNNNNN - No specific cohort

Student declaration

Student enrolment Privacy Notice
Under Victorian and federal privacy legislation, students must be provided with a privacy notice informing them about the ways their personal information will be collected and handled when they enroll for VET.

The Victorian Chamber of Commerce and Industry (VCCI) is committed to ensuring the privacy and security of all personal information collected from our members, customers and other parties that make contact with us. Your personal information is used and disclosed in accordance with the VCCI Privacy Policy available at Privacy policy | Victorian Chamber of Commerce and Industry. The VCCI Privacy Policy, VCCI Terms and Conditions (available at VCCI Terms and Conditions | Victorian Chamber of Commerce and Industry and the Victorian Government VET Student Enrolment Privacy Notice constitute the Student Enrolment Privacy Notice.

Please ensure you have read the following Terms and Conditions and complete the Student Declaration.

Victorian Government VET Student Enrolment Privacy Notice
The Victorian Government, through the Department of Jobs, Skills, Industry and Region (**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
VCCI is required to provide the Department with student and training activity data. This includes personal information collected in the VCCI enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).
VCCI provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DJSIR website.

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. 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 contact.

Consequences of not providing your information
Failure to provide your personal information may mean that it is not possible for you to enroll 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 VCCI in the first instance by phone 03 8662 5211 or e-mail via training@victorianchamber.com.au

Further information
For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to Department of Jobs, Skill, Industry and Regions website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website.

By signing this declaration, I acknowledge and agree that:

- I have read and understand the student enrolment Privacy Notice, which includes the Victorian Government's VET Student Enrolment Privacy Notice;

- I have read and understand VCCI Terms and Conditions (available at VCCI Terms and Conditions | Victorian Chamber of Commerce and Industry), VCCI RTO Participant Handbook and all other related documents and information available on the relevant course outline page (available at Nationally recognised vocational training | Victorian Chamber of Commerce and Industry)
- I have read and understand the course fees, training and assessment requirements.
- I have read the Complaints and Appeals Policy and Procedure (available at RTO Complaints and Appeals Policy and Procedure | Victorian Chamber of Commerce and Industry) and understand my rights and obligations.
- As an individual paying student, if the total course fee is >$1,500, I authorise VCCI to direct debit payment from my nominated credit card and I have read and agree with the Payment Instalments Schedule (available at Nationally recognised vocational training | Victorian Chamber of Commerce and Industry on the relevant course page) applicable to my course.
- I understand that I must provide a valid USI to confirm enrolment. Without a USI, my training commencement may be delayed.

☐ I declare that, to the best of my knowledge, the information I have provided is true and correct. I understand that this form stands as a written agreement for these undertakings.

Signature	
Date	