

**Course details**

<b>Which course are you enrolling into?</b>	<input type="checkbox"/> CPCWHS1001 - Prepare to work safely in the construction industry <input type="checkbox"/> BSB41419 - Certificate IV in Work Health and Safety <input type="checkbox"/> BSB42015 - Certificate IV in Leadership and Management <input type="checkbox"/> BSB50320 - Diploma of Human Resource Management <input type="checkbox"/> BSB50420 - Diploma of Leadership and Management <input type="checkbox"/> BSB50820 - Diploma of Project Management
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**Personal details**

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.*

<b>Legal Given Name</b>	
<b>Legal Middle Name</b>	
<b>Legal Family Name</b>	
<b>Date of birth</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified
<b>Home phone</b>	
<b>Mobile</b>	
<b>Email address</b>	

*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.*

<b>Address</b>			
<b>Suburb</b>			
<b>State</b>		<b>Postcode</b>	
<i>Postal address (if different from above)</i>			
<b>Address</b>			
<b>Suburb</b>			
<b>State</b>		<b>Postcode</b>	

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

**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?

- Asylum seeker
- Learner facing financial stress
- Head start apprentice/trainee
- Jobs Victoria Employment Network client
- A learner with literacy, numeracy and digital literacy needs
- Retrenched worker
- Reconnect program student
- Veteran
- Woman returning to work
- 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](mailto: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**