

As a recipient of Government funding for training we are required to ask students for information. This information is required by YNH and funding bodies for statistical collection and remains confidential.
Privacy Policy can be viewed at YNH Reception.

OFFICE USE ONLY	Date		Payment Type/ Receipt number	
	Staff Member		Amount	
	Copy Concession Card		YNH Student No	

COURSE INFORMATION	Course Name		Course Code	
	If this is an accredited course, do you agree to be assessed? <input type="checkbox"/> Yes <input type="checkbox"/> No I am aware of the Yarrowonga Neighbourhood House Inc. Privacy Policy and that this enrolment information can be used for State Funding statistical purposes. <input type="checkbox"/> Yes			

PERSONAL INFORMATION Legal names should match those used for your unique student identifier. 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 'rural property addressing' or 'numbering' system as your residential address.	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
	First Name <i>Legal Given Name(s)</i>		Middle Name			
	Surname <i>Legal Family Name</i>					
	Date of Birth:	/	/	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
	Home Address					
	Building/Property Name					
	Flat/Unit, Street Number & Name					
	Town/Suburb					
	State					
	Postcode					
	Postal Address <i>If different from above.</i>					
	Building/Property Name					
	Flat/Unit, Number & Name					
	PO Box or Roadside delivery box					
	Town/Suburb					
State						
Postcode						
Phone (Home)				Phone (Work)		
Mobile				Fax		
Email						

EMPLOYMENT Tick one box only If never employed go to next question	Please tick the category that BEST describes your current employment status.	
	<input type="checkbox"/> Full – time Employee <input type="checkbox"/> Part – time Employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed seeking full time work <input type="checkbox"/> Unemployed seeking part – time work <input type="checkbox"/> Not employed – not seeking work
	Please tick the category that BEST describes your current or recent occupation.	
<input type="checkbox"/> Managers <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Community and Personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers <input type="checkbox"/> Other	

Turn to page 2

<p>Tick one box only</p> <p>If never employed go to next question</p>	<p>Please tick the classification that BEST describes your current or previous employers industry.</p> <table border="1"> <tr> <td><input type="checkbox"/> Agriculture, Forestry and Fishing</td> <td><input type="checkbox"/> Financial and Insurance Services</td> </tr> <tr> <td><input type="checkbox"/> Mining</td> <td><input type="checkbox"/> Rental, Hiring and Real Estate Services</td> </tr> <tr> <td><input type="checkbox"/> Manufacturing</td> <td><input type="checkbox"/> Administrative and Support Services</td> </tr> <tr> <td><input type="checkbox"/> Electricity, Gas, Water and Waste Services</td> <td><input type="checkbox"/> Public Administration and Safety</td> </tr> <tr> <td><input type="checkbox"/> Construction</td> <td><input type="checkbox"/> Education and Training</td> </tr> <tr> <td><input type="checkbox"/> Wholesale Trade</td> <td><input type="checkbox"/> Health Care and Social Assistance</td> </tr> <tr> <td><input type="checkbox"/> Retail Trade</td> <td><input type="checkbox"/> Arts and Recreation Services</td> </tr> <tr> <td><input type="checkbox"/> Information Media and Telecommunications</td> <td><input type="checkbox"/> Professional, Scientific and Technical Services</td> </tr> <tr> <td><input type="checkbox"/> Accommodation and Food Services</td> <td><input type="checkbox"/> Other Services</td> </tr> <tr> <td><input type="checkbox"/> Transport, Postal and Warehousing</td> <td></td> </tr> </table>	<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Mining	<input type="checkbox"/> Rental, Hiring and Real Estate Services	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Construction	<input type="checkbox"/> Education and Training	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Arts and Recreation Services	<input type="checkbox"/> Information Media and Telecommunications	<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Other Services	<input type="checkbox"/> Transport, Postal and Warehousing	
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<p>SCHOOLING</p>	<p>Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your highest COMPLETED school level?</p> <table border="1"> <tr> <td><input type="checkbox"/> Year 12</td> <td><input type="checkbox"/> Year 10</td> <td><input type="checkbox"/> Year 8 or below</td> </tr> <tr> <td><input type="checkbox"/> Year 11</td> <td><input type="checkbox"/> Year 9 or equivalent</td> <td><input type="checkbox"/> Never attended school</td> </tr> </table> <p>In which YEAR did you complete that school level? _____</p>	<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school														
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<p>PREVIOUS QUALIFICATION ACHIEVED</p>	<p>Have you SUCCESSFULLY COMPLETED any of the following qualifications?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - please enter one of these Prior Education Achievement Recognition Identifiers against the applicable qualification level</p> <p>A - Australian E – Australian Equivalent I - International</p> <table border="1"> <tr> <td><input type="checkbox"/> Bachelor Degree or Higher Education</td> <td><input type="checkbox"/> Certificate III (or Trade Certificate)</td> </tr> <tr> <td><input type="checkbox"/> Advanced Diploma or Associate Degree</td> <td><input type="checkbox"/> Certificate II</td> </tr> <tr> <td><input type="checkbox"/> Diploma (or Associate Diploma)</td> <td><input type="checkbox"/> Certificate I</td> </tr> <tr> <td><input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</td> <td><input type="checkbox"/> Certificates other than above</td> </tr> </table>	<input type="checkbox"/> Bachelor Degree or Higher Education	<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificates other than above												
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<p>LANGUAGE AND CULTURAL DIVERSITY</p>	<p>Were you born in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please specify:</p> <p>Do you speak a language other than English at home? <input type="checkbox"/> No (only English)</p> <p><input type="checkbox"/> Yes – please indicate the one that is spoken most often</p> <p>How well do you speak English?</p> <p><input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All</p> <p>Are you of Aboriginal or Torres Strait Islander origin?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander</p>																				
<p>DISABILITY</p>	<p>Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please tick below:</p> <table border="1"> <tr> <td><input type="checkbox"/> Hearing/Deaf</td> <td><input type="checkbox"/> Learning</td> <td><input type="checkbox"/> Vision</td> </tr> <tr> <td><input type="checkbox"/> Physical</td> <td><input type="checkbox"/> Mental illness</td> <td><input type="checkbox"/> Medical Condition</td> </tr> <tr> <td><input type="checkbox"/> Intellectual</td> <td><input type="checkbox"/> Acquired Brain impairment</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p><input type="checkbox"/> Do you need advice on support services, equipment and facilities?</p> <p>Turn to page 3</p>	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning	<input type="checkbox"/> Vision	<input type="checkbox"/> Physical	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain impairment	<input type="checkbox"/> Other											
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STUDY REASONS	<p>Please tick ONE code that BEST describes your reasons for undertaking this course/program?</p> <table border="0"> <tr> <td><input type="checkbox"/> To get a job</td> <td><input type="checkbox"/> It was a requirement of my job</td> </tr> <tr> <td><input type="checkbox"/> To develop my existing business</td> <td><input type="checkbox"/> I wanted extra skills for my job</td> </tr> <tr> <td><input type="checkbox"/> To start my own business</td> <td><input type="checkbox"/> To get into another course of study</td> </tr> <tr> <td><input type="checkbox"/> To try for a different career</td> <td><input type="checkbox"/> For personal interest or self-development</td> </tr> <tr> <td><input type="checkbox"/> To get a better job or promotion</td> <td><input type="checkbox"/> Other reasons</td> </tr> </table>	<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons											
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FEE CONCESSION (THIS CONCESSION APPLIES TO FUNDED COURSES ONLY)	<p>Do you hold one of the following concession cards? If yes, please tick.</p> <table border="0"> <tr> <td><input type="checkbox"/> Family Allow' Supplement</td> <td><input type="checkbox"/> Youth Allowance</td> <td><input type="checkbox"/> Widow Allowance</td> </tr> <tr> <td><input type="checkbox"/> Parenting Payment Single</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Wife Pension</td> </tr> <tr> <td><input type="checkbox"/> Mature Age Allowance</td> <td><input type="checkbox"/> Carer's</td> <td><input type="checkbox"/> Sickness Allowance</td> </tr> <tr> <td><input type="checkbox"/> Newstart Allowance</td> <td><input type="checkbox"/> Disability Support</td> <td><input type="checkbox"/> Low Income</td> </tr> <tr> <td><input type="checkbox"/> Newstart Mature Age</td> <td><input type="checkbox"/> Partner Allowance</td> <td><input type="checkbox"/> Special Benefit</td> </tr> </table> <table border="1"> <tr> <td>Expiry Date</td> <td>Card Number</td> <td>Sighted By</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	<input type="checkbox"/> Family Allow' Supplement	<input type="checkbox"/> Youth Allowance	<input type="checkbox"/> Widow Allowance	<input type="checkbox"/> Parenting Payment Single	<input type="checkbox"/> Age	<input type="checkbox"/> Wife Pension	<input type="checkbox"/> Mature Age Allowance	<input type="checkbox"/> Carer's	<input type="checkbox"/> Sickness Allowance	<input type="checkbox"/> Newstart Allowance	<input type="checkbox"/> Disability Support	<input type="checkbox"/> Low Income	<input type="checkbox"/> Newstart Mature Age	<input type="checkbox"/> Partner Allowance	<input type="checkbox"/> Special Benefit	Expiry Date	Card Number	Sighted By			
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VICTORIAN STUDENT NUMBER	<p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p><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</p> <p><input type="checkbox"/> Yes – I have attended a Victorian school since 2009 Most recent Victorian school attended:</p> <p>And/or</p> <p><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 organisations)</p> <p>.....</p> <p>.....</p>																					
UNIQUE STUDENT IDENTIFIER	<p>From 1 January 2015 students will need a Unique Student Identifier (USI) to obtain their certificate or qualification when studying nationally recognised training. If you do not have a USI please go to www.usi.gov.au to obtain one.</p> <p>If you already have a USI please enter here:</p> <p><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>																					
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HOW DID YOU HEAR ABOUT US?	<table border="0"> <tr> <td><input type="checkbox"/> Newspaper</td> <td><input type="checkbox"/> Word of Mouth</td> <td><input type="checkbox"/> Term Guide</td> </tr> <tr> <td><input type="checkbox"/> Website</td> <td><input type="checkbox"/> Been here before</td> <td><input type="checkbox"/> Job Network</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other (Please specify)</td> </tr> </table>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Term Guide	<input type="checkbox"/> Website	<input type="checkbox"/> Been here before	<input type="checkbox"/> Job Network	<input type="checkbox"/> Other (Please specify)														
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REFUND POLICY	<p>I am aware of the YNH Refund Policy (if not please ask staff) Yes <input type="checkbox"/></p>																					
SIGNATURE	<p>I declare that all information provided on this enrolment form is correct and accurate</p> <p>Signature _____ Date _____</p> <p>Please Note: Enrolment is not complete until fees are paid and this form is fully completed. Unless enrolment is complete and fees are paid you will not be eligible for accreditation.</p> <p style="text-align: right;">Turn to page 4</p>																					

**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

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

YNH 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.

A student's USI may be used for specific VET purposes including the verification of student data provided by YNH; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

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.

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 more information in relation to how student information may be used or disclosed please contact YNH's Executive Officer by phone 03 5744 3911 or email manager@ynh.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>.

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

I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.

Student Signature: _____ **Date:** ____/____/____