



# 2018 Community Support Work (CHCCS004) Enrolment Form

The original completed and signed Enrolment Form **MUST** be sent to the RTO.

**ALL** sections of the Enrolment Form **MUST** be completed. Please use **BLOCK/CAPITAL** Letters.

<b>Course Dates</b>	___/___/___ to ___/___/___		<b>Course Location (Suburb)</b>	
<b>Unique Student Identifier (USI)</b> <i>From 1 January 2015, we The Salvation Army Training Plus 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 <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</i>				
Enter your Unique Student Identifier (USI)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Student Name</b> Enter your full name <i>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.</i>				
_____ Surname (Legal Family Name)			_____ Given Names (Legal Given Names)	
<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
<b>Date of Birth</b> Enter your birth date Day/Month/Year ___/___/___ dd      mm      yyyy				
<b>Gender</b> (tick one box only) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified				
<b>Contact Details</b>				
Home Phone ( )		Work Phone ( )		Mobile Phone
E-mail address			Preferred Contact Method <input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Mail	
<b>Victorian Student Number</b> <i>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 should 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.</i>				
Enter your Victorian Student Number (VSN)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
No more questions if you provided your VSN				

**Victorian Student Number Continued**

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. No more questions if you answer No above.

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended \_\_\_\_\_ and/or

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)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Industry of Employment (Victorian Students Only)**

Which of the following classifications BEST describes the Industry of your current or previous Employer?

**(Tick ONE box only.)**

- |   |  |
|---|--|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing          | <input type="checkbox"/> K - Financial and Insurance Services                |
| <input type="checkbox"/> B - Mining                                     | <input type="checkbox"/> L - Rental, Hiring and Real Estate Services         |
| <input type="checkbox"/> C - Manufacturing                              | <input type="checkbox"/> M - Professional, Scientific and Technical Services |
| <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N - Administrative and Support Services             |
| <input type="checkbox"/> E - Construction                               | <input type="checkbox"/> O - Public Administration and Safety                |
| <input type="checkbox"/> F - Wholesale Trade                            | <input type="checkbox"/> P - Education and Training                          |
| <input type="checkbox"/> G - Retail Trade                               | <input type="checkbox"/> Q - Health Care and Social Assistance               |
| <input type="checkbox"/> H - Accommodation and Feed Services            | <input type="checkbox"/> R - Arts and recreation Services                    |
| <input type="checkbox"/> I - Transport, Postal and Warehousing          | <input type="checkbox"/> S - Other Services                                  |
| <input type="checkbox"/> J - Information Media and Telecommunications   |  |

**Occupation Identifier (Victorian Students Only)**

Which of the following classifications BEST describes your current or recent occupation? **(Tick ONE box only.)**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 - Managers                                | <input type="checkbox"/> 6 - Sales Workers                   |
| <input type="checkbox"/> 2 - Professionals                           | <input type="checkbox"/> 7 - Machinery Operators and Drivers |
| <input type="checkbox"/> 3 - Technicians and Trade Workers           | <input type="checkbox"/> 8 - Labourers                       |
| <input type="checkbox"/> 4 - Community and Personal Services Workers | <input type="checkbox"/> 9 - Other                           |
| <input type="checkbox"/> 5 - Clerical and Administrative Workers     |  |

**Emergency Contact Details** *Must be parent or guardian if trainee is under 18 years*

Emergency Contact Person Name

Phone ( )

Mobile

Emergency Contact Relationship

Parent

Guardian

Other (please specify) \_\_\_\_\_

**Usual Residence**

**What is the address location and postcode of the suburb, locality or town in which you usually live?**

*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.*

Building/Property Name

Flat/Unit Number

Street Number (e.g. 5 or Lot 12)

Street Name

Suburb, locality or town

State/Territory

Postcode

<b>Postal Address</b> What is your postal address (if different from above?)		
Building/Property Name		
Flat/Unit Number	Street Number	Street Name
PO box or roadside delivery box		
Suburb, locality or town	State/Territory	Postcode
<b>ATSI Status</b> Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
<b>Country of Birth</b> In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify _____		
<b>Schooling</b> Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your highest COMPLETED school level? (Tick ONE box only) <i>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</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
<b>Employment</b> Of the following categories, which BEST describes your current employment status? (Tick ONE box only.) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i>		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed - unpaid worker in a family business	
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed - seeking full-time work	
<input type="checkbox"/> Self employed - not employing others	<input type="checkbox"/> Unemployed - seeking part-time work	
<input type="checkbox"/> Self employed - employing others	<input type="checkbox"/> Not employed - not seeking employment	
<b>Language</b> Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)		
<input type="checkbox"/> No, English Only (English only – Go to next section) <input type="checkbox"/> Yes, other – Please specify _____		
<b>Disability</b> Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)		
<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
Do you require special assistance because of disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, please specify the type of assistance required _____		

**Previous Qualification Achieved**

Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

If YES, please tick one of these Prior Education Achievement Recognition Identifiers for any applicable qualification level. A- Australian, E – Australian equivalent, I – International

*Note: if you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian, 2. E – Australian equivalent, 3. 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)

A E I

- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

**Study Reason**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? **(Tick one box only.)**

- 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 course of study
- For personal interest or self development
- Other reasons

## **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 (EVT) 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**

The Salvation Army Training Plus (TSATP) is required to provide the Department with student and training activity data. This includes personal information collected in the TSATP enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

TSATP 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 TSATP; 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. Please note you may opt out of the NCVER survey at the time of being contacted.

### **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 personal information. You may also complain if you believe your privacy has been breached. For further information, please contact TSATP's Privacy Officer in the first instance by phone on 9847 8782 or email [christine\\_davis@aep.salvationarmy.org.au](mailto:christine_davis@aep.salvationarmy.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>.

## Student Acceptance Agreement

- I have been informed on how to access a copy of The Salvation Army Training Plus (TSATP) Student Handbook
- I have been fully informed of all fees and charges
- The information I have supplied on this form is correct and complete, and it is my responsibility to provide all relevant and required documentary evidence in support of my enrolment
- I give TSATP permission to access the USI Registry to obtain and/or verify my USI as required
- I consent to my personal information being disclosed to government bodies, as required or authorised by law or in accordance with The Salvation Army Training Plus Privacy Policy
- I indemnify TSATP from any claim or action and for any liability, which may arise or accrue as a result of participation in this training; and in the event of an emergency, I authorise TSATP to contact my emergency contact and take any reasonable steps necessary to ensure my safety/wellbeing, including ambulance travel, medical treatment, hospitalisation, etc. and that all associated costs are my responsibility
- I authorise TSATP to obtain any information regarding my enrolment and participation in any training and assessment program provided by any educational institution. This information may include: details of qualifications obtained, Statements of Attainment, Statements of Results and dates on which these were achieved and awarded.
- I agree to abide by the policies, procedures, regulations and the student code of conduct of TSATP
- I am committed to attending this course on the designated days from start until finish on each day the course is delivered
- I understand and accept that it is my responsibility to catch up on any work missed in scheduled classes due to my absence

### Privacy Notice

Under the *Data Provision Requirements 2012*, The Salvation Army Training Plus 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 by TSATP for statistical, regulatory and research purposes. TSATP may disclose your personal information for these purposes to third parties, including:

- School - if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer - if you are enrolled in training paid by my employer
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- Organisations conducting student surveys
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticate VET Transcripts
- Facilitating statistics and research relating to education, including surveys
- Understanding how the vet market operates, for policy, workforce planning and consumer information
- Administering VET, including program administration, regulation, monitoring and evaluation

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.

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)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy notice above.

<b>Student Signature</b>		<b>Date</b>	
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