



Which of the following classifications BEST describes the <u>Industry</u> of your current or previous Employer? (tick ONE box only)	
Agriculture, Forestry and Fishing <input type="checkbox"/>	Mining <input type="checkbox"/>
Manufacturing <input type="checkbox"/>	Electricity, Gas, Water and Waste Services <input type="checkbox"/>
Construction <input type="checkbox"/>	Wholesale Trade <input type="checkbox"/>
Retail Trade <input type="checkbox"/>	Accommodation and Food Services <input type="checkbox"/>
Transport, Postal and Warehousing <input type="checkbox"/>	Information Media and telecommunication <input type="checkbox"/>
Financial and Insurance Services <input type="checkbox"/>	Rental, Hiring and Real Estate Services <input type="checkbox"/>
Professional, Scientific and Technical Services <input type="checkbox"/>	Administrative and Support Services <input type="checkbox"/>
Public Administration and Safety <input type="checkbox"/>	Education and Training <input type="checkbox"/>
Health Care and Social Assistance <input type="checkbox"/>	Arts and Recreation Services <input type="checkbox"/>
Other Services <input type="checkbox"/>	

Which of the following classifications best describes your current or recent <u>occupation</u> ? (tick ONE box only)	
Managers <input type="checkbox"/>	Professionals <input type="checkbox"/>
Technicians and trade workers <input type="checkbox"/>	Community and Personal Services 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 <input type="checkbox"/>	Unemployed <input type="checkbox"/>

Are you of aboriginal or Torres strait Islander origin?		
Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	No <input type="checkbox"/>
<b>Country of Birth:</b>	Australia <input type="checkbox"/>	Other ( Please specify) <input type="text"/>

Are you currently attending Secondary School?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Highest completed school level?			
Did not go to High school <input type="checkbox"/>	Year 8 or below <input type="checkbox"/>	Year 9 or equivalent <input type="checkbox"/>	
Completed Year 10 <input type="checkbox"/>	Completed Year 11 <input type="checkbox"/>	Completed Year 12 <input type="checkbox"/>	
<b>Year of completion</b>			
<b>Last School Attended</b>			

Of the following categories, which best describes your current employment status?	
Full time employee <input type="checkbox"/>	Part time employee <input type="checkbox"/>
Employer <input type="checkbox"/>	Employed – unpaid worker in a family business <input type="checkbox"/>
Self employed – not employing others <input type="checkbox"/>	Not employed – not seeking employment <input type="checkbox"/>
Unemployed – seeking full time work <input type="checkbox"/>	Unemployed – seeking part time work <input type="checkbox"/>
<b>Language/s spoken at home:</b>	English Only <input type="checkbox"/> Other (please specify) <input type="text"/>
<b>Proficiency in spoken English:</b>	Not at all <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Very well <input type="checkbox"/>

Do you consider yourself to have a disability, long term condition or other concerns that may affect your ability to complete this course?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, tick any applicable boxes:			
Acquired brain impairment <input type="checkbox"/>	Hearing/deaf <input type="checkbox"/>	Intellectual <input type="checkbox"/>	Learning <input type="checkbox"/>
Mental illness <input type="checkbox"/>	Physical <input type="checkbox"/>	Vision <input type="checkbox"/>	Medical condition <input type="checkbox"/>
Other (Please specify) <input type="checkbox"/>			



## **PRIVACY STATEMENT**

I understand that: Murray ACE Swan Hill Inc. is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with students and training activity data which may include information provided in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines

(which are available at [www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx))

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resources allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

**The Education and Training Reform Act 2006 requires Murray ACE to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.**

For more information in relation to how student information may be used or disclosed please contact Murray ACE administration on 03 5032 3719 or email [learn@macesh.vic.edu.au](mailto:learn@macesh.vic.edu.au).

## **APPLICANT SELF DECLARATION**

- I declare that the information provided to the Registered Training Organisation (RTO) in this application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of my Registered Training Organisation.
- I understand that it is my responsibility to provide all relevant and required documentation.
- I authorise my Registered Training Organisation to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.

## **AUSTRALIAN CITIZEN DECLARATION**

**For applicants eligible for government subsidised training under the Victorian Training Guarantee, the following statement applies:**

- I declare that I am an Australian Citizen; or a holder of a permanent visa; or a holder of a Special Category Visa (sub-class 444, New Zealand); or an East Timorese Asylum Seeker; or a holder of a Temporary Protection Visa Holder; or a holder of a referral form from Asylum Seeker Resource Centre confirming me as a 'Asylum Seeker'; or a holder of a referral form from the Australian Red Cross confirming me as a 'Victim of Human Trafficking'
- I declare that the information I have provided, including evidence to confirm my date of birth, is correct.
- I declare that to the best of my knowledge and after consultation with my Registered Training Organisation that I meet the Victorian Training Guarantee eligibility criteria.

**Student Name:** \_\_\_\_\_ (PLEASE PRINT)

**Student Signature**

Date:

**Parent/Guardian Signature**

(if student is under 18 years old)

Date:

## Unique Student Identifier (USI) Privacy Notice

### All Students are required to have a Unique Student Identifier (USI).

You can create your own USI or Murray ACE staff can do this for you. (see below)

#### Creating your own USI:

The following steps explain how students can create their own Unique Student Identifier (USI):

- 1 Ensure you have 2 forms of ID from the list below ready:
  - Driver's Licence
  - Medicare Card
  - Australian Passport
  - Visa (with Non-Australian Passport) for international students
  - Birth Certificate (Australian) \*please note a Birth Certificate *extract* is not sufficient
  - Certificate Of Registration By Descent
  - Citizenship Certificate
  - ImmiCard

**IMPORTANT:** The details a student enters when they create their USI must match exactly with those shown on their form of ID.

- 2 Go to 'Create your USI' on the USI website and agree to the Terms and Conditions.
- 3 Click on 'Create USI'.
- 4 Fill in some personal and contact details which must match exactly the details shown on your ID.
- 5 Enter the details from your ID (must be from the list above).
- 6 Set their USI account password and questions for security purposes. More information about security check questions can be found on the Student (please make sure you record this in a secure place)
- 7 The USI displayed on the screen. If possible please print this page out.
- 8 Write down your USI somewhere safe or enter it into your phone for safe keeping.
- 9 The USI will also come by either email, phone or by mailing address (your preferred contact method stated when creating the USI).

#### Murray ACE Creating USI on your behalf

Murray ACE Swan Hill Inc. can apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf. Murray ACE Swan Hill Inc. must provide details from your enrolment form including your name, date, town and country of birth, gender and contact details plus 2 forms of ID as listed above. Please provide Murray ACE Swan Hill Inc. with your ID.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Murray ACE to make an application for a student identifier on your behalf, Murray ACE will have to declare that Murray ACE has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Murray ACE has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- ◆ is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- ◆ may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- ◆ will not otherwise be disclosed without your consent unless authorised or required by or under law.

### **Privacy policies and complaints**

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on (email/telephone). The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- ◆ misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- ◆ a failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Murray ACE Swan Hill Inc. collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Murray Ace Swan Hill Inc. privacy policy which can be found in your Student Information Booklet provided at enrolment.