

Enrolment Form

Course Title:	Resources Received: YES <input type="checkbox"/> NO <input type="checkbox"/>
Course Code:	Link Sent(if applicable) YES <input type="checkbox"/>
Course Commencement Date:	Vettrak Course Code:
Have you received the Murray ACE Student Information Guide or read this information on our website? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you consider that you have adequate language, literacy and numeracy skills to undertake this course? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Where did you hear about this course?	
Radio <input type="checkbox"/> Facebook <input type="checkbox"/> Word of mouth <input type="checkbox"/> Employment agency <input type="checkbox"/> Course Brochure <input type="checkbox"/> Webpage <input type="checkbox"/> Other <input type="checkbox"/>	
Have you previously been enrolled in a course at Murray ACE YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please check for a student file)	

Personal Details

Given Names		Gender	M <input type="checkbox"/>	F <input type="checkbox"/>
Surname			Other <input type="checkbox"/>	
Title (please circle)	Mr Mrs Ms Miss	Date of Birth	/ /	
Age at 1 st January				

All Students are required to have a Unique Student Identifier (USI number) – Please provide below:

USI Number: Please see 'How to Create USI' details on page 5 of your Enrolment Form.

Former Surname (if applicable)		Town/City of Birth	
Telephone	Home	Business Hours	
Mobile	Email Address		

Victorian Student Number	VSN	<input type="text"/>
To be completed by all students aged up to 24 - If unknown please answer the following questions		
I have attended a Victorian school since 2009 <input type="checkbox"/> Yes <input type="checkbox"/> No		
List the most recent Victorian school attended		
I have attended a TAFE or VET training provider since 2011 <input type="checkbox"/> Yes <input type="checkbox"/> No		
List the most recent TAFE or VET providers you attended		

Emergency Contact Details

Contact Name		Relationship	
Telephone	Home	Work	Mobile

Which of the following classifications BEST describes the Industry 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"/>	

Enrolment Form

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"/>

Your Address Details

Usual Address			
Suburb		State	Postcode
Postal Address			
Suburb		State	Postcode

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"/>
Country of Birth:	Australia	<input type="checkbox"/>	Other (Please specify)		

Are you currently attending Secondary School?

Yes No

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"/>
Year of completion		Last School Attended			

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"/>					
Language/s spoken at home:	English Only	<input type="checkbox"/>	Other (please specify)					
Proficiency in spoken English:	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 you ability to complete this course?

Yes No

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"/>
Anaphalactic	<input type="checkbox"/>	(Please list Allergies)		Other (Please specify)			

Have you successfully completed any of the following qualifications?

Yes (If yes, tick applicable box) No

If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification Level

A – Australian E – Australian Equivalent I - International

Certificate I	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>	Certificate II	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>
Certificate III or Trade Certificate	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>	Certificate IV or Advanced	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>
Certificate / Technician	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>	Diploma Level	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>
Degree	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>	Advanced Diploma & Associate Degree Level	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>
Bachelor Degree or Higher Degree Level	A <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/>	Other (please specify)	A <input type="checkbox"/> E <input type="checkbox"/> I <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 are available at:

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.

PHOTOGRAPHS

I consent to the collection and use of my personal images by photography or video. These images may be used in Murray ACE publications for promotion and advertising as per policies and information in the student handbook.

YES NO

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.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

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 New Zealand Citizen; or a VEVO verification that the student holds a valid Bridging visa class E; or a Safe Haven Enterprise visa; or a Temporary Protection visa; or a Bridging visa class F; or a Humanitarian Stay (Temporary) (subclass 449) visa; or a referral to Government Subsidised Training - Asylum Seekers form from the Asylum Seeker Resource Centre or the Australian Red Cross; or Formal confirmation of permanent residence granted by the Department of Home Affairs AND the student's foreign passport or ImmiCard.
- 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:
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Parent/Guardian Signature
(if student is under 18 years old)

	Date:
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PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

How to Create USI-

Students can now access the USI Registry System to create USIs. For more information please visit www.usi.gov.au/your-usi/create-usi

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

Step 1

The student will need to get one form 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.

Step 2

The student will then go to 'Create your USI' on the USI website and agree to the Terms and Conditions.

Step 3

The student will then click on 'Create USI'.

Step 4

The student will fill in some personal and contact details which must match exactly the details shown on their form of ID.

Step 5

The student will then be asked to enter the details from their form of ID from the list above.

Step 6

The student will be required to set their USI account password and questions for security purposes. More information about security check questions can be found on the Student

Step 7

They will then see their USI displayed on the screen. If possible please print this page out.

Step 8

Students should write down their USI somewhere safe or enter it into their phone for safe keeping.

Step 9

Students will receive their USI by either email, phone or by mailing address (which ever they choose as their preferred contact method when creating their USI).