

Enrolment Form

Enrolment course / qualification / unit	
Course dates	

Surname/ Last name		Given / First names	
Gender	Male Female Other	Date of birth (DD/MM/YYYY)	

Unique Student Identifier (USI):

From 1 January 2015, Master Plumbers can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course 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/>.

There are USI computers available for your use in the PICAC student lunch room. Please ask your trainer for more information.

Unique Student Identifier (USI) For example: 3AW88YH9U5 (10 letters and numbers)	<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"/>
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Employer details (if applicable)

Employer/Company name			
Address			
Contact name		Phone	

Contact Details

Town / City of birth		Preferred contact method	Email Mobile Mail/post
DELTA Student No.			
Home phone		Mobile number	
Email			

<p>1. Which classification best describes your current industry of employment? (Tick ONE box only)</p>	<input type="checkbox"/> 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"/> Rental, Hiring and Real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Arts and Recreation Services <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 Telecommunications <input type="checkbox"/> Financial and Insurance 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"/> Other Services
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2. Which classification best describes your current occupation? (Tick ONE box only)	<input type="checkbox"/> Manager <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Clerical and Administrative Workers <input type="checkbox"/> Machinery Operators and Drivers	<input type="checkbox"/> Professionals <input type="checkbox"/> Community and Personal Services Workers <input type="checkbox"/> Sales Workers <input type="checkbox"/> Labourers <input type="checkbox"/> Other
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Emergency contact details

Emergency contact name and relationship	Emergency contact number
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What is the physical address of your usual residence? (mandatory)

(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 No	Street / lot No
Street name	Suburb, locality or town	
State/territory	Postcode	

Postal address (if different from above)

Building/property name	Flat/ unit No	Street / lot No
Street name	Suburb, locality or town	
State/territory	Postcode	

3. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, both	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
4. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify:	

5. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. What is your highest COMPLETED school level?	<input type="checkbox"/> Completed Year 8 or lower <input type="checkbox"/> Completed 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"/> Never attended school
7. In which year did you complete this level?		
8. What was the name of the school?		
9. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking work
10. Do you speak a language other than English at home? (If more than one language please indicate the language that is spoken most often)	<input type="checkbox"/> No, English only (Go to question 12) <input type="checkbox"/> Yes, please specify	
11. If you speak a language other than English, how well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Not well	<input type="checkbox"/> Well <input type="checkbox"/> Not at all

12. Do you consider yourself to have a disability, Impairment or long-term condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to question 14)
13. If yes, please indicate the area/s of disability, impairment or long-term condition (you may indicate more than one area)	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Other <hr/>
14. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to question 17)
15. 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 one to use: 1. A – Australian 2. E – Australian equivalent 3. I – International	<input type="checkbox"/> Bachelor Degree or Higher	A E I
	Advanced Diploma or Associate Degree	
	Diploma (or Associate Diploma)	
	Certificate IV (Advanced Certificate/Technician)	
	Certificate III (or Trade Certificate)	
	Certificate II	
	Certificate I	
	Certificate/s other than above	
16. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <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"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> Other reason
Victorian Student Number (VSN): To be completed by all students aged up to 24 years: If you have previously undertaken any education in Victoria and you aged up to 24 years you will have been allocated a Victorian Student Number (VSN). If you know it please enter the number in the boxes provided. If you don't know it please provide the information below. Students aged under 24 years enrolling for the first time will get a new VSN.		
Victorian Student Number (VSN)		
17. 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?	<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	
	<input type="checkbox"/> Yes – I have attended a Victorian school since 2009 Most recent Victorian school attended: <hr/>	
	<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 training organisations)	
	1.	
	2.	
3.		

Learner declaration

In signing this form I declare that (please tick each box):

- I have read and understood the instructions in this enrolment form including the privacy statement and notices on the following page;
- The information I have supplied and any supporting documentation is true, correct and complete;
- I authorise Master Plumbers to search/locate/verify via the USI registry System for an existing Unique Student Identifier
- I understand that enrolling in this course may impact my access to government-funded study based on the level of this course and or funding I have or will receive;
- I will inform Master Plumbers when any of my contact details change including email and mobile details;
- I have been provided with appropriate and sufficient information to make an informed decision about my enrolment in this course, including information about:
 - Minimum entrance requirements;
 - Course structure, contents, duration, modes of study and assessment methods, as detailed in my Training Plan;
 - Details of any arrangements with other providers (if any);
 - Fees and charges associated with my course, including tuition fees, materials fees, refunds and cancellations
 - Student Code of Conduct
- I have received the Learners Handbook (or accessed it on the RTO website), and acknowledge and agree to its details about:
 - Complaints and appeals;
 - Enrolment, orientation and support;
 - Fees, charges and enrolment status changes;
 - Health, safety and rights;
 - Access and equity;
 - Misconduct, attendance and discipline;
 - Credit transfer and recognition of prior learning;
 - Qualifications and statements of attainment;
 - Student support and welfare services.
 - All appropriate State and Federal legislation

Learner signature

Date:

Parent or Guardian Signature
(if learner is under 18 Years of age)

Date:

<i>Office use: Information complete and entered into VETtrak</i>			
Initials		Date	

Privacy statement

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

Master Plumbers is required to provide the Department with student and training activity data. This includes personal information collected in the Master Plumbers enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Master Plumbers 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 [RTO]; 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 own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Master Plumbers at training@plumber.com.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>.

Sharing Information with other training providers

The personal information provided in this Enrolment Form and any subsequent amendments to it may be shared between Master Plumbers Australia Limited (ABN 47 062 235 063), Fire Industry Training Pty Ltd (ABN 15 116 739 916), Plumbing Industry Climate Action Centre (PICAC) Ltd (ABN 11 146 359 104), CEPU (Plumbing Division) Education and Training Centre Ltd (ABN 21 078 869 673) and the Air Conditioning and Mechanical Contractors' Association of Victoria Limited (ABN 87 005 021 670) for the purpose of enrolling you in training courses conducted by any of these entities.