

Ringwood Training Course Enrolment Form

Please **FILL OUT IN BLOCK LETTERS** and check and complete all details and then sign/date the declaration on page 6.

WHAT COURSE ARE YOU ENROLLING IN?

Automotive Cisco Engineering Information Technology

PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, etc) _____ **Family name (Surname)** _____

Given names _____ **Previous name** _____

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Date of Birth ____/____/____ **Gender** Male Female (Indeterminate/Intersex/Unspecified)

USUAL RESIDENTIAL ADDRESS & TELEPHONE

Number & Street _____ **Suburb** _____ **Postcode** _____

Phone: Home _____ **Work** _____ **Mobile** _____

Email _____

POSTAL ADDRESS (IF DIFFERENT TO RESIDENTIAL)

Number & Street _____ **Suburb** _____ **Postcode** _____

EMERGENCY DETAILS OR NEXT OF KIN

Contact _____ **Phone** _____

Relationship _____ **Mobile** _____

REASON FOR STUDY?

1. Of the following categories which best describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick ONE box only)
- | | |
|---|---|
| <input type="checkbox"/> To get a job (1) | <input type="checkbox"/> To develop my existing business (2) |
| <input type="checkbox"/> To start my own business (3) | <input type="checkbox"/> To try for a different career (4) |
| <input type="checkbox"/> To get a better job or promotion (5) | <input type="checkbox"/> It was a requirement of my job (6) |
| <input type="checkbox"/> I wanted extra skills for my job (7) | <input type="checkbox"/> To get into another program of study (8) |
| <input type="checkbox"/> Other reasons (11) | <input type="checkbox"/> For personal interest or self-development (12) |

HOW DID YOU HEAR ABOUT THE COURSE?

1. How did you hear about this course? (Tick more than one if applicable)
- | | | | |
|------------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Our website | <input type="checkbox"/> Online | <input type="checkbox"/> School e.g. Career/Course Advisor |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Other | |

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LANGUAGE AND CULTURAL DIVERSITY

- In which country were you born? Australia Other, please specify: _____
- Are you an Australian citizen Yes No
- Are you a permanent Australian resident Yes No
- Do you speak a language other than English at home? Yes No, English only

If yes, please specify _____

(If more than one, indicate the language that is spoken most often)

- How well do you speak English? Very well Well Not Well Not at All
- Are you of Aboriginal or Torres Strait Islander origin? Yes No
If yes, please tick relevant box Aboriginal Torres Strait Islander Both

DISABILITY/MEDICAL CONDITION

In order to provide appropriate support services, we invite you to give us information about any disability you have.

- Do you consider yourself to have a disability, impairment or long-term condition? Yes No **Go to Schooling section**
- 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"/> Other |
| <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"/> Anaphylaxis, please specify _____ | |

- If **YES**, do you require special assistance? Yes No

SCHOOLING

- What is your highest COMPLETED school level? (Tick ONE box only) Never attended school
 Completed Year 12 (12) Completed Year 11 (11) Completed Year 10 (10)
 Completed Year 9 or equivalent (09) Completed Year 8 or below (08) Did not go to school (02)
- Which **YEAR** did you complete your highest school level? (Eg: 2017) Year: _____ School: _____
- Are you still attending secondary school? Yes No

PREVIOUS QUALIFICATIONS ACHIEVED

- Have you successfully completed any of the following qualifications? Yes No **Go to Employment section**
- If yes, please select which qualifications you have completed from the list below
 Bachelor Degree or Higher Degree (008) Certificate III (or Trade Certificate) (514)
 Advanced Diploma or Associate Degree (410) Certificate II (521)
 Diploma (or Associate Diploma) (420) Certificate I (524)
 Certificate IV (or Advanced Certificate/Technician) (511) Certificates other than those listed (990)
- If yes, please select type of qualification from the list below
 Australian Australian Equivalent International

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EMPLOYMENT

- Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

<input type="checkbox"/> Full-time employee (1)	<input type="checkbox"/> Part-time employee (2)
<input type="checkbox"/> Self-employed (not employing others) (3)	<input type="checkbox"/> Self-employed (employing others) (4)
<input type="checkbox"/> Employed (unpaid worker in family business) (5)	<input type="checkbox"/> Unemployed (seeking full-time work) (6)
<input type="checkbox"/> Unemployed (seeking part-time work) (7)	<input type="checkbox"/> Not employed (not seeking employment) (8)
- Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)

<input type="checkbox"/> Agriculture, Forestry & Fishing (A)	<input type="checkbox"/> Mining (B)	<input type="checkbox"/> Manufacturing (C)
<input type="checkbox"/> Electricity, Gas Water & Waste Services (D)	<input type="checkbox"/> Construction (E)	<input type="checkbox"/> Wholesale Trade (F)
<input type="checkbox"/> Retail Trade (G)	<input type="checkbox"/> Accommodation & Food Services (H)	<input type="checkbox"/> Transport, Postal and Warehousing (I)
<input type="checkbox"/> Information Media & Telecommunications (J)	<input type="checkbox"/> Financial and Insurance Services (K)	<input type="checkbox"/> Rental, Hiring and Real Estate Services (L)
<input type="checkbox"/> Professional, Scientific and Tech Services (M)	<input type="checkbox"/> Administrative & Support Services (N)	<input type="checkbox"/> Public Administration and Safety (O)
<input type="checkbox"/> Education and Training (P)	<input type="checkbox"/> Health Care and Social Assistance (Q)	<input type="checkbox"/> Arts and Recreation Services (R)
<input type="checkbox"/> Other Services (S)		
- Of the following classifications BEST describes your current or recent occupation?

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

VICTORIAN STUDENT NUMBER (VSN), UNIQUE STUDENT IDENTIFIER (USI)

(identifies an individual who accesses Vocational Education and Training (VET) over his or her lifetime).

From 1st January 2015, we, Ringwood Training 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 directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

- Do you have a Unique Student Identifier? Yes Provide number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) Registered Training Organisation or Adult & 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

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) _____

- Do you have a Victorian Student Number Yes Yes, but the VSN is unknown No
- If yes, please specify _____

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CONCESSION

1. Are you dependent upon a person who holds, or do you hold any of the following concessions

(Note: original concession card must be sighted by RT)

- No not applicable
 Pensioner Concession Card
 Health Care Card
 Repatriation Health Benefits Card issued by the Department of Veterans' Affairs

2. Are you dependent upon a person in receipt of, or do you receive any of the following allowances?

- No not applicable
 Pensioner Concession Card
 Health Care Card

RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER

If you have prior experience or have studied similar units to this course in the past, you can apply for an exemption from a unit(s) or part of the course via an RPL assessment or credit transfer process.

Would you like to apply for RPL or Credit Transfer? Yes No

FEES: RT Website: <http://rt.vic.edu.au/fees/>

REFUND POLICY

Withdrawing from course

Any student wishing to withdraw from a training program must notify Ringwood Training in writing. Refunds will be granted as follows:

NON VET in Schools	Before commencement of training	Deposit less \$100 will be refunded
	After commencement of training	No refund
VET in Schools	Before commencement of training	No Charge
	After commencement of training prior to end of 1 st term	\$200 Administration fee and materials used
	After end of 1 st term	No refund

If Ringwood Training cancels a course a full refund will be paid, and if Ringwood Training closes a full refund will be paid.

APPRENTICESHIPS & TRAINEESHIPS COMPLETE THIS SECTION

1. Australian Apprenticeship Support Network

Name of the Australian Apprenticeship Support Network (Agency) that signed you up for this Apprenticeship or Traineeship:

2. Employer Name & Address Details

Employer Business Name: _____ ABN: _____

Employer Contact Name: _____ Position: _____

Employer Address: _____

3. Employer contact details

Work Phone: _____ Fax: _____ Mobile: _____

Email: _____ Student employment start date: ____/____/____

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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

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

Ringwood Training 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 Ringwood Training; 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 Ringwood Training in the first instance by phone 03 9845 7560 or email admin@rt.vic.edu.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>.

FOR FURTHER INFORMATION, PLEASE CONSULT THE STUDENT HANDBOOK

I have been advised that I can access the [Student Handbook](#) on the RT website, on the learning platform or through my trainer. The handbook advises me of:

- Complaints and appeals process
- Student support services
- Training and assessment
- Student responsibilities
- Fees and refunds policy
- Privacy and Freedom of Information

I acknowledge that the following has been fully explained to me:

- Qualifications, course and assessment
- Units of competence
- Duration of training

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PRIVACY STATEMENT & STUDENT DECLARATION

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Ringwood Training.

Under the Data Provision Requirements 2012, Ringwood Training 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 or disclosed by Ringwood Training for statistical, regulatory and research purposes. Ringwood Training 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 your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- 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 Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- 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).

1. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
2. I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
3. I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice (*privacy notice section*)
4. I have read and completed all questions and details on the enrolment form.
5. I will make arrangements to pay all fees and charges applicable to this enrolment yearly, including the purchase of any PPE uniform.
6. I have been provided with a Statement of Fees prior to my enrolment. I have read the Statement and understand its contents and the conditions associated with my enrolment including fees payable, refund terms and obligations associated with RT, where applicable.
7. I agree to Ringwood Training's (RT) Code of Conduct
8. I agree to the release of my personal details and assessments between school and Ringwood Training
9. I authorise Ringwood Training (RT) or its agent, in the event of illness or accident during any Ringwood Training (RT) organised activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.

Student Name _____

Student Signature _____ Date ____/____/____

Parent/Guardian Print Name _____

(If under the age of 18 Parent Name and Signature required)

Parent/Guardian signature _____ Date ____/____/____