



# Enrolment Application Form – Local Students

RTO No. 22581

1. Qualification(s) to be enrolled in		
Select	Course Code	Course Title
<input type="checkbox"/>	CHC30113	Certificate III in Early Childhood Education and Care
<input type="checkbox"/>	CHC50113	Diploma of Early Childhood Education and Care
<input type="checkbox"/>	CHC43015	Certificate IV in Ageing Support
<input type="checkbox"/>	CHC43115	Certificate IV in Disability
<input type="checkbox"/>	CPC30211	Certificate III in Carpentry
<input type="checkbox"/>	CPC40110	Certificate IV in Building and Construction (Building)
<input type="checkbox"/>	CPC50210	Diploma of Building and Construction (Building)
<input type="checkbox"/>	CPCCWHS1001	Prepare to Work Safely in the Construction Industry

**2. Personal details**

Family Name   Male  Female  Others

Given Names  Date of Birth ( / / )

Contact No's ( )  Mobile

E-Mail

Emergency Contact Name

Relationship to you

**3. Usual residence (i.e. where do you usually live?)**

Flat/ Unit Number  Street Number

Street Name

Suburb  State  Postcode

**4. Postal address (If different from residential address)**

Details

**5. In which country were you born?**

Australia  Other country - please specify:

**6. Do you speak another language apart from English at home?**

No, English only  Yes, other - please specify

**7. How well do you speak English?**

Very well  Well  Not well  Not at all

**8. Are you of Aboriginal or Torres Strait Islander origin?**

Neither Aboriginal nor Torres Strait Islander  Aboriginal  Torres Strait Islander

**9. Do you consider yourself to have a disability, impairment or long-term medical condition?**

No (please go to question 10)  Yes (please specify below – tick more than one if necessary)

Address: Suite 2, Level 12, 190 Queen Street, Melbourne, VIC 3000 Phone: +61 3 9942 1836  
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<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Learning	<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing/Deaf
<input type="checkbox"/> Physical	<input type="checkbox"/> Other Medical condition	

## 10. What is your main reason for undertaking this course?

- |  |  |
|--|--|
| <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"/> 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"/> For personal interest or self-development | <input type="checkbox"/> Other reasons                       |

## 11. Which of the following categories best describes your current employment status?

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time Employee                            | <input type="checkbox"/> Part-time Employee                    |
| <input type="checkbox"/> Self Employed - Not Employing Others          | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed - Unpaid Worker in a Family Business | <input type="checkbox"/> Unemployed - Seeking Full-time Work   |
| <input type="checkbox"/> Unemployed - Seeking Part-time Work           | <input type="checkbox"/> Not Employed - Not Seeking Employment |

## 12. Which of the following classifications BEST describes your current or recent occupation?

- |   |  |
|---|--|
| <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 Service Workers | <input type="checkbox"/> 9 – Other                           |
| <input type="checkbox"/> 5 – Clerical and Administrative Workers    |  |

## 13. Current employer details

Employer

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

- |   |   |
|---|---|
| <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 Food 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   |   |

## 15. Concession Eligibility

Do you hold a valid concession card?  Yes  No

If yes, please provide details below:

Health Care Card     Pensioner Concession Card     Seniors Card     other

Card number     Expiry date

## 16. Secondary school details

Are you still at secondary school?     Yes     No

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## 17. What is your highest COMPLETED school level?

- Never attended school
- Completed Year 9 or Equivalent
- Completed Year 11
- Completed year 8 or below
- Completed year 10
- Completed year 12

In which year did you complete school?  Which School?

## 18. Do you have a Victorian Student Number?

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.

- No
- Yes, but VSN is unknown
- Yes, please specify

## 19. Do you have a Unique Student Identifier (USI)?

From January 1 2015 the Government requires that all students undertaking vocational training in Australia have a Unique Student Identifier (USI). This includes both new and continuing students.

If you have a USI, please specify it here;

Otherwise, please complete the separate form authorising INTERNATIONAL COLLEGE OF VICTORIA to apply for it on your behalf

## 20. Australian residency status

- Australian citizen
- Australian resident
- Visa/Temp permit

If on visa/temp permit state code / description:

## 21. Have you successfully COMPLETED any of the following qualifications?

- Yes
- No, none – please go to Q22

If YES, please tick the applicable box against ANY qualification level you have, where;

A = Australian qualification                      E = Australian Equivalent qualification                      I = International qualification

Note: If you have multiple qualifications at the same level from different locations, use the following priority order to determine which identifier to use:  
 1 = Australian qualification                      2 = Australian Equivalent qualification                      3 = International qualification

- |  |   |  |
|--|---|--|
| <p><b>A</b>    <b>E</b>    <b>I</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV</p> | <p><b>A</b>    <b>E</b>    <b>I</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma Level</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma/Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A Certificate other than these</p> |  |
|--|---|--|

Name of qualifications/trade:

	Year completed:
	Year completed:

## 22. Do you want to apply for additional training support?

**Additional Training Support** may be required because of any disability you might have, or because you might not be a native English speaker. Your trainer will normally carry out a Language Literacy and Numeracy assessment with you, but please indicate if you think that you might require additional support.

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Yes

No

### 23. Do you want to apply for Credit Transfer?

**Credit Transfer** is the process where we (the RTO) are obliged to recognise formal qualifications you have previously achieved (whether in part or in full) to ensure we are not wasting your time and money by teaching you things you already know. This is most usually evidenced by a Statement of Attainment or Qualification you might already have. We will need to get a certified copy of this evidence.

Yes

No

### 24. Do you want to apply for RPL (Recognition of Prior Learning)?

**Recognition of Prior Learning (RPL)** is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training. RPL suits people who have industry relevant experience (i.e. work skills, knowledge, paid or unpaid work experience, life experience or community work experience). RPL could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for people who may not have access to further training. If you wish to apply for RPL, your trainer can discuss the evidence you will need to supply with your application if you wish to have your experience recognised.

Yes

No

### 25. Privacy statement & student declaration

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** International College of Victoria (ICV) is required to provide the Department with student and training activity data. This includes personal information collected in the ICV enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). ICV 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 ICV; 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.
- **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 ICV's Student Support Officer in the first instance by phone (03) 9942 1836 or email: [info@icv.edu.au](mailto:info@icv.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>
  - Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

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Under the Data Provision Requirements 2012, ICV 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 ICV for statistical, regulatory and research purposes. ICV 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 authorized agencies;
- NCVER;
- 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](http://www.ncver.edu.au))

I declare that the information provided to ICV 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 ICV. I understand that it is my responsibility to provide all relevant and required documentation. I authorise ICV to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the *Skills First* program.

I Consent to the collection use and disclose of my personal information in accordance with the Privacy Notice Above.

I acknowledge that I have received ICV’s *Student Information Sheet*, which contains information about my rights and obligations under a training program. Further, I undertake to;

- Work towards achieving the qualification described above in the most appropriate timeframe;
- Undertake any training and assessment required in accordance with the Training Plan;
- Allow photographic evidence of my activities in support of training and assessment to be taken and to be used by ICV for general publicity purposes;
- Comply with the requirements of the Training Plan signed by me, my employer (if necessary) and ICV;
- I acknowledge that I have read and been provided with a copy of the Victorian Government’s VET Student Enrolment Privacy Notice.
- I acknowledge that I have been provided with a Statement of Fees prior to signing this Enrolment Application.
- I acknowledge that the Enrolling Officer and I have conducted a pre-training review, and that I am comfortable with the proposed learning strategies.

**Student Signature:** ..... **Date:** .....

*Please note we cannot proceed with enrolment without a signature*