



Student Enrolment Form - SHORT COURSES 2015

Title	Mr	Mrs	Miss	Ms	Dr	Other
Surname						
First Names						
USI						

Please tick the program you wish to enrol in: Date/s: _____

Accredited Short Courses: (Photo ID required)

- Use Hygienic Practices for Food Safety SITXFSA101
- Participate in safe food handling practices - SITXFSA201
- Responsible Service of Alcohol (VIC) - SITHFAB201

PRIOR ACHIEVEMENT

Have you SUCCESSFULLY completed any of the following qualifications? (If YES, please tick ANY applicable)

- | | |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Diploma or (Associate Diploma) | <input type="checkbox"/> Certificate other than those listed; |
| <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician | Please Specify _____ |
| <input type="checkbox"/> Certificate III or Trade certificate | <input type="checkbox"/> NIL |

Are these Australian Qualifications? Yes No Please indicate which ones are overseas _____
 Have any of these been approved as Australian equivalent? Specify? _____

Gender Male Female

Date of Birth - -

AH Number -

Mobile Number

Email Address

Residential address . What is the address location and postcode of the suburb, locality or town in which you usually live?

No Street

Town State Postcode

What is your Postal address-if different from above?

PO Box

Town State Postcode

Victorian School Number VSN (if known) _____

- I am new to the Victorian Education System I have never attended a Victorian school, TAFE or Vocational Training.
- I will obtain my own Unique Student Identifier USI I give permission to CCAE to obtain my USI for me with a fee of \$11.00 incl GST

From 1 January 2015, you will be required to have a Unique Student Identifier. If you do not have a USI you are unable to receive your qualification. Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can apply yourself or access your USI account online from your computer, tablet or smart phone anytime on <http://usi.gov.au/Students/>

Cultural Diversity Are you of Aboriginal or Torres Strait Islander origin? NO YES, Aboriginal Yes, Torres Strait Islander

In which country were you born? Australia Other- Please specify _____

Schooling Are you still attending secondary school? YES NO

What is your highest COMPLETED school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to secondary school

In which YEAR did you complete the school level you achieved?

Employment Of the following categories, which **BEST** describes your current employment status? **Please tick one box only.**

- Full Time Employee Self employed—Not employing others Employed—Unpaid worker in a family business
 Part Time Employee Unemployed— Seeking full time work Unemployed—Seeking part time work
 Employer Not-employed—Not seeking employment

If employed, industry of **Employment** _____
Position Held _____

Language Do you speak a language other than English at home? No, English Only YES, Other – Please specify _____
(If more than one language, indicate the one that is spoken most often)

How well do you speak English? Very well Well Not well Not at all

Disability Do you consider yourself to have a disability, impairment or long term condition? Yes No

If YES, please indicate the areas of disability, impairment or long-term condition? (You may indicate more than one area)

Hearing/Deaf Physical Intellectual Learning Mental Illness Vision Medical condition

Study Reason Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship? **TICK ONE BOX ONLY**

- To get a job To develop my existing business To start my own business To get a better job or promotion
 It was a requirement of my job I wanted extra skills for my job To get into another course of study To try a different career
 For personal interest or self development Other reasons - please specify _____

Emergency Details or Next of Kin

Contact Name

Relationship to client

AH Number -

BH Number -

Mobile No

Privacy Statement

I understand that:

Campaspe College of Adult Education is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide 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.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform ACT 2006 requires Campaspe College of Adult Education 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 students eligible for VET Fee Help, the following privacy statement applies:

Campaspe College of Adult Education is collecting the information in this form for the purposes of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Campaspe College of Adult Education will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office. Campaspe College of Adult Education and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed please contact Campaspe College of Adult Education's Privacy Officer on phone 03 5482 4601 or email manager@ccae.vic.edu.au

Data of Birth and Prior Educational Achievement are now mandatory for all government funded and domestic fee for service clients whose enrolments commence on or after 1/1/2010.

- I acknowledge and agree to the terms described in this privacy statement: Please tick to confirm acceptance of the privacy statement for online or faxed enrolments

Please circle: I do/ do not wish to receive marketing material

Applicant signature:

103-109 Hare Street PO Box 320
ECHUCA VIC 3564 ECHUCA 3564
Phone: (03) 5482 4601 ccae@ccae.vic.edu.au

Where did you hear about us?

Website/ Word of Mouth/ Facebook/
Riverine Herald/Paramount flyer/
JSA (Please specify _____)/
Other—Please specify _____