



Accurate Vocational Education Pty Ltd

4 Llewellyn Place, Eumemmerring, VIC, 3177, Australia

Email: info@aveducation.com.au Ph: 1300 433 991 RTO#: 45453

STUDENT ENROLMENT FORM

Thank you for your interest in enrolling in Accurate Vocational Education Pty Ltd. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment.

Once you have completed this form submit it to the Administration Manager either in person or via email to

info@aveducation.com.au

Contact and campus details are provided in the Header of this document.

Please tick where appropriate

Personal Details		
Surname:	Given Name/s:	
Date of Birth:	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address:		
Building/Property Name:	Flat/Unit Details:	
Street or lot Number:	Street Name:	
Suburb, Locality or Town:	State/territory:	Postcode:
Postal Address (if different from above):		
Building/Property Name:	Flat/Unit Details:	
Street or lot Number:	Street Name:	
Postal Delivery information:		
Suburb, Locality or Town:	State/territory:	Postcode:
Phone Number:	Mobile Number:	
Email Address:		
Unique Student Identifier (USI)*:	Verified By: <small>(office to complete)</small>	Date: <small>(office to complete)</small>
Proof of Identification:		

**You will not receive your Certificate or Statement of Attainment without obtaining a USI unless you fall under the exemptions. Refer to your Student Handbook for information regarding the USI.*



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Emergency Contact			
Surname:		Given Name/s:	
Relationship to Student:		Contact Number:	
Course (please select ONE only) *			
<input type="checkbox"/> BSB50215 Diploma of Business			
Do you wish to apply for Credit Transfer (CT)?		<input type="checkbox"/> Yes (Evidence is required).	<input type="checkbox"/> No
Do you wish to apply for Recognition of Prior Learning (RPL)?		<input type="checkbox"/> Yes (A separate process is required)	<input type="checkbox"/> No

Origin / Disabilities (You may be required to undertake a short language, literacy and numeracy (LLN) assessment based on your responses in this section)	
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify:
Main language spoken at home:	<input type="checkbox"/> English only <input type="checkbox"/> Other, please specify:
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Do you have a disability, impairment or long term-condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Skip the next question)
Please Indicate the areas of disability, impairment or long-term condition:	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other
Do you require additional support from the college as a result of this disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify:



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Educational / Employment History	
What is your highest completed school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
What year did you complete the above school level?	
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you SUCCESSFULLY completed any of the qualification listed in next question?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the highest qualification you have completed?	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate other than the above
Which 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 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
Which best describes 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



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Privacy Notice

Under the *Data Provision Requirements 2012*, Accurate Vocational Education 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 Accurate Vocational Education for statistical, regulatory and research purposes. Accurate Vocational Education 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).

Student Declaration and consent:

I declare that the information I have provided to the best of my knowledge is true and correct.

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

I have read and understood Accurate Vocational Education's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing info@aveducation.com.au or calling Accurate Vocational Education.

I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at Accurate Vocational Education. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.



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Student Name:

Student signature: Date:

USI application through Accurate Vocational Education (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us Accurate Vocational Education to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise Accurate Vocational Education Pty Ltd to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

Please provide details for one of the forms of identity below

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Do you have Australian Driver's Licence Yes No

If Yes please provide following details:

State: _____ Licence Number: _____

Do you have Medicare Card Yes No

If Yes please provide following details:

Medicare card number _____

Individual reference number (next to your name on Medicare card): Card colour: (select which applies)



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Green	<input type="checkbox"/>	Expiry date ____/____/____ (month/year)			
Yellow	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Expiry date ____/____/____ (day/month/year)	
Do you have Australian Birth Certificate		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
State/Territory _____					
<i>Details vary according to State/Territory (see note above)</i>					
Do you have Australian Passport		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
Passport number _____					
Do you have Non-Australian Passport (with Australian Visa)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
Passport number _____		Country of issue _____			
Do you have Immicard		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
Immicard Number _____					
Do you have Citizenship Certificate		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
Stock number _____		Acquisition date ____/____/____ (day/month/year)			
Do you have Certificate of Registration by Descent		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please provide following details:					
Acquisition date: ____/____/____ (day/month/year)					
In accordance with section 11 of the <i>Student Identifiers Act 2014</i> , Accurate Vocational Education will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on your behalf as soon as					



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practicable after we have made the application or the information is no longer needed for that purpose.

I have read and understood the information provided in this application form.

Student Name: _____

Signature _____ **Date** ___/___/___