

**Victorian Government VET Student 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**

Angliss Neighbourhood House (ANH) are required to provide the Department with student and training activity data. This includes personal information collected in this enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). ANH 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 ANH; 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.

If you require further information, please contact the Coordinator of the ANH in the first instance by email or phone. 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>.

I acknowledge and agree to the terms described in the privacy statement.

I hereby declare that the information provided in this application for enrolment form is completed and accurate.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

I DO/DO NOT wish to participate in an Adult Community and Further Education participation survey. (please circle)

I authorise ANH to take and use photos and video of me for publicity and promotion. It is my responsibility to inform others that I do not want myself filmed or photographed.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



Office Use Only Entered on SMS  Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Enrolment No \_\_\_\_\_ TOID 29565

(please tick which course/s)

<input type="checkbox"/> Lets Talk	<input type="checkbox"/> New Culture Literacy	<input type="checkbox"/> Smarter with Phones	<input type="checkbox"/> Beginners + Digital Skills
<input type="checkbox"/> Lets Talk More	<input type="checkbox"/> Attaining Literacy	<input type="checkbox"/> Digital Sessions	<input type="checkbox"/> Digital Skills for Job Seekers
<input type="checkbox"/> EAL Book club	<input type="checkbox"/> Learn for Life	<input type="checkbox"/> Social Media Simplified	
<input type="checkbox"/> Literacy & Numeracy through Art	<input type="checkbox"/> Create Cook Learn	<input type="checkbox"/> Starting Out with Computers	

Contact Details	
Last Name	
First Name	
Title (What do you like to be called?)	Mr / Mrs / Ms / Miss
DOB (Date you were born)	/ /
Gender	Male / Female / Indeterminate/Intersex/Unspecified (please circle)
Home Phone number	
Mobile number	
Full address (Where do you live?)	
Postal address (if different from above)	
Email	
Victorian Student Number (VSN) – (if you are under 25 years of age)	
If you have not provided a VSN, is this because you are new to the Victorian Education system?	Yes / No N/A (please circle)

Emergency Contact person	
Relationship to you (Who are they?)	
Emergency phone number	
Are you Aboriginal?	Yes / No (please circle)
Are you a Torres Strait Islander?	Yes / No (please circle)
City and Country of birth. (Where were you born?)	City _____ Country _____
Are you still attending school?	Yes / No (please circle)
What is your Highest school level completed (Please circle)	Year 12 / Year 11 / Year 10 / Year 9 or equivalent / Year 8 or lower / Never attended school.
What year did you complete high school?	/ /

What language do you speak at home?	
How well do you speak English?	Very Well / Well / Not Well / Not at all (please circle )
Do you have any difficulty with the English Language? <i>(If appropriate, please tick to identify where you have difficulty)</i>	Yes /No  <input type="checkbox"/> Reading / <input type="checkbox"/> Writing / <input type="checkbox"/> Speaking
<b>Medical Conditions</b> We like to provide support for people with extra needs. Do you consider yourself to have a disability, impairment or long-term condition?  If yes, do you have any of these Medical conditions? (please tick which condition/s)	Yes / No (please circle)  <input type="checkbox"/> Acquired Brain Injury <input type="checkbox"/> Medical Condition <input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Learning <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision/ Other <input type="checkbox"/> Physical
Do you have a current Government Concession card?	Yes / No <i>(Concession card must be sighted and a copy attached to this form)</i>
Have you <b>successfully</b> finished any of these Australian qualifications? <i>Please tick which is your <b>highest</b> completed level of qualification</i>	Yes / No (please circle)  <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III or Trade certificate <input type="checkbox"/> Certificate IV or Advanced Certificate technician <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or higher <input type="checkbox"/> Certificate—other than listed
What kind of qualification do you hold? (if applicable) (please tick)	<input type="checkbox"/> Australian qualification <input type="checkbox"/> Australian equivalent <i>(Australian equivalent assessed by Victorian)</i> <input type="checkbox"/> Overseas Qualification unit (OQU) <input type="checkbox"/> International

<b>Which of the following classifications BEST describes the Industry of your current or previous employer? (circle one letter only)</b>  <b>A</b> Agriculture, forestry & fishing <b>B</b> Mining <b>C</b> Manufacturing <b>D</b> Electricity, gas, water and waste service <b>E</b> Construction <b>F</b> Wholesale Trade <b>G</b> Retail Trade <b>H</b> Accommodation & Food services <b>I</b> Transport Postal & Warehouse <b>J</b> Information, Media & Telecommunication <b>K</b> Financial & Insurance Services <b>L</b> Rental, hiring & Real estate services <b>M</b> Professional, scientific & technical services <b>N</b> Administrative & Support services <b>O</b> Public administration & safety <b>P</b> Education & Training <b>Q</b> Health Care & social assistance <b>R</b> Art & recreation services <b>S</b> Other services	<b>Which of the following classifications BEST describes your current or recent occupation? (circle one number only)</b>  1 Managers 2 Professionals 3 Technicians and Trade Workers 4 Community and personal Service Workers 5 Clerical and Administrative Workers 6 Sales Workers 7 Machinery Operators and Drivers 8 Labourers 9 Other
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Employment Status <i>(Please choose 1 only and tick)</i>	<input type="checkbox"/> Full time worker <input type="checkbox"/> Part time worker <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 part time work <input type="checkbox"/> Unemployed, Seeking full time work <input type="checkbox"/> Not employed, not seeking employment
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<b>RULES FOR GOVERNMENT FUNDING</b>  Were you born in Australia?  <b>Are you an Australian citizen?</b>  <b>If you are not an Australian citizen, please answer the following:</b> Are you an Australian Permanent Resident (holder of permanent visa)? Do you hold a Temporary Protection visa?  Are you an East Timorese asylum seeker?	To receive Government Funding you may be required to provide proof of eligibility. Yes / No  Yes / No <i>(If you were not born in Australia but are deemed a citizen, a green medicare card needs to be sighted)</i>  Yes / No <i>(If Yes a green medicare card needs to be sighted and copy kept)</i>  Yes / No <i>(If Yes a medicare card or visa needs to be sighted)</i>  Yes/No
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<b>Where did you find out about this course? (please tick)</b>	<input type="checkbox"/> Friend <input type="checkbox"/> Work <input type="checkbox"/> Job Service Agency <input type="checkbox"/> Email Newsletter <input type="checkbox"/> ANH Website <input type="checkbox"/> Community Space <input type="checkbox"/> Other
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<b>Why did you choose this course (please tick)?</b>	<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 or study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons
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**The Victorian Government provides funding to subsidise the course/s you are enrolled in to the value of \$9.35 per hour.**  
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