

# Fee for Service Enrolment Form 2020



## SECTION A: STUDENT TO COMPLETE - PERSONAL DETAILS - PLEASE PRINT CLEARLY. All information must be provided or enrolment may be denied.

Is this your first Melbourne Polytechnic course? Yes ☐ No ☐

Melbourne Polytechnic **STUDENT NUMBER**

**Legal Family Name**

**Legal Given Names**

**Residential Address**  
(Address where you usually live. Must NOT be a postal box.)  
Number and Street  Suburb  Postcode

**Postal Address**  
(If different from above.)  
Number and Street  Suburb  Postcode

**Phone** Home  Work  Mobile

**Email**

**Emergency Contact Name**  **Emergency Contact Phone**

**Emergency Contact Relationship**

**Do you have a Victorian Student Number (VSN)?** Yes ☐ Please specify  If Yes, please list the most recent Victorian School or registered training provider with which you have participated in training in Victoria.

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. ☐

**From 1 January 2015 each student enrolled in nationally recognised training will need a Unique Student Identifier (USI) to access all academic transcripts and qualifications. As a registered training organisation Melbourne Polytechnic cannot issue you with a Statement of Results, Statement of Attainment or qualification unless you have provided your personal USI.**

**Do you have a USI?** YES ☐ Please specify  NO ☐ go to: [www.usi.gov.au](http://www.usi.gov.au) to be issued with your personal USI

**1. Do you give permission for your student ID photo to be printed on documents for Melbourne Polytechnic internal use and documents requested by authorised external agencies (eg Centrelink)?** Yes ☐ No ☐

**2. Please tick the highest level of formal schooling completed?**  
☐ 12 ☐ 11 ☐ 10 ☐ 09 or equivalent ☐ 08 or lower ☐ 02 - Did not go to school

**3. In what year did you complete that school level?**

**4. Labor Force Status** Please tick the most appropriate box.  
 Full-time employee ☐ 01 Part-time employee ☐ 02  
 Self-employed - not employing others ☐ 03 Employer ☐ 04  
 Employed - unpaid family business worker ☐ 05 Unemployed - seeking full-time work ☐ 06  
 Unemployed - seeking part-time work ☐ 07 Not employed - not seeking employment ☐ 08

**5. Current or Recent Occupation** Please tick the most appropriate box.  
 Manager ☐ 1 Professional ☐ 2  
 Technician/Trade Worker ☐ 3 Community or Personal Service Worker ☐ 4  
 Clerical/Admin Worker ☐ 5 Sales Worker ☐ 6  
 Machinery Operator/Driver ☐ 7 Labourer ☐ 8  
 Other ☐ 9

**6. Current or Recent Industry of Employment** Please tick the most appropriate box.  
 Agriculture, Forestry, Fishing ☐ A Mining ☐ B  
 Manufacturing ☐ C Electricity, Gas, Water and Waste Services ☐ D  
 Construction ☐ E Wholesale Trade ☐ F  
 Retail Trade ☐ G Accommodation and Food Services ☐ H  
 Transport, Postal and Warehousing ☐ I Information Media and Telecommunications ☐ J  
 Financial and Insurance Services ☐ K Rental, Hiring and Real Estate Services ☐ L  
 Professional, Scientific and Technical Services ☐ M Administrative and Support Services ☐ N  
 Public Administration and Safety ☐ O Education and Training ☐ P  
 Health Care and Social Assistance ☐ Q Arts and Recreation Services ☐ R  
 Other Services ☐ S

**7. In which country were you born?**  
 Australia ☐ Other - Please specify

**8. Do you speak a language other than English at home?**  
 Yes, Other - Please specify  No, English only ☐

**9. How well do you speak English?**  
 1 - Very well ☐ 2 - Well ☐ 3 - Not well ☐ 4 - Not at all ☐

**10. Are you of Aboriginal or Torres Strait Islander origin?**  
 1 - Aboriginal ☐ 2 - Torres Strait Islander ☐  
 3 - Both (Aboriginal and Torres Strait Islander) ☐ 4 - Neither ☐

**11. Do you consider you have a disability, impairment or long-term condition? If yes, indicate condition below.** Yes ☐ No ☐  
 Hearing/Deaf ☐ 11 Physical ☐ 12 Intellectual ☐ 13  
 Learning ☐ 14 Mental Illness ☐ 15 Acquired Brain Impairment ☐ 16  
 Vision ☐ 17 Medical Condition ☐ 18 Other ☐ 19

**12. Do you require special assistance because of the disability? If yes, contact Student Services.** Yes ☐ No ☐

**13. Are you still attending secondary school?** Yes ☐ No ☐

**14. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? Tick ONE box only.**  
 To get a job ☐ 01 To develop my existing business ☐ 02  
 To start my own business ☐ 03 To try for a different career ☐ 04  
 To get a better job or promotion ☐ 05 It is a requirement of my job ☐ 06  
 I want extra skills for my job ☐ 07 To get into another course of study ☐ 08  
 Other reasons ☐ 11 Personal interest/self development ☐ 12

**15. Select ALL the qualifications you have SUCCESSFULLY completed in Australia, overseas, or as part of a VCAL or Vet in Schools (VETiS) program. Tick the appropriate box for EACH qualification.**

	Australian Qualifications	VCAL/ VET in Schools (VETiS)	International qualifications formally recognised in Australia	International qualifications NOT recognised in Australia
Bachelor or Higher Degree	008			
Adv Diploma or Ass Degree	009			
Diploma or Ass Diploma	010			
Cert IV or Adv Cert/Technician	011			
Cert III or Trade Cert	012			
Cert II	013			
Cert I	014			
Cert other than above	015			

### HOW and WHERE TO ENROL

<b>PHONE</b> Enrolments by credit card. Visa or Mastercard ONLY. (Diners and AMEX not accepted.) p: 03 9269 8615	<b>MAIL</b> Mail completed enrolment application to: Short Courses, Melbourne Polytechnic, Locked Bag 5, Preston VIC 3072 Cheque or money order payable to Melbourne Polytechnic, must accompany form.	<b>IN PERSON</b> Bring enrolment application and payment to any Melbourne Polytechnic campus or Skills and Job Centre. Campus hours: Mon-Fri 8.45am-5pm Skills and Job Centre hours: Mon-Sat 9am-5pm	shortcourses@melbournepolytechnic.edu.au <b>ONLINE ENROLMENTS:</b> <a href="http://www.melbournepolytechnic.edu.au/short-courses/">www.melbournepolytechnic.edu.au/short-courses/</a>
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## SECTION B: STUDENT/ENROLLING OFFICER TO COMPLETE THIS SECTION - Course and Payment details

Course Name

Internal Course Code

Campus

Fund Source

Start Date

**PAYMENT DETAILS – see below for third party payment arrangements****Melbourne Polytechnic – ABN 502 301 652 43**Cash ☐ Money Order ☐ Cheque ☐ Visa ☐ Mastercard ☐ EFTPOS ☐ **NO** Diners/AMEX

Credit Card No:

Expiry Date:

Cardholder's signature

Cardholder's name

Melbourne Polytechnic enrolling officer name:

p:

Melbourne Polytechnic enrolling officer signature:

Date:

**ESTIMATED FEES \***

Materials CODE

AMOUNT

Fee For Service Course

Materials &amp; Ancillaries

Other

**TOTAL**

## SECTION C: STUDENT ACQUISITION OFFICER to complete this section.

Register operator:

Date:

Receipt No:

Enrolled on Strata by:

Date:

## SECTION D: STUDENT TO READ - Terms and Conditions

**PAYMENT:** Enrolment cannot be accepted without full payment of fees. You can pay by cash, EFTPOS, cheque, money order, Visa or MasterCard. **Please note:** Diners and AMEX are not accepted. Write your name on the back of your cheque or money order. Make cheques payable to Melbourne Polytechnic. **Third party payment arrangements:** If this enrolment is to be paid by a third party, a letter of authority and a 'Request for Invoice' must be attached to this enrolment.

**GST:** Where GST is applicable, it is included in the fee.

**WHO CAN ENROL?** Anyone 16 years and over. Some courses may require you to be over 18 years old and some courses specify prerequisites. **Please note:** All students under 18 years of age are required to complete the Student Declaration section and have it also signed by their parent or guardian.

**REFUNDS AND TRANSFERS:** A standard handling charge of 10% of the advertised course fee, will be deducted from each refund. We regret that requests for refunds or transfers less than 5 business days prior to the course commencing cannot be considered. If enrolling within 5 days of your course commencement date a refund or transfer will not be considered.

For enrolments into the Licensed Electrical Assessments, we regret that requests for refunds and transfers less than 10 business days prior to the course commencing cannot be considered. For enrolments taken within the 10 business days, your request for refund or transfer will not be considered.

**COURSE CANCELLATION OR POSTPONEMENT:** Courses with low enrolment may be cancelled or deferred. You will be notified of this 48 hours prior to course commencement.

In the case of cancellation, you will be offered a transfer, or full refund. Refunds may take up to three weeks.

**COURSE LOCATIONS:** Campus, and Skills and Job Centre locations can be found at [www.melbournepolytechnic.edu.au/campuses/](http://www.melbournepolytechnic.edu.au/campuses/) **PLEASE NOTE:** Classes do not run on public holidays or during Melbourne Polytechnic semester breaks (unless otherwise advised).

**MATERIALS AND TEXTBOOKS:** Bring notebook and pen to all courses. If your course requires an Australian Standard, please take your enrolment confirmation letter and USB stick to a Melbourne Polytechnic Campus Library for download.

**ENROLMENT FORM:** To enrol in more than one course, photocopy the form. Please ensure you fill in all contact details as we may need to contact you regarding changes to courses.

**CLASS SIZES:** Class sizes are limited. Early payment of fees is advisable.

**A LETTER OF CONFIRMATION INCLUDING COURSE, DATES, TIMES, LOCATION, CAMPUS MAP AND RECEIPT WILL BE EMAILED TO YOU PRIOR TO COURSE COMMENCEMENT OF YOUR COURSE.**

## SECTION E: STUDENT TO COMPLETE - Student Declaration

### 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

Melbourne Polytechnic is required to provide the Department with student and training activity data. This includes personal information collected in the Melbourne Polytechnic enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Melbourne Polytechnic provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <https://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 Melbourne Polytechnic; 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.

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 Melbourne Polytechnic's Privacy Officer in the first instance by phone (03) 9269 1200 or email [privacy@melbournepolytechnic.edu.au](mailto:privacy@melbournepolytechnic.edu.au)

### FURTHER INFORMATION

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>

### NATIONAL VET DATA POLICY PRIVACY NOTICE

Under the Data Provision Requirements 2012, Melbourne Polytechnic is required by law 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 Melbourne Polytechnic for statistical, administrative, regulatory and research purposes. Melbourne Polytechnic may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts
- Facilitating statistics and research relating to education, including surveys and data linkage
- Pre-populating RTO student enrolment forms
- 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 a student survey which may be administered by a government department or NCVER employee, agent, third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

### I consent to:

- The collection, use and disclosure of my personal information in accordance with:
- the privacy notices above; and
- Melbourne Polytechnic's Privacy Policy including the Student Privacy Policy, both available on Melbourne Polytechnic's website at <https://www.melbournepolytechnic.edu.au/>

### I authorise Melbourne Polytechnic to:

- Provide information about my enrolment to any Government department or to NCVER in accordance with the Privacy Notice
- Provide details on my progress and attendance to my employer if I am enrolled in training paid by my employer or if I am an apprentice/trainee
- Check all available records including my academic record from any other educational institution to confirm that information provided is correct

### STUDENT DECLARATION

I acknowledge and agree to the terms described on this student declaration. I declare that the information supplied by me on this form is true and correct. I acknowledge that I have read the Victorian Government's VET student Enrolment Notice.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature\* \_\_\_\_\_

Date: \_\_\_\_\_

\*Parental/guardian consent is required for all students under the age of 18