

SECTION 1: STUDENT TO COMPLETE – PERSONAL DETAILS – Please print clearly. All information must be provided or enrolment may be denied.
6. Current or Recent Industry of Employment – Please tick the most appropriate box.

- | | |
|--|---|
| <input type="checkbox"/> A Agriculture, Forestry, 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 | |

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

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

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

- | | | |
|--|---|---|
| <input type="checkbox"/> 11 Hearing/Deaf | <input type="checkbox"/> 14 Learning | <input type="checkbox"/> 17 Vision |
| <input type="checkbox"/> 12 Physical | <input type="checkbox"/> 15 Mental Illness | <input type="checkbox"/> 18 Medical Condition |
| <input type="checkbox"/> 13 Intellectual | <input type="checkbox"/> 16 Acquired Brain Impairment | <input type="checkbox"/> 19 Other |

12. Do you require special assistance because of the disability? Yes - *Contact Student Services* 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.*

- | | | |
|---|---|--|
| <input type="checkbox"/> 01 To get a job | <input type="checkbox"/> 05 To get a better job or promotion | <input type="checkbox"/> 11 Other reasons |
| <input type="checkbox"/> 02 To develop my existing business | <input type="checkbox"/> 06 It is a requirement of my job | <input type="checkbox"/> 12 Personal interest/self development |
| <input type="checkbox"/> 03 To start my own business | <input type="checkbox"/> 07 I want extra skills for my job | <input type="checkbox"/> 13 To get skills for community/voluntary work |
| <input type="checkbox"/> 04 To try for a different career | <input type="checkbox"/> 08 To get into another course of study | |

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				
Advanced Diploma or Associate Degree	009				
Diploma or Associate Diploma	010				
Certificate IV or Advanced Certificate/Technician	011				
Certificate III or Trade Certificate	012				
Certificate II	013				
Certificate I	014				
Certificate other than above	015				

HOW and WHERE TO ENROL
Online Enrolments

www.melbournepolytechnic.edu.au/short-courses
shortcourses@melbournepolytechnic.edu.au

IN PERSON

Bring enrolment application and payment to any Melbourne Polytechnic campus.

Campus hours: Mon–Fri 8.45am–5pm

PHONE

Enrolments by credit card.
 Visa or Mastercard ONLY.
 (Diners and AMEX not accepted.)

p: 03 9269 8615

MAIL

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.

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

Diners and AMEX not accepted.

Credit Card Number

Credit Card 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 & 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 Purchase Order must be attached with the enrolment form.

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 locations can be found at www.melbournepolytechnic.edu.au/locations

PLEASE NOTE: Classes do not run on public holidays or during Melbourne Polytechnic semester breaks (unless otherwise advertised).

MATERIALS AND TEXTBOOKS: Bring notebook and pen to all courses. If you require Australian Standards, please log into our online library service libguides.melbournepolytechnic.edu.au/c.php?q=925930&p=6688699 using your student email. If you require more information, please contact Short Courses.

ENROLMENT FORM: To enrol in more than one course, complete multiple forms. 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 D: STUDENT TO COMPLETE – Student declaration and agreement to Melbourne Polytechnic’s terms and conditions of enrolment
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:

www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx

Use of your data

The Department of Education uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

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.

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

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to:

www.education.vic.gov.au/Pages/privacypolicy.aspx

For further information about Unique Student Identifiers, including access, correction and complaints, go to:

www.usi.gov.au/about-us/privacy

NATIONAL VET DATA POLICY PRIVACY NOTICE
Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. 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.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- ▶ administration of VET, including program administration, regulation, monitoring and evaluation
- ▶ facilitation of statistics and research relating to education, including surveys and data linkage
- ▶ understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact Melbourne Polytechnic using the contact details listed below.

The Department of Education, Skills and Employment (DESE) is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities.

For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.desegov.au/national-vet-data/vet-privacy-notice>.

Contact information

At any time, you may contact Melbourne Polytechnic to:

- ▶ request access to your personal information
- ▶ correct your personal information
- ▶ make a complaint about how your personal information has been handled
- ▶ ask a question about this Privacy Notice

Melbourne Polytechnic’s Privacy Policy including the Student Privacy Policy,

are available on Melbourne Polytechnic’s website at www.melbournepolytechnic.edu.au

I authorise Melbourne Polytechnic to:

- ▶ Verify my citizenship using the GreenID Document Verification Service
- ▶ 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
- ▶ Provide details on my progress and attendance to my school if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- ▶ Check all available records including my academic record from any other educational institution to confirm that information provided is correct, particularly information pertaining to my eligibility for the Skills First Program
- ▶ Provide my personal information to organisations conducting student surveys or researchers

I acknowledge that:

- ▶ Where eligible, this course enrolment is being subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand that enrolling in the course on this enrolment form may affect my future training options and eligibility for further government subsidised training in the Skills First Program.
- ▶ Evidence of my Australian Citizenship will be confirmed through the GreenID Document Verification Service and this confirmation will be stored in my student record.
- ▶ I must undertake an assessment as part of Language, Literacy and Numeracy (LLN) requirements as part of my enrolment in this course.
- ▶ I may be contacted by the Department, NCVER or an agent to participate in a student outcome survey, interview or other questionnaire.
- ▶ I am expected to abide by the standards of conduct and the regulations and rules of Melbourne Polytechnic.
- ▶ I have read the Victorian Government’s VET Student Enrolment Privacy Notice and the VET Data Policy above.
- ▶ This enrolment is not valid until received.

Literacy and Numeracy assessment and support

I agree to undertake a Literacy and Numeracy assessment. If this indicates that I would benefit from support, I agree to being enrolled in learner support units. I understand that this will not disadvantage my entitlement to a second government subsidised course at Melbourne Polytechnic.

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 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 Melbourne Polytechnic.

Student signature
Date

D	D	M	M	Y	Y	Y	Y
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Parent/Guardian Signature*
Date

D	D	M	M	Y	Y	Y	Y
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*Parental/guardian consent is required for all students under the age of 18