

SECTION 1 - PLEASE COMPLETE FOR ALL COURSES
Are you eligible for concession?

Course Code Fee Con

 Yes No

Course Code Fee Con

If yes, Concession no.

Course Code Fee Con

 Type, Commonwealth Health Care

Course Code Fee Con

 Pensioner Concession Card

 Veterans Gold Card

 I am paying the amount of \$ CASH CHEQUE CREDIT CARD

Title Legal Family name Legal Given Names

 Date of Birth Female Male Indeterminate/Intersex/Unspecified

Australian Address Postcode

Postal address Postcode

Phone Email

Emergency Contact details

Name Relationship Phone

SECTION 2 - PLEASE COMPLETE FOR ALL PRE-CREDITED COURSES (LEARN LOCAL)

 Country of Birth Australia Other (please specify)

 Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

 Are you an Australian Citizen or Permanent Resident? No Yes

 Do you speak a language other than English at home? No, English only Yes (please specify)

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

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

 Physical Intellectual Vision Hearing / Deaf Mental Illness

 Acquired Brain Impairment Learning Medical Condition Other

All Victorian Students require a Victorian Student Number (applicable up to the age of 24) My VSN

If you do not know your VSN, please complete the questions below.

Have you attended any Victorian school since 2009 or completed any training with a vocational education and training (VET) registered training organisation or an Adult Community Education provider since 2011?

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

 Yes, I have attended a Victorian school since 2009

Most recent Victorian school attended and/or

 Yes, I have participated in training at a TAFE or other training organisation since the beginning of 2011

List up to 3 training providers/TAFE

 Are you still attending school No Yes or, I never attended school

What is your highest year of Secondary School completed?

 Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Year completed

 Since leaving school have you completed a qualification? Yes No

 Bachelor Degree or Higher Degree

 Advanced Diploma or Associate Degree

 Diploma or Associate Diploma

 Certificate IV (or Adv Certificate/Technician)

 Certificate III

 Certificate II

 Certificate I

 other Certificate

Is this qualification recognised as :

 Australian

 Australian equivalent

 International

Of the following categories, which BEST describes your main reason for undertaking this course: *(tick one box only)*

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

Employment Category *(please check)*

- Full-time employee Self-employed/not employing others Unemployed/seeking full-time work
 Part-time employee Employed/unpaid worker in family business Unemployed/seeking part-time work
 Not employed/not seeking full-time work Self employed - employing others

Which of the following classifications BEST describes your current or recent occupation? *(check one box only)*

- Managers Technicians and Trade Workers Machinery Operators and Drivers
 Professionals Community and Personal Service Workers Labourers
 Sales Workers Clerical and Administrative Workers Others

Which of the following classifications BEST describes the industry of your current or previous employer? *(check one box only)*

- Construction Financial and Insurance Services Information Media and Telecommunication
 Education and Training Health Care and Social Assistance Rental, Hiring and Real Estate Services
 Mining Transport, Postal and Warehousing Electricity, Gas, Water and Waste Services
 Manufacturing Arts and Recreation Services Administration and Support Services
 Retail Trade Public Administration and Safety Professional, Scientific and Technical Services
 Wholesale Trade Agriculture, Forestry and Fishing Accommodation and Feed Services
 Other Services

SECTION 3 - PLEASE COMPLETE FOR ALL COURSES

MRFEC reproduces photographs in its marketing material such as publications, facebook and on our website for promotional purposes. MRFEC would like to be able to use and reproduce photographs of you for this purpose and is seeking consent to do so. *If you wish to withdraw this authorisation, it will be your responsibility to inform MRFEC.*

Do you give consent to MRFEC to use your photographic image in these ways? No Yes

Privacy Statement I understand that:

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 the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Collection of your Data

MRFEC is required to provide the Department with student and training activity data. This includes personal information collected in the MRFEC enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). MRFEC 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 MRFEC; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies. For more information in relation to how student information may be used or disclosed please contact our administration staff on (03) 5428 3799 or email us on mrfec@ssc.net.au

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 VSN's 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 Identifier Act 2017 (Cth)* and the *Student Identifiers regulations 2014 (Cth)*.

Survey participation

You may be contacted to participate in a survey conducted by NCVET 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 NCVET 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 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 MRFEC's Privacy Officer in the first instance by phone 03 5428 3799 or email admin@mrfec.ssc.net.au

Further information

For information about the way the Department collects and handles personal information, including access, correction and complaints, got 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/Students/Pages/student-privacy.aspx

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student signature Date

Parent/Guardian* signature Date

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