



THE CENTRE OF EXCELLENCE

Domestic Student Enrolment Form

Course Commencement Date: _____

Student ID No: _____

Course Preference(s)

Qualifications	Tick Selection	
	Enroll in Qualification	RPL (Recognition of Prior Learning)
SHB30315 Certificate III in Nail Technology		
SHB20216 Certificate II in Salon Assistant		
SHB20116 Certificate II in Retail Cosmetics		
SHB30115 Certificate III in Beauty Services		
SHB30416 Certificate III in Hairdressing		
SHB40115 Certificate IV in Beauty Therapy		
SHB40216 Certificate IV in Hairdressing		
SHB50216 Diploma of Salon Management		
SHB50115 Diploma of Beauty Therapy		
Unit Of Competency:		

Student Personal Details:

Family Name	
Given Names	
Date of Birth	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
City of birth	
Citizenship (as in passport)	
Country of birth (as in passport)	
USI (Unique Student Identifier) No:	



THE CENTRE OF EXCELLENCE

Home Address:

Address (Including Suburb)	
Post code	
Country	AUSTRALIA
Mobile no	
Home phone	
Email address	

Postal Address As above ☐

Address (Including Suburb)	
Post code	
Country	AUSTRALIA

Educational Background: (Current Study)

Are you currently Studying? ☐ Yes ☐ No

If yes, please provide course and institution details below:

University / Institute	
Course:	
Start Date:	
Expected finish Date	

Your previous Schooling

What is your highest **COMPLETED** school level? **Please Tick.**

<input type="checkbox"/>	Never attended school	<input type="checkbox"/>	Year 8 or lower
<input type="checkbox"/>	Year 9 or equivalent	<input type="checkbox"/>	Year 10
<input type="checkbox"/>	Year 11	<input type="checkbox"/>	Year 12

In what **YEAR** did you **COMPLETE** this level: _____



THE CENTRE OF EXCELLENCE

Since leaving school, have you **COMPLETED** any of the following qualifications? Please Tick

<input type="checkbox"/>	None	<input type="checkbox"/>	Certificates other than the below
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Diploma Level (or Associate Diploma)
<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	Advanced Diploma or Associate Degree
<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician
<input type="checkbox"/>	Bachelor Degree or Higher Degree Level		

Reason for training/studying: Please Tick

<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>	To get a job
<input type="checkbox"/>	I want extra skills for my job	<input type="checkbox"/>	To start my own business
<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	It was a requirement of my job
<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>	To develop my existing business
<input type="checkbox"/>	Other reasons		

Employment Status: Please Tick

<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 a 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

Occupation: Please Tick

<input type="checkbox"/>	Manager	<input type="checkbox"/>	Technicians and trades workers
<input type="checkbox"/>	Professional	<input type="checkbox"/>	Community and personal Services Workers
<input type="checkbox"/>	Clerical and Administrative Workers	<input type="checkbox"/>	Sales Workers
<input type="checkbox"/>	Machinery Operators and Drivers	<input type="checkbox"/>	Labourers
<input type="checkbox"/>	Others		

Description: Please Tick

<input type="checkbox"/>	Agriculture, Forestry and Fishing	<input type="checkbox"/>	Mining
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Electricity, Gas, Water and Waste Services
<input type="checkbox"/>	Wholesale Trade	<input type="checkbox"/>	Retail Trade
<input type="checkbox"/>	Accommodation and feed Services	<input type="checkbox"/>	Transport, Postal and Warehousing
<input type="checkbox"/>	Financial and Insurance Services	<input type="checkbox"/>	Rental, Hiring and real Estate Services
<input type="checkbox"/>	Administration and Support Services	<input type="checkbox"/>	Public Administration and Safety
<input type="checkbox"/>	Education and Training	<input type="checkbox"/>	Healthcare and social Services
<input type="checkbox"/>	Other Services		



THE CENTRE OF EXCELLENCE

Unique Student Identification Number - USI

As of the 1st of January 2015 you all will be required to have a Unique Student Identifier – USI to be able to study in Australia.

Enter your Unique Student Identification Number (USI)

--	--	--	--	--	--	--	--	--	--

From 1 January 2015, we, **THE Centre of Excellence**, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like **The Centre of Excellence** 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 <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I [Your Name]authorise **THE Centre of Excellence** 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

My Town/ City of Birth	
Signed	
Date:	

Victorian Student Number

To be completed by all students aged up to 24 years:

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number (VSN) □ □ □ □ □ □ □ □

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or and Adult and Community Education provider in Victoria 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 sine 2009

Most recent Victorian school attended: _____

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



THE CENTRE OF EXCELLENCE

Please list the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to three (3) training organisations)

1	
2	
3	

ATSI Status

Are you of Aboriginal or Torres Strait Islander Origin? **Please tick**

<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal nor Torres Strait Islander

Citizenship: Please Tick

<input type="checkbox"/>	Australian Citizen	<input type="checkbox"/>	Temporary Protection VISA
<input type="checkbox"/>	Permanent Resident	<input type="checkbox"/>	East Timor Asylum Seeker
<input type="checkbox"/>	Special Category VISA	<input type="checkbox"/>	Other (please indicate below)

Please Indicate:

* Please note that proof of identity is required via certified copies of birth certificate, driver's licence, passport, Medicare card and/ or Citizenship documents.

Government Entitlements

☐ None ☐ Health Care Card ☐ Pensioner Concession Card

Language

Do you speak a language other than English at home? ☐ Yes ☐ No
(If more than one language, indicate the one that is spoken most often) _____

How well do you speak English?

☐ Very well ☐ Well ☐ Not well

Medical Conditions

Do you suffer from any medical conditions? ☐ Yes ☐ No

If yes, please specify: _____

Do you have any learning support needs? ☐ Yes ☐ No

If yes, please specify: _____

Disability

Do you consider yourself to have a disability, impairment or long-term condition?

☐ Hearing/ Deaf ☐ Acquired Brain Impairment ☐ Physical ☐ Vision

☐ Intellectual ☐ Medical Condition ☐ Learning ☐ Other: _____

☐ Mental Illness ☐ No



THE CENTRE OF EXCELLENCE

Emergency Contact

Relationship to you:			
Name:			
Address:		Suburb:	
State:		Post code:	
Telephone			

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

[RTO] is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

[RTO] 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 [RTO]; 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.

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



THE CENTRE OF EXCELLENCE

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 [The Centre of Excellence]'s Privacy Officer in the first instance by phone [+61 3 425003387] or email [info@coe.vic.edu.au].

Further information

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>.

Student Declaration

- I declare that all the information supplied in this application form and supporting documentation is true and accurate.
- I am aware that I am required to pay all fees owing in full 30 days before the end of my course.
- I agree to and have signed the Fee Acceptance Form
- I have read The Centre of Excellence Code of Conduct and agree to abide to the Code of Conduct.
- I agree to update my contact details with The Centre of Excellence when they change.
- I understand that The Centre of Excellence policies and procedures are available on The Centre of Excellence website (www.coe.vic.edu.au)
- I acknowledge and agree that any testimonials or photos of me which are produced by The Centre of Excellence are property of The Centre of Excellence and may be used for The Centre of Excellence's promotional material. This agreement can be withdrawn at any time, in writing to the Director of Campuses.
- I understand that Certificates and Statements of Attainments will be issued at each school holidays. If I complete my studies after a certificate run has been issued, I am aware I must wait for the following school holidays. If I require my Certificate or Statement of Attainment prior to the certificate run, I am aware that I can pay \$25.00 for a Statement of Attainment or \$50.00 for a Certificate of Qualification to be issued.

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

Student signature	
Date	

Payment Options for Deposit

- ☐ Cash
- ☐ Cheque made payable to **"The Centre of Excellence"**
- ☐ Credit Card (Geelong Campus ONLY in person)
- ☐ Bank Transfer

Bank Transfer

Bank Name	Bendigo Bank
Account Name	The Centre of Excellence
BSB No	633 000
Account No	112 408 570