



# SHORT COURSE ENROLMENT FORM

**How to Enrol:** Complete all required sections of the Enrolment Form. Enrolment in your course becomes effective on the commencement of your class or workshop.

**Fees and Charges:** The Enrolment Fee charged is in accordance with regulations/guidelines and determined by the course or program you enrol in. All participants are required to pay Enrolment Fees. Further information on fees and charges, refunds and concession eligibility is available in the Fees and Charges information detailed on [avtes.com.au](http://avtes.com.au).

**Recognition of Prior Learning:** Participants who have completed a course or who have gained the appropriate skills may wish to apply for recognition of this previous training, learning or experience known as RPL. Further information on how to apply for RPL is available.

## PRIVACY STATEMENT

Australian Vocational Training & Employment Services P/L (AVTES) collects and stores information specific to your enrolment and training. This information is handled confidentially and stored securely.

### National VET Data 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.

**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; and 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](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. 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.dese.gov.au/national-vet-data/vet-privacy-notice>.

**Surveys** You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information** At any time, you may contact AVTES to: request access to your personal information; correct your personal information; make a complaint about how your personal information has been handled; and ask a question about this Privacy Notice.

AVTES privacy policy is available at <http://www.avtes.com.au/compliance-audit-results-quality-indicators-reports-privacy-policy/avtes-privacy-policy-student-data/>. For further information, contact AVTES by phone 1300 764 418 or email [hello@avtes.com.au](mailto:hello@avtes.com.au).

### 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:** AVTES is required to provide the Department with student and training activity data. This includes personal information collected in the AVTES enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). AVTES provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DET website (<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, 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. 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. For further information, please contact AVTES's Privacy Officer in the first instance by phone 1300 764 418 or email [hello@avtes.com.au](mailto:hello@avtes.com.au).

**Further information:** For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to Victorian State Government Education and Training website (<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>). For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website (<https://www.usi.gov.au/documents/privacy-notice>).

- I acknowledge I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I declare the information I have provided to the best of my knowledge is true and correct.
- I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity or other supplied personal information.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## PERSONAL DETAILS

### 1. ENTER YOUR FULL NAME

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Family Name (Legal Family Name)

First Names (Legal Given Name)

Middle Name (Legal Middle Name)

### 2. ENTER YOUR BIRTH DATE

Date of Birth (DAY/MONTH/YEAR)   /   /

### 3. GENDER (please tick ONE box only)

Male  Female  Indeterminate/Intersex/Unspecified

### 4. ENTER YOUR CONTACT DETAILS

Home Phone           Work Phone

Mobile           Email Address

### 5. WHAT IS THE ADDRESS AND POSTCODE OF THE SUBURB, LOCALITY OR TOWN IN WHICH YOU USUALLY LIVE?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building / Property Name

Flat / Unit Number     Street Number

Street Name

Suburb, Locality or Town

State / Territory    Postcode

### 6. WHAT IS YOUR POSTAL ADDRESS? (if different from above)

Building / Property Name

Flat / Unit Number     Street Number     PO Box / Roadside Delivery Box

Street Name

Suburb, Locality or Town

State / Territory    Postcode

## LANGUAGE & CULTURAL DIVERSITY

### 7. IN WHICH COUNTRY WERE YOU BORN?

Australia  Other – please specify:

Are you an Australian Citizen?  Yes  No If not, are you a permanent resident in Australia?  Yes  No

### 8. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? (if more than one language, indicate the ONE that is spoken most often)

No, English only  Yes, other – please specify:

### 9. ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? (For persons of both Aboriginal & Torres Strait Islander origin, mark BOTH 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

## DISABILITY

### 10. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?

Yes  No – go to question 12

### 11. IF YES, PLEASE INDICATE THE AREAS OF DISABILITY, IMPAIRMENT OR LONG TERM CONDITION: (you may indicate more than one area)

Hearing/deaf  Physical  Intellectual  Learning  Mental Health Condition

Acquired brain impairment  Vision  Medical condition  Other

Do you need any special assistance from AVTES because of this disability?  Yes  No

## EDUCATION

**12. WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? (please tick ONE box only)**

- Completed Year 12     
  Completed Year 11     
  Completed Year 10     
  Completed Year 9 or equivalent  
 Completed Year 8 or Lower     
  Never attended school – go to question 14

**13. ARE YOU STILL ATTENDING SECONDARY SCHOOL?**

- No     
  Yes, name of school:

**14. HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED IN QUESTION 15?**

- No – go to question 16     
  Yes – go to question 15

**15. IF YES, PLEASE ENTER ONE OF THESE PRIOR EDUCATIONAL ACHIEVEMENT RECOGNITION IDENTIFIERS TO ANY APPLICABLE QUALIFICATION LEVEL: (A – Australian, E – Australian Equivalent, I – International)**

If you have multiple Prior Educational Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: A – Australian, E – Australian Equivalent, I – International

- |   |  |
|---|--|
| <p>A    E    I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> | <p>A    E    I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p> |
|---|--|

## EMPLOYMENT

**16. OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? (please tick ONE box only)**

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

Workplace Name

Workplace Address

Postcode

Phone       Mobile

Supervisor       Email

**17. WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION? (please tick ONE box only)**

*If never employed go to question 21*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1 – Managers                     | <input type="checkbox"/> 4 – Community and Personal Service Workers | <input type="checkbox"/> 7 – Machinery Operators and Drivers |
| <input type="checkbox"/> 2 – Professionals                | <input type="checkbox"/> 5 – Clerical and Administrative Workers    | <input type="checkbox"/> 8 – Labourers                       |
| <input type="checkbox"/> 3 – Technician and Trade Workers | <input type="checkbox"/> 6 – Sales Workers                          | <input type="checkbox"/> 9 – Other                           |

**18. WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER? (please tick ONE box only)**

*If never employed go to question 21*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> A – Agriculture, Forestry, Fishing          | <input type="checkbox"/> G – Retail Trade                             | <input type="checkbox"/> M – Professional, Scientific, Technical Services |
| <input type="checkbox"/> B – Mining                                  | <input type="checkbox"/> H – Accommodation and Food Services          | <input type="checkbox"/> N – Administrative and Support Services          |
| <input type="checkbox"/> C – Manufacturing                           | <input type="checkbox"/> I – Transport, Postal and Warehousing        | <input type="checkbox"/> O – Public Administration and Safety             |
| <input type="checkbox"/> D – Electricity, Gas, Water, Waste Services | <input type="checkbox"/> J – Information Media and Telecommunications | <input type="checkbox"/> P – Education and Training                       |
| <input type="checkbox"/> E – Construction                            | <input type="checkbox"/> K – Financial and Insurance Services         | <input type="checkbox"/> Q – Health Care and Social Assistance            |
| <input type="checkbox"/> F – Wholesale Trade                         | <input type="checkbox"/> L – Rental, Hiring, Real Estate Services     | <input type="checkbox"/> R – Arts and Recreation Services                 |
|  |   | <input type="checkbox"/> S – Other Services                               |

## STUDY REASON

**19. OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS PROGRAM? (please tick ONE box only)**

- |   |   |  |
|---|---|--|
| <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 program of study       | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> Other reasons                    | <input type="checkbox"/> To get skills for community/voluntary work |  |

## UNIQUE STUDENT IDENTIFIER

### 20. ENTER YOUR UNIQUE STUDENT IDENTIFIER (if you already have one)

From 1 January 2015, AVTES can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program 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/> on computer or mobile device. If you have been granted a USI exemption, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

## COURSE INFORMATION

### 21. WHAT SHORT COURSE ARE YOU ENROLLING IN?

- FOOD HANDLER**  
SITXFSA001 Use hygienic practices for food safety
- FOOD SAFETY SUPERVISOR**  
SITXFSA002 Participate in safe food handling practices
- DUAL FOOD SAFETY**  
SITXFSA001 Use hygienic practices for food safety  
SITXFSA002 Participate in safe food handling practices
- RESPONSIBLE SERVICE OF ALCOHOL**  
SITHFAB002 Provide responsible service of alcohol
- INFECTION CONTROL (FOOD HANDLING)**  
HLTINFCOV001 Comply with infection prevention and control policies and procedures