



**Domestic Enrolment Form, Letter of Offer and Acceptance  
(All States)**

Intended Course of Study			
Qualification /Unit Code	Qualification/Unit Name		
Campus Location		<input type="checkbox"/> Victoria <input type="checkbox"/> New South Wales <input type="checkbox"/> South Australia <input type="checkbox"/> Western Australia	
Venue (write the complete address of the venue and postcode)			
Start Date		Deposit	
Personal Details			
<b>Enter your full name</b>			
Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please write your name <b>exactly as written in the identity document</b> you choose to use. Single name only – if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section.			
Title	First Given Name	Second Given Name (Middle)	Family Name (Surname)
Enter your birth date (Day/month/year)		Gender (Tick ONE box only)	
/ /		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (Indeterminate/Intersex/Unspecified)	
Town/City of Birth		Country of Birth	
Resident Type	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent Australian resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Temporary Entry Permit <input type="checkbox"/> Permanent Humanitarian Visa <input type="checkbox"/> Other Visa Category, please provide detail _____		
Enter your contact information			
Home phone (including area code)		Mobile	
Email address			
Alternative email address (optional)			
Preferred Contact method (Tick one only)	<input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Post		
Enter contact information in case of emergency			
Emergency contact name	Relationship to you	Emergency contact number	
What is the address of your usual residence? 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			

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If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name			
Flat/Unit details			
Street or lot number (e.g., 205 or Lot 118)			
Street Name			
Suburb, locality or town			
State/territory		Postcode	

What is your postal address (if different from above)?

Building/property name			
Flat/Unit details			
Street or lot number (e.g., 205 or Lot 118)			
Street name			
Postal delivery information (e.g., PO Box 253)			
Suburb, locality or town			
State/territory		Postcode	

**Language and Cultural Diversity**

In which country were you born?

Australia  Other – please specify:

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 – please specify:

Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

**Disability**

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

Yes  No (go to the next section)

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:  
(You may indicate more than one area)  
Please refer to the Disability supplement on the following page for an explanation of the following disabilities

<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Learning <input type="checkbox"/> Vision	<input type="checkbox"/> Physical <input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition	<input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other:
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If you answered YES to the above question do you require any assistance to participate in this course?

No  Yes (we'll arrange a meeting to discuss this with you)

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**Disability Supplement**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

*'Hearing/deaf'*

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

*'Physical'*

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

*'Intellectual'*

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

*'Learning'*

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

*'Mental illness'*

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

*'Acquired brain impairment'*

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

*'Vision'*

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

*'Medical condition'*

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

*'Other'*

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

<b>Schooling</b>	
What is your highest COMPLETED school level?	
If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.	
(Tick ONE box only)	
<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 8 or lower <input type="checkbox"/> Never attended school
Are you still enrolled in secondary or senior secondary education?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Previous Qualifications Achieved</b>	
Have you SUCCESSFULLY completed any of the qualifications listed below?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Yes (if yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level)

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

**Employer Details**

Enter your current employment information (where applicable)

Employer organisation name			
Supervisor name		Your position	
Employers' street address			
Suburb, locality or town			
State/territory		Postcode	
Telephone		Fax	
Email			
Website			

**Employment**

Of the following categories, which BEST describes your current employment status?  
 For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).  
 (Tick ONE box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time employee<br><input type="checkbox"/> Part-time employee<br><input type="checkbox"/> Self-employed – not employing others<br><input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Employed – unpaid worker in a family business<br><input type="checkbox"/> Unemployed – seeking full-time work<br><input type="checkbox"/> Unemployed – seeking part-time work<br><input type="checkbox"/> Unemployed – not seeking employment |
|--|--|

**Occupation**

Which of the following classifications BEST describes your current or recent occupation?  
 (Tick ONE box only) If unemployed, go to the next question.

- |  |   |
|--|---|
| <input type="checkbox"/> Managers<br><input type="checkbox"/> Professionals<br><input type="checkbox"/> Technicians and Trade Workers<br><input type="checkbox"/> Community and Personal Service Workers<br><input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Sales Workers<br><input type="checkbox"/> Machinery Operators and Drivers<br><input type="checkbox"/> Labourers<br><input type="checkbox"/> Other: |
|--|---|

**Industry**

Which of the following classifications BEST describes the Industry of your current or previous Employer?  
 (Tick ONE box only) If unemployed, go to the next question.

- |   |   |
|---|---|
| <input type="checkbox"/> Agriculture, Forestry and Fishing<br><input type="checkbox"/> Mining<br><input type="checkbox"/> Manufacturing<br><input type="checkbox"/> Electricity, Gas, Water and Waste Services<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Financial and Insurance Services<br><input type="checkbox"/> Rental, Hiring and Real Estate Services<br><input type="checkbox"/> Professional, Scientific and Technical Services<br><input type="checkbox"/> Administrative and Support Services<br><input type="checkbox"/> Public Administration and Safety<br><input type="checkbox"/> Education and Training |
|---|---|

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<input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Information Media and telecommunications	<input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts and Recreation Services <input type="checkbox"/> Other Services
--	--

**Study Reason**

Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course / traineeship/apprenticeship? (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 course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons
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**Unique Student Identifier**

From 1 January 2015, we, ETEA 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

**Enter your Unique Student Identifier(USI)( if you have already one)**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

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Unique Student Identifier (USI)

**USI application through your RTO (if you do not already have one)**

**Application for Unique Student Identifier (USI)**

If you would like us 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise  
 [ETEA]..... 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth \_\_\_\_\_  
 (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below (numbered 1 to 8).**

**Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.**

**1. Australian Driver's Licence** - State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

**2. Medicare Card**

Medicare card number \_\_\_\_\_  
 Individual reference number (next to your name on Medicare card): \_\_\_\_  
 Card colour: (select which applies)  
 Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
 (month/year)

Yellow  Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
 (day/month/year)

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**3. Australian Birth Certificate**

State/Territory \_\_\_\_\_  
 Details vary according to State/Territory (see note above)

**4. Australian Passport**

Passport number \_\_\_\_\_

**5. Non-Australian Passport (with Australian Visa)**

Passport number \_\_\_\_\_

**6. Immicard**

Immicard Number \_\_\_\_\_

**7. Citizenship Certificate**

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 day/month/year

**8. Certificate of Registration by Descent**

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

**Additional Information**

Are you registered with Centrelink for any of the following allowances?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you hold any of the following concession cards?  <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes tick one box only <input type="checkbox"/> Newstart allowance <input type="checkbox"/> Youth allowance <input type="checkbox"/> Age pension <input type="checkbox"/> Disability support pension <input type="checkbox"/> Parenting payment (single) <input type="checkbox"/> Parenting payment (partnered)	<input type="checkbox"/> Health Care card Number _____ Exp Date _____ <input type="checkbox"/> Pensioners Concession Card Number _____ Exp Date _____  <input type="checkbox"/> Veterans Affairs Concession Card Number _____ Exp Date _____  <input type="checkbox"/> None
Centrelink Customer Reference Number (CRN)	
Centrelink benefit expiry date    /    /	Are you currently incarcerated / in prison? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been or are you currently are under the Guardianship of the Minister <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you currently registered with a Job Network Provider?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide Client ID _____	
<b>Organisation Name:</b>	
<b>Suburb:</b>	
<b>Contact Person:</b>	<b>Contact Number:</b>
<b>Do you have a current Australian National Police Check? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Date of issue    /    /
<b>Do you wish to apply for Recognition of Prior Learning? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do you wish to apply for Credit Transfer? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>Do you have a Working with Children Check / DCSI Screen? *</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>If Yes, please specify which type(s) and date of issue</b>	
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**\* Supporting Documentation:** If you have ticked YES to any of the questions above, please supply certified copies of documents as evidence

**Victorian Student Number (Victorian Students only)**

Enter your Victorian Student Number (VSN) (if you have entered your VSN you can skip the question below and go straight to the next section)

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

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

No (go to next section)  
 Yes – I have attended a Victorian school since 2009

Enter name of most recent Victorian school attended:

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

List the 3 most recent training organisations with which you have participated in Victoria since 2011:

-

-

-

**Victorian Government VET Student Enrolment Privacy Notice (Victorian Students only)**

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**  
 ETEA is required to provide the Department with student and training activity data. This includes personal information collected in the ETEA enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). ETEA 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, 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 ETEA's Student Administration Manager at 03 9450 0500

**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>.

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For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

### Declaration

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

Applicant Signature

Date

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

Parent/Guardian Signature

Date

### Privacy Notice and Applicant Declaration

#### 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.

If you do not provide adequate information as requested, ETEA may not be able to process your application.

##### 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](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact ETEA 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>.

Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

#### 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 ETEA 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

For information about how ETEA collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ETEA privacy policy which can be found within the Student Handbook and on the web at [www.etea.edu.au](http://www.etea.edu.au)

Under the *Data Provision Requirements 2012*, ETEA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by ETEA for statistical, administrative, regulatory and research purposes. ETEA may disclose your personal information for these purposes to:

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

Personal information that has been 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 or 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 [www.ncver.edu.au](http://www.ncver.edu.au)).

ETEA retains a record of personal information about all individuals with whom we undertake any form of business activity. ETEA must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, ETEA is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

ETEA must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

**I declare that the information I have provided to the best of my knowledge is true and correct.**

**I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.**

**In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ETEA.**

**I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)**

### **Marketing Use Content**

**I give ETEA permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.**

**I authorise images of my participation in training to be used by ETEA for future marketing and business purposes.**

**I understand that I retain the right to withdraw my consent at any time.**

**I choose to opt-in for this marketing and usage consent.**

**I choose to opt-out of this marketing and usage consent.**

### **Privacy Notice and Applicant Declaration**

Applicant Signature		Date	
		Time of signing	
*Parental/guardian consent is required for all students under the age of 18			
Parent/Guardian Name:			
Parent/Guardian Signature:		Date	

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**ETEA Terms and Conditions**

<p><b>Enrolment</b></p> <ul style="list-style-type: none"> <li>All places are subject to availability.</li> <li>Education Training &amp; Employment Australia Pty Ltd (ETEA) may request for additional information to be supplied and/or for an interview to take place as part of the enrolment process.</li> <li>If a student fails to declare their highest level of qualification and receives government funding to support training and they are later discovered to have been ineligible for assistance, that student may be required to repay those monies.</li> <li>ETEA will not require a deposit of more than \$1000.</li> <li>ETEA will not require payment of additional fees of more than \$1500 at any one time.</li> </ul>	<p><b>Fees &amp; Charges</b></p> <ul style="list-style-type: none"> <li>Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.</li> <li>Fee for service students may be charged \$300 for re-assessment per unit if applicable.</li> <li>If the student does not complete the course within the prescribed time of his/her timetable, he/she will be required to re-enrol and pay all fees associated with the course. This includes enrolment fees and tuition fees as applicable.</li> <li>Failure to settle all fees payable by the due date may result in the student losing their place in that course. For refund purposes, this will be treated as Formal Cancellation being received on or less than 28 days from the scheduled start date for that course. Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.</li> </ul>
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<p><b>Practical Training Placements</b></p> <ul style="list-style-type: none"> <li>A student as part of a course may be required to complete practical training at a facility outside of ETEA.</li> <li>If a student is so required the student must sign a Tri partisan Practical Training Agreement between ETEA, student and the "Host Employer".</li> <li>The student further agrees to allow the "host Employer" to make the administrative arrangements in respect to the payment and the refund.</li> <li>If the student fails, or refuses, to sign a Practical Placement Agreement, then, ETEA shall not be liable for any loss, damage, expense or injury that arises out of, or in connection with, the practical training of the student at the facility.</li> <li></li> <li>The purpose of signing such an Agreement is so the student obtains the benefit provided by section 5.4.16 of the Education &amp; training Reform Act 2006.</li> </ul>	<p><b>Plagiarism &amp; Cheating</b></p> <p>Plagiarism and cheating will not be tolerated and the consequence of participating in such acts will lead to the commencement of Student Code of Conduct Procedures taken against the student.</p>
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<p><b>Privacy Statement</b></p> <p>ETEA respects the privacy of student's personal information and will only use and/or disclose student's personal information where:</p> <ul style="list-style-type: none"> <li>It is required by ETEA or a related or engaged entity of ETEA for the enrolment process of the student's enrolment request.</li> <li>A medical or first aid provider requires such information for the purposes of administering assistance to the student in a medical emergency;</li> <li>It is required by law; and/or</li> <li>Consent has been given by the student</li> <li>The student consents to information obtained from, or about, the student to be conveyed to any facility in which the student is or may be undertaking practical training.</li> <li>Students may access personal information collected about them by ETEA, where legally available, by making a written request to ETEA's Student Support Officer.</li> <li>To meet ETEA's obligations to state and federal government bodies</li> </ul>
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<p><b>Refunds</b></p> <p>No refunds are payable to government funded students who have paid no tuition fees to ETEA. The refunds, as set out in 1.1 Tuition Fees, only apply to domestic students who have paid tuition fees to ETEA.</p> <p>1. Refund applications must be made in writing to ETEA. Refund will be refunded within 14 days of receipt of a written application and will include a statement explaining how the refund was calculated.</p>	
<p>1.1 Tuition Fees</p>	
Where ETEA cancels the course before the commencement date or the student's enrolment request has been rejected by ETEA.	100% refund of course fees
Where ETEA cancels the course after the student has commenced the course	100% refund of the unspent pre-paid tuition fees
Withdrawal notified in writing and received by ETEA 28 days or more prior to course commencement date, or, where the student enrolled after the Course commenced, 28 days or more prior to the date the student is to commence the Course	70% refund of tuition fees
Withdrawal notified in writing and received by ETEA less than 28 days prior to course commencement date, or where the student enrolled after the Course commenced, less than 28 days prior to the date the student is to commence the course.	No refund of tuition fees or non-tuition fees.

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## EDUCATION TRAINING & EMPLOYMENT AUSTRALIA

2. Refund application requests must be made in writing on the Refund Application Form provided by ETEA. The refund application form is available on request from ETEA's administration office in all states.
3. All refunds must be in accordance with Higher Education Support Act 2003 requirements and the Refund Application Form signed by the student and maintained in their individual student file and in VETtrak.
4. A written explanation as to how the refund was calculated and a copy of the signed Refund Application Form must accompany student refunds.
5. Details of refunds provided must be maintained in individual student files.
6. The availability of the Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection law.
7. In the unlikely event that ETEA is unable to deliver the course in full; the student will be offered a refund of the unspent pre-paid tuition fees paid by the student. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by ETEA at no extra cost to the student. The student has the right to choose whether she/he would prefer the refund of the unspent pre-paid tuition fees, or to accept a place in another course. If the student choose placement in another course, she/he will be asked to sign a document to indicate that she/he accepts the placement.
8. Subject to clause 9, in the event that the course did not start on the agreed starting date (and the student has not elected to commence the course on a new starting date), or the course ceased to be provided by ETEA at any time after it started, but before it was completed, the student shall be entitled to a refund of the unspent pre-paid tuition fees paid by the student.
9. If clause 8 applies, then, the alternatives set out in clause 7 shall also be offered to the student and the student, if he/she accepts any alternative course offered to him/her shall accept in writing. If the student accepts the alternative course; then, no refund is payable to the student
10. Non-Tuition Fees are not refundable.

### Payment Options

<b>Cheque / Money Order</b>	To be made payable to "ETEA"
<b>Credit Card</b>	In person at your nearest ETEA office*
<b>Cash</b>	In person at your nearest ETEA office*

\*Please see below for your nearest ETEA office or contact 13 13 89

<b>Victoria</b> Level 1, 113 Burgundy Street Heidelberg VIC 3084	<b>New South Wales</b> 6 Featherstone Street Bankstown, NSW 2200	<b>South Australia</b> Level 2, 50 Grenfell Street Adelaide SA 5000	<b>Western Australia</b> Unit 4, 78-84 Catalano Circuit Canningvale WA 6155
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### 'Student declaration and acceptance of the Letter of Offer and Terms of Condition'

- I confirm that I have read and fully understand the detailed information about Terms and Conditions of this Letter of Offer.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the course commencement or unless otherwise agreed by ETEA.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that ETEA may withdraw an offer of a place or cancel my enrolment in consequence
- I understand and acknowledge that ETEA's Privacy Policy and statement and I permit the use of my results as needed by ETEA for the purpose of valuation and moderation as required by the Standards of national VET Regulator.
- I understand and acknowledge that I have received and/or read, understood the following information:
  - The minimum entrance requirements;
  - The structure, course contents, duration, modes of study and assessment methods of the course;
  - The qualifications obtained at successful completion of course;
  - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
  - Information on relevant legislations
  - Course related fees and refund policy;
  - Withdrawing from course and cancelling enrolment;
  - ETEA Complaints and appeals policy and procedure
  - ETEA refunds policy and procedure
  - ETEA's Student Code of Conduct
  - I have read and understood the Privacy Policy

I hereby acknowledge and agree to the terms of conditions of this Acceptance of Offer

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

### Applicant Declaration and Consent

Applicant Signature	Date	
	Time of signing	

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

Parent/Guardian Name:	
-----------------------	--

Parent/Guardian Signature:	Date	
	Time of signing	

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**For Student in NSW only**

**STUDENT RECEIVING SUBSIDISED TRAINING FUNDED BY NSW GOVERNMENT MUST SIGN THIS SCHEDULE.**

Schedule 1

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

I, \_\_\_\_\_  
(First, Middle and Last Name)

Of \_\_\_\_\_  
(Current residential address)

With date of birth \_\_\_\_\_

Understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance or sensitive personal information (including my ethnicity or health information (together Personal Information) collected by Education Training and Employment Australia may be disclosed to Department of Education, Industry and Regional Development.

The Department may disclose my personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Education Training and Employment Australia for the purposes of evaluating and assessing my subsidised training.

PRINT FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required)

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Letter of Offer and Written Agreement and Statement of Fees (File Copy)**

Dear:

Address:

Thank you for your application for enrolment to the Education Training & Employment Australia Pty Ltd (ETEA). I am pleased to advise that ETEA offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fees paid by student

**Deposit of no more than \$1000 to be paid before course commencement**

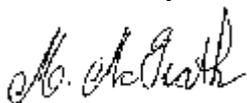
Material fees (Non-refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

**Accepting your Offer:**

To accept this Offer you must sign the bottom of this document headed ‘**Student declaration and acceptance of the Letter of Offer and Terms of Condition**’ and return this letter to ETEA with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Administration Manager

Marlene McGrath

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**Letter of Offer and Written Agreement and Statement of Fees (Student Copy)**

Dear:

Address:

Thank you for your application for enrolment to the Education Training & Employment Australia Pty Ltd (ETEA). I am pleased to advise that ETEA offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fees paid by student

**Deposit of no more than \$1000 to be paid before course commencement**

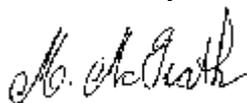
Material fees (Non-refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

**Accepting your Offer:**

To accept this Offer you must sign the bottom of this document headed '**Student declaration and acceptance of the Letter of Offer and Terms of Condition**' and return this letter to ETEA with your Acceptance Deposit within 7 days of the date of this Offer.

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