



2019 ENROLMENT FORM

UNIQUE STUDENT IDENTIFIER (USI)									
From 1 st January 2015, 4 Up Skilling Pty Ltd 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 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 (or to give 4 Up Skilling permission to obtain the USI on your behalf please complete the USI declaration form).									
Unique Student Identifier (USI)									
PERSONAL DETAILS <i>(Please write the exact name you used when you applied for your USI including any middle names)</i>									
Title			Surname (Legal Family Name)						
Given Names (Legal Given Names)									
Date of Birth	/ /		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified					
CONTACT INFORMATION									
Usual Place of Residence									
Postal Address (If different)									
Email Address			Email Address (alternative)						
Home Phone		()		Work Phone		()		Mobile	
EMERGENCY CONTACT DETAILS									
Name			Relationship						
Phone Number 1.			Phone Number 2.						
LANGUAGE & CULTURAL DIVERSITY									
In which country were you born?			<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____						
Do you speak a language other than English at home?			<input type="checkbox"/> No <input type="checkbox"/> Yes – please specify: _____						
Are you of Aboriginal or Torres Strait Islander origin?			<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander						
DISABILITY DETAILS									
Do you consider yourself to have a disability, impairment or long-term condition?					<input type="checkbox"/> No <input type="checkbox"/> Yes				
If yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)					<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Mental Illness <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Other				

SCHOOLING

What is your highest COMPLETED school level?	<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 attending secondary school?	<input type="checkbox"/> No <input type="checkbox"/> Yes

PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications below?	<input type="checkbox"/> No <input type="checkbox"/> Yes																																				
If yes, please indicate if it is an Australian (A), Equivalent Australian (E), or International (I) qualification: <small>(if more than one applies for any one qualification, prioritize it in the following order: - A - E - I)</small>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">A</th> <th style="text-align: left; padding: 2px;">E</th> <th style="text-align: left; padding: 2px;">I</th> <th style="padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Bachelor Degree or Higher Degree</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Advanced Diploma or Associate Degree</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Diploma or Associate Diploma</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate IV (or Advance Cert/Technician)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate III (or Trade Certificate)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate II</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate I</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate other than the above</td> </tr> </tbody> </table>	A	E	I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma or Associate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advance Cert/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate other than the above
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EMPLOYMENT

Which BEST describes your current employment status? (Tick ONE box only.)	
<input type="checkbox"/> 01-Full-time employee <input type="checkbox"/> 02-Part-time employee <input type="checkbox"/> 03-Self-employed (no staff) <input type="checkbox"/> 04-Self-employed (with staff)	<input type="checkbox"/> 05-Employed – unpaid in family business <input type="checkbox"/> 06-Unemployed - seeking full-time work <input type="checkbox"/> 07-Unemployed - seeking part-time work <input type="checkbox"/> 08-Unemployed – not seeking employment

Which BEST describes your current or recent occupation? (Tick ONE box only.)

<input type="checkbox"/> 1. Managers <input type="checkbox"/> 2. Professionals <input type="checkbox"/> 3. Technicians & Trade workers <input type="checkbox"/> 4. Community & Personal Service Workers	<input type="checkbox"/> 5. Clerical & Administrative Workers <input type="checkbox"/> 6. Sales Workers <input type="checkbox"/> 7. Machinery Operators & Drivers <input type="checkbox"/> 8. Labourers <input type="checkbox"/> 9. Other
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STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking study? (Tick ONE box only.)	
<input type="checkbox"/> 01-To get a job <input type="checkbox"/> 02-To develop my existing business <input type="checkbox"/> 03-To start my own business <input type="checkbox"/> 04-To try for a different career <input type="checkbox"/> 05-To get a better job or promotion	<input type="checkbox"/> 06-It was a requirement of my job <input type="checkbox"/> 07-I want extra skills for my job <input type="checkbox"/> 08-To get into another course of study <input type="checkbox"/> 09-For personal interest / self development <input type="checkbox"/> 10-Other reasons

Which BEST describes the industry of your current or previous Employer?					
<input type="checkbox"/> A. Agriculture, Forestry and Fishing	<input type="checkbox"/> K. Financial and Insurance Services	<input type="checkbox"/> L. Rental, Hiring and Real Estate Services	<input type="checkbox"/> M. Professional, Scientific and Technical Services	<input type="checkbox"/> N. Administrative and Support Services	<input type="checkbox"/> O. Public Administration and Safety
<input type="checkbox"/> B. Mining	<input type="checkbox"/> L. Rental, Hiring and Real Estate Services	<input type="checkbox"/> M. Professional, Scientific and Technical Services	<input type="checkbox"/> N. Administrative and Support Services	<input type="checkbox"/> O. Public Administration and Safety	<input type="checkbox"/> P. Education and Training
<input type="checkbox"/> C. Manufacturing	<input type="checkbox"/> M. Professional, Scientific and Technical Services	<input type="checkbox"/> N. Administrative and Support Services	<input type="checkbox"/> O. Public Administration and Safety	<input type="checkbox"/> P. Education and Training	<input type="checkbox"/> Q. Health Care and Social Assistance
<input type="checkbox"/> D. Electricity, Gas, Water and Waste Services	<input type="checkbox"/> N. Administrative and Support Services	<input type="checkbox"/> O. Public Administration and Safety	<input type="checkbox"/> P. Education and Training	<input type="checkbox"/> Q. Health Care and Social Assistance	<input type="checkbox"/> R. Arts and Recreation Services
<input type="checkbox"/> E. Construction	<input type="checkbox"/> O. Public Administration and Safety	<input type="checkbox"/> P. Education and Training	<input type="checkbox"/> Q. Health Care and Social Assistance	<input type="checkbox"/> R. Arts and Recreation Services	<input type="checkbox"/> S. Other Services
<input type="checkbox"/> F. Wholesale Trade	<input type="checkbox"/> P. Education and Training	<input type="checkbox"/> Q. Health Care and Social Assistance	<input type="checkbox"/> R. Arts and Recreation Services	<input type="checkbox"/> S. Other Services	
<input type="checkbox"/> G. Retail Trade	<input type="checkbox"/> Q. Health Care and Social Assistance	<input type="checkbox"/> R. Arts and Recreation Services	<input type="checkbox"/> S. Other Services		
<input type="checkbox"/> H. Accommodation and Food Services	<input type="checkbox"/> R. Arts and Recreation Services	<input type="checkbox"/> S. Other Services			
<input type="checkbox"/> I. Transport, Postal and Warehousing	<input type="checkbox"/> S. Other Services				
<input type="checkbox"/> J. Information Media and Telecommunications					
VICTORIAN STUDENT NUMBER (To be completed by all students aged up to 24 years):					
What is your Victorian Student Number (VSN)?					
COMPLETE IF NO VSN PROVIDED ABOVE: Have you attended a Victorian school since 2009 or trained at a VET provider since 2011? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If yes, which school or VET provider have you attended?			1. 2.		
EMPLOYER DETAILS <input type="checkbox"/> Please tick if Employer is to be invoiced. <input type="checkbox"/> Please tick if permission is granted for your Employer to be informed of your progress.					
Contact Person			Company Name		
Address					
Phone			Email		
ENROLMENT DETAILS					
Course Code			Course Title		
Year			Commencement Date		
Delivery Mode	<input type="checkbox"/> Internal (real time) <input type="checkbox"/> External (self-paced) <input type="checkbox"/> Workplace-based <input type="checkbox"/> Recognition				
PAYMENT DETAILS (staff)					
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice (an invoice with our banking details will be issued)					
Concession Type			<input type="checkbox"/> Digital (save to student file) <input type="checkbox"/> Hard copy (attached) <i>*original must be sighted</i>		
Tuition Fee	\$	Other Fees	\$	Total Fees	\$
Funding Type	<input type="checkbox"/> Skills First Traineeship <input type="checkbox"/> Skills First Non-traineeship <input type="checkbox"/> Non-funded (FFS)				
DELTA registration no.	(Traineeships only)		Coordinator name:		
Trainer's notes / Instructions:					

PRIVACY STATEMENT & STUDENT DECLARATION

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 - 4 Up Skilling Pty Ltd is required to provide the Department with student and training activity data. This includes personal information collected in the 4 Up Skilling enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

4 Up Skilling Pty Ltd 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 4 Up Skilling Pty Ltd; 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. 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 4 Up Skilling Pty Ltd's Quality Manager in the first instance by phone 0418 511 878 or email dwhite@4upskilling.com.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>.

Further, I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice and:

- Agree to pay all student fees and charges applicable to and arising from this enrolment
- Agree to abide by all 4 Up Skilling Pty Ltd policies and procedures.
- Acknowledge the right for 4 Up Skilling Pty Ltd to cancel or alter classes where necessary.
- I authorize 4 Up Skilling Pty Ltd to contact the emergency person named in the event of illness or accident during training related activities, and if the nominated emergency person cannot be contacted, to seek ambulance, medical or surgical treatment at my cost.
- I authorise 4 Up Skilling Pty Ltd to release information to state and commonwealth government departments, and/or apprenticeship/traineeship authorities (where requested).
- I declare that to the best of my knowledge the information provided above is correct and complete.
- I acknowledge that I have been provided with all the information related to this training activity.
- I acknowledge that I have been directed to the 4 Up Skilling website to access further information pertaining to relevant policy and information, as I require, including the Student Handbook.

STUDENT SIGNATURE:

DATE: / /

PARENT/GUARDIAN SIGNATURE:

DATE: / /

(required where a Student is under 18 years old)

STAFF USE ONLY

<input type="checkbox"/> Entered on to ICARE	Date:	Admin notes:
<input type="checkbox"/> Confirmation Report saved	Date:	
<input type="checkbox"/> Fees entered to ICARE & Finance	Invoice no.	
		Processed by: