



# ENROLMENT FORM 2019



Please use **BLOCK** letters to complete this form.  
The surname and given names written on this form  
will be used on any acknowledgment of this course.

CommunityHub

Community Hub Inc.  
34 Connor Street, Colac 3250  
Learn Local Organisation: 29517  
Telephone: (03) 5231 2822  
(P.O. Box 14, Colac 3250)

*[Office Use Only]*

**STUDENT ID:** \_\_\_\_\_

If you wish to claim a government subsidised training place under the Victorian Government's Pre-accredited training program provided by the Adult, Community and Further Education Board then you must bring the following with you to complete your enrolment:

- ONE of the following to show your citizenship status: green Medicare card, birth certificate (NOT a birth extract), current Australian or New Zealand passport, Naturalisation Certificate or documentation from the Department of Immigration and Citizenship confirming permanent residence.

<b>SURNAME</b> <input type="text"/>	
<b>MR</b> <input type="checkbox"/>	<b>MRS</b> <input type="checkbox"/>
<b>MS</b> <input type="checkbox"/>	<b>MISS</b> <input type="checkbox"/>
<b>Other</b> <input type="checkbox"/> <i>(please specify)</i>	
<b>GIVEN NAMES</b> <input type="text"/>	
<b>DATE OF BIRTH</b> <input type="text"/>	<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate / Intersex / Unspecified
<b>ADDRESS</b> <input type="text"/>	<b>POSTCODE</b> <input type="text"/>
<b>POSTAL ADDRESS</b> <i>(If different from above)</i> <input type="text"/>	<b>POSTCODE</b> <input type="text"/>
<b>HOME PHONE</b> <input type="text"/>	<b>MOBILE</b> <input type="text"/>
<b>EMAIL</b> <input type="text"/>	
<b>EMERGENCY CONTACT:</b>	
<b>Friend</b> <input type="checkbox"/>	<b>Guardian</b> <input type="checkbox"/>
<b>Parent</b> <input type="checkbox"/>	<b>Spouse/Partner</b> <input type="checkbox"/>
<b>Name</b> <input type="text"/>	<b>Phone:</b> <input type="text"/>

**Have you successfully completed any of the following qualifications ?**

YES

NO

If YES, please enter **one** of these Prior Education Achievement Recognition Identifiers for all applicable qualification levels

A = Australian

E = Australian Equivalent

I = International

A	E	I	
			Bachelor Degree or Higher Degree
			Advanced Diploma or Associate Degree
			Diploma or Associate Diploma
			Certificate IV or Advanced Certificate/Technician
			Certificate III or Trade Certificate
			Certificate II
			Certificate I
			Certificates other than above

**Of the following categories, which BEST describes your current employment status ?**

**Tick ONE box only**

Full Time Employee

Employed – Unpaid Worker in a Family Business

Part Time Employee

Unemployed – Seeking Full-Time Work

Self-Employed—Not employing others

Unemployed – Seeking Part-Time Work

Self-employed—Employing others

Not Employed – Not Seeking Employment

**Which of the following classifications BEST describes your current or recent occupation?**

(Tick ONE box only. Ignore this question if you are unemployed.)

Managers

Clerical and Administrative workers

Professionals

Sales Workers

Technicians and Trade workers

Machinery Operators and Drivers

Community and Personal Service  
Workers

Labourers

Other



## STUDENT ENROLMENT PRIVACY NOTICE

### ***I understand that:***

CommunityHub 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***

Community Hub Inc is required to provide the Department with student and training activity data. This includes personal information collected in this enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI) if applicable. Currently Community Hub does not collect the USI as this only applies to accredited training delivery. Community Hub Inc 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.

***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).

***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 that you may opt out of the NCVER survey at the time of being contacted.

***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 more information in relation to how student information may be used or disclosed please contact Community Hub Inc on phone 03 5231 2822 or email [admin@communityhubinc.org.au](mailto:admin@communityhubinc.org.au).

**I acknowledge that I have read the Student Enrolment Privacy Notice:**

**SIGNATURE**

**DATE:**