



BMCC Course Enrolment Form

COURSE DETAILS

I wish to enrol in the following Course/s:

Course Code Course Name Cost:

Course Code Course Name Cost:

PERSONAL DETAILS (Please print clearly)

USI (If known)

Given Name/s: Surname:.....
(Legal Given Names) (Legal Family Name)

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 and want Bacchus Marsh Community College to apply for a USI on your behalf, you must write your name exactly as it is written in the identity document you choose to use.

Male Female Interdeterminate/Intersex/Unspecified

Date of Birth: Town of Birth

Home Phone: Work Phone:

Mobile Phone: Email:

Current Residential Address (Required).....
(Street Number and Name – not a P O Box)

Postal Address (if different from above):

EMERGENCY CONTACTS DETAILS

1. Name: Relationship:

Mobile Phone: Home Phone: Work Phone:

2. Name: Relationship:

Mobile Phone: Home Phone: Work Phone:

ETHNICITY AND LANGUAGE

In which Country were you born? Australia Other (Please specify)

Do you speak a language other than English at home? Yes No (English Only)

If yes, please specify the language spoken most often:

Are you of Aboriginal or Torres Strait Islander Origin? No Yes, Aboriginal Yes, Torres Strait Islander

(for persons of both Aboriginal or Torres Strait Islander origin mark “yes” on both boxes)

Yes, I am happy to be contacted about future activities and workshops

Bacchus Marsh Community College Inc. 229 Main Street, Bacchus Marsh 3340

Phone: 5367 1061 | P O Box 309 Bacchus Marsh Vic 3340

Email info@thelaurels.org.au | Website: www.thelaurels.org.au

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DISABILITY

Do you consider yourself to have a disability, impairment or long term condition? Yes No

If Yes, please indicate the areas of disability, impairment or long-term condition:

Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Injury

Vision Medical Condition

Other – please give details:
.....

SCHOOLING

Are you still attending Secondary School? Yes No

What is your highest COMPLETED secondary school education level?

Year 12 Year 11 Year 10 Year 9 or Equivalent Year 8 or Lower Never attended School

In which year did you finish secondary school?

Name of School/Training Organisation

PREVIOUS QUALIFICATION ACHIEVED

Have you successfully completed any of the following qualifications? Yes No

If YES, please tick appropriate

| | Australian | Australian Equivalent | International |
|---|--------------------------|--------------------------|--------------------------|
| Bachelor Degree or Higher | <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 Advanced Certificate/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"/> |
| Certificates other than the Above | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please specify | | | |

EMPLOYMENT

Which of the following best describes your current employment Status?

- | | |
|--|--|
| <input type="checkbox"/> Full-time Employee | <input type="checkbox"/> Part-time Employee |
| <input type="checkbox"/> Self Employed – Not Employing Others | <input type="checkbox"/> Self Employed – Employing others |
| <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 |



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

(Tick ONE box only)

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

Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)

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

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (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 | |

CONCESSIONS AND ELIGIBILITY

Do you have a current concession card? Yes No If YES, Expire Date:Code:.....

- | | | |
|---|--|---|
| <input type="checkbox"/> Health Care Card | <input type="checkbox"/> Pensioner Concession Card | <input type="checkbox"/> Veteran Gold Card Concession |
|---|--|---|

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VICTORIAN STUDENT NUMBER TO BE COMPLETED BY ALL STUDENTS AGED UP TO 24 YEARS

A Victorian Student Number (VSN) is allocated to all school and VET student up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET Training provider from 2011.

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 an 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 the following Victorian school since 2009 _____
- YES – I have participated in the following TAFE/training organisation/s since 2011 _____

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Bacchus Marsh Community College Inc. 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 a computer or mobile device. **Enter your Unique Student Identifier (USI) at the commencement of the enrolment form.**

To be eligible for Government Funding you need to meet one of the following citizen/residency status:

- Are you an Australian citizen? Yes No If NO, are you: (please tick one of the following)
- An Australian Permanent Resident (holder of a permanent visa?) An East Timorese asylum seeker?
- A holder of a Special Category Visa (subclass 444), New Zealand citizen a holder of a Temporary Protection Visa

And are you any of the following?

- a young person under the age of 20; an applicant undertaking an apprenticeship;
- undertaking a Foundation skills course; undertaking a higher qualification than the highest qualification already held

VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY STATEMENT

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

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

BMCC 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 BMCC: 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 BMCC’s CEO in the first instance by phone 5367 1061 or email info@thelaurels.org.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>

I acknowledge that I have read the Victorian Government’s VET Student Enrolment Privacy Notice and agree to the terms described in this privacy statement:

Student signature: Date:

APPLICANTS DECLARATION

For more information in relation to how student information may be used or disclosed, please contact BMCC’s CEO on phone 03 5367 1061 or email info@thelaurels.org.au

I understand the following information which has been explained to me:

I have been given all of the information to make an informed decision about my enrolment in this course, including detailed information about tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.

By signing this declaration:-

- I agree that the information I have provided on this form is true and correct
- I agree to be bound by the BMCC rules and policies
- I agree to advise BMCC staff of any contact details that may change while I am studying with BMCC

Students signature: Date