

Have you ever studied with Phillips Institute before? Yes No

OFFICE USE ONLY:

VETtrak number: _____

Delivery mode: class-based; distance/online; blended

Applicant Details

(Please print clearly as this is how your name will appear on your certificate)

Surname: _____ **Given Name:** _____
 (Legal family name) (Legal first name)

Mr Mrs Ms Miss (please tick) Male Female Date of Birth: ____/____/____
 dd mm yyyy

USI: Do you have a Unique Student Identifier? _____
 (Insert here if known)

Course 1: _____ Start date: ____/____/____
 Course code Full name of course/qualification

Course 2: _____ Start date: ____/____/____
 Course code Full name of course/qualification

Usual Address: _____
 (Building/Property name) (Flat/Unit Number) (Street number) (Street name)

_____ Post Code: _____
 (Suburb, locality or town) (State/Territory)

Postal address: (if different to above) _____
 (Building/Property name) (Flat/Unit Number) (Street number) (Street name)

_____ Post Code: _____
 (Suburb, locality or town) (State/Territory)

Telephone: _____ Mobile: _____ Email: _____

Emergency Contact

Name: _____ Ph/Mob: _____ Relationship: _____

Address: _____

Victorian Student Number: If aged up to 24 years, please complete this section:

Enter your Victorian Student Number (VSN) if aged up to 24 years _____

If you have not provided a VSN please answer the following question.

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 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 a Victorian school since 2009: most recent Victorian school attended: _____

and / or

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

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

(List up to 3 training organisations):

Language

In which country were you born? (Please tick) Australia Other (Please specify): _____

In which Town or City were you born? _____

Do you speak a language other than English at home? (Please tick) No Yes (Please specify): _____

How well do you speak English? (Please tick) Very well Well Not well Not at all

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

Education

Are you still attending secondary School? (Please tick) Yes No

Name of last Secondary School attended: _____

What is your highest completed school level? (Please tick only one box)

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Never attended school

In which year did you complete that school level? _____

Support needs

Do you consider yourself to have a disability, impairment or long-term condition? (Please tick) Yes No

If yes, please tick the areas of disability, impairment or long-term condition:

Acquired brain impairment Hearing/deaf Physical Intellectual Learning

Medical condition Mental illness Vision Other

Previous Australian qualification achieved

Have you successfully completed any of the following qualifications?

No Continue to next section "Employment"

Yes For each applicable qualification please indicate whether it was an

A = Australian or E = Australian Equivalent or I = International qualification.

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

Employment

Which best describes your current employment status? (Please tick only one box)

Full-time employee Part-time employee Employer

Self-employed - not employing others Employed - unpaid worker Seeking full-time work

Seeking part-time work Not seeking employment

Which of the following classifications BEST describes your current or recent occupation? *(Please tick only one box)*

If never employed go to Reason for study section.

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

Which of the following classifications BEST describes the Industry of your current or previous Employer?

(Please tick only one box) If never employed go to Reason for study section.

- | | | | |
|--|--------------------------|---|--------------------------|
| Agriculture, Forestry and Fishing | <input type="checkbox"/> | Manufacturing | <input type="checkbox"/> |
| Mining | <input type="checkbox"/> | Electricity, Gas, Water and Waste services | <input type="checkbox"/> |
| Construction | <input type="checkbox"/> | Rental, Hiring and Real Estate Services | <input type="checkbox"/> |
| Wholesale Trade | <input type="checkbox"/> | Professional, Scientific and Technical Services | <input type="checkbox"/> |
| Retail Trade | <input type="checkbox"/> | Administrative and Support Services | <input type="checkbox"/> |
| Accommodation and Food Services | <input type="checkbox"/> | Public Administration and Safety | <input type="checkbox"/> |
| Transport, Postal and Warehousing | <input type="checkbox"/> | Education and Training | <input type="checkbox"/> |
| Information Media and Telecommunications | <input type="checkbox"/> | Health Care and Social Assistance | <input type="checkbox"/> |
| Financial and Insurance Services | <input type="checkbox"/> | Arts and recreation Services | <input type="checkbox"/> |
| Other Services | <input type="checkbox"/> | | |

Reason for study

Of the following categories which best describes your main reason for undertaking this course? *(Please tick)*

- | | | | | | |
|-------------------------------------|--------------------------|--|--------------------------|-------------------------------|--------------------------|
| 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 is a requirement of my job | <input type="checkbox"/> | Extra skills for my job | <input type="checkbox"/> |
| To get into another course of study | <input type="checkbox"/> | Personal interest or self –development | <input type="checkbox"/> | To get a job | <input type="checkbox"/> |
| Other reasons | <input type="checkbox"/> | | | | |

Marketing

How did you find out about this Phillips Institute Program/Course? *(Please tick)*

- Centrelink Job Active Newspaper Previous student Email Event /Open Day
 Phillips Institute Website Word of Mouth/ Friend Brochure/Flyer Google Facebook

Job Active / Job Services Australia Provider *(Please specify company name)* _____

Other *(Please specify)*: _____

Contact Name: _____ Phone: _____

Email: _____

Policies

Phillips Institute has policies and management practices which maintain high professional standards in the marketing and delivery of Vocational Education and Training services which safeguard the interests and the welfare of its students. Phillips Institute will implement and maintain systems for recording and archiving student enrolments, attendance, completion, assessment outcomes, recognition of prior learning, complaints and appeals, qualification and statements of attainment issued, refunds, fees, cancellations and withdrawals. Information on our policies can be located in the student handbook, on our website or from your enrolling officer.

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

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

Phillips Institute 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>.

Phillips Institute is bound by the Privacy Amendment Act 2012 and the Australian Privacy Principles. A copy of the Phillips Institute Australian Privacy Principles Policy and Procedure is available on our website www.phillips.edu.au or alternatively at reception.

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 Phillips Institute; 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.

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 Phillips Institute's Privacy Officer in the first instance by phone 1300 558 837, email train@phillips.edu.au or via mail to 75A Koornang Road Carnegie, VIC 3163.

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>.

Police & Working with Children Checks – Declaration:

I am aware that some courses and qualifications will require me to undergo a National Police Check or Working with Children Check and/or a practical placement. Practical placement may be dependent on the host facility if a check that is carried out contains adverse outcomes. In this instance, I am aware that I may not be able to complete my qualification and that my employment opportunities may be affected. If I am concerned about anything that may appear on a Police Check or Working with Children Check, I will discuss this at the time of my enrolment.

By signing below, I agree that this has been explained to me and that I understand this information.

- I acknowledge that I have read the Victorian Government’s VET Student Enrolment Notice.
- I wish to enrol in the above Phillips Institute course/s, and declare that I have read and understood Phillips Institute terms, conditions, cancellation and refund policy as stipulated in the Student Handbook.
- I understand that payment is required by myself, my employer or other agency prior to the commencement of this course or with prior consent from Phillips Institute, in order to confirm my booking.
- I understand that Phillips Institute reserves the right to discontinue my enrolment according to conditions as outlined in their Student Agreement and that I may forfeit any fees paid under such circumstances.
- I have been advised by Phillips Institute that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department - endorsed project or audit review.
- I agree that the information I have provided on this enrolment form is true and correct.

Applicant signature:

.....

Date: _____

For online enrolments: Please tick to confirm acknowledgement of the privacy statement.