

APPLICATION TO STUDY FORM (Local Students - Melbourne Campus)

How to Complete this Form:

- Please write clearly using capital letters in English.
- Include one set of supporting documents with this application including certified English translation copies where required.
- All supporting documents for this application must be certified as true copies of originals.
- Ensure that you sign the declaration in the end of this form.

(A) Course Details

Select	Course Code	Course Title	Duration	Tuition Fee	Material Fee
<input type="checkbox"/>	22250VIC	CERTIFICATE I IN EAL (ACCESS)	28 WEEKS	\$3,740.00	N/A
<input type="checkbox"/>	22251VIC	CERTIFICATE II IN EAL (ACCESS)	28 WEEKS	\$3,910.00	N/A
<input type="checkbox"/>	22255VIC	CERTIFICATE III IN EAL (FURTHER STUDY)	28 WEEKS	\$3,910.00	N/A
<input type="checkbox"/>	22258VIC	CERTIFICATE IV IN EAL (FURTHER STUDY)	28 WEEKS	\$3,740.00	N/A
<input type="checkbox"/>	BSB40215	CERTIFICATE IV IN BUSINESS	26 WEEKS	\$3,060.00	\$250.00
<input type="checkbox"/>	BSB50215	DIPLOMA OF BUSINESS	26 WEEKS	\$6,000.00	\$350.00
<input type="checkbox"/>	BSB60215	ADVANCED DIPLOMA OF BUSINESS	33 WEEKS	\$8,000.00	\$350.00
<input type="checkbox"/>	BSB51415	DIPLOMA OF PROJECT MANAGEMENT	40 WEEKS	\$7,000.00	\$350.00
<input type="checkbox"/>	BSB61215	ADVANCED DIPLOMA OF PROGRAM MANAGEMENT	61 WEEKS	\$8,000.00	\$350.00
<input type="checkbox"/>	CHC33015	CERTIFICATE III IN INDIVIDUAL SUPPORT	36 WEEKS	\$5,500.00	\$250.00
<input type="checkbox"/>	CHC43015	CERTIFICATE IV IN AGEING SUPPORT	65 WEEKS	\$11,000.00	\$250.00
<input type="checkbox"/>	CHC43115	CERTIFICATE IV IN DISABILITY	50 WEEKS	\$6,500.00	\$250.00
<input type="checkbox"/>	CHC52015	DIPLOMA OF COMMUNITY SERVICES	72 WEEKS	\$12,000.00	\$350.00
<input type="checkbox"/>	CHC62015	ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT	66 WEEKS	\$10,000.00	\$350.00
<input type="checkbox"/>	CHC30113	CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE	46 WEEKS	\$6,250.00	\$250.00
<input type="checkbox"/>	CHC50113	DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE	104 WEEKS	\$16,000.00	\$250.00
<input type="checkbox"/>	FNS40615	CERTIFICATE IV IN ACCOUNTING	37 WEEKS	\$4,225.00	\$300.00
<input type="checkbox"/>	FNS50215	DIPLOMA OF ACCOUNTING	46 WEEKS	\$7,000.00	\$300.00
<input type="checkbox"/>	HLT37215	CERTIFICATE III IN PATHOLOGY COLLECTION	32 WEEKS	\$6,000.00	\$500.00
<input type="checkbox"/>	HLT42015	CERTIFICATE IV IN MASSAGE THERAPY	39 WEEKS	\$7,000.00	\$500.00
<input type="checkbox"/>	HLT52015	DIPLOMA OF REMEDIAL MASSAGE	77 WEEKS	\$10,000.00	\$500.00
<input type="checkbox"/>	HLT54115	DIPLOMA OF NURSING	80 WEEKS	\$28,000.00*	\$800.00
<input type="checkbox"/>	HLT64115	ADVANCED DIPLOMA OF NURSING	40 WEEKS	\$5,000.00	N/A
<input type="checkbox"/>	ICT50115	DIPLOMA OF INFORMATION TECHNOLOGY	49 WEEKS	\$8,000.00	N/A
<input type="checkbox"/>	ICT60115	ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY	49 WEEKS	\$8,000.00	N/A
<input type="checkbox"/>	CUA51015	DIPLOMA OF SCREEN AND MEDIA	47 WEEKS	\$8,000.00	N/A

Note: *The tuition fee include work placement fee of \$4,000.00 in Diploma of Nursing and \$500.00 in Certificate III in Pathology Collection.

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Course Start Date: Course End Date:

Campus: 155 - 161 Boundary Road, North Melbourne, VIC 3051
 41 Boundary Road, North Melbourne, VIC 3051

(B) Personal Details

Title: Mr Miss Mrs Ms
Given Name(s):
Last Name:
Gender: Male Female Indeterminate / Intersex / Unspecified
Date of Birth:

(C) Usual Residence

Building/Property Name:
Flat/Unit Number: Street Number:
Street Name:
Suburb/Town/Locality:
State: Post Code:

(D) Postal Address (if different than above)

Building/Property Name:
Flat/Unit Number: Street Number:
Street Name:
Suburb/Town/Locality:
State: Post Code:

(E) Contact Details

Home Phone: Mobile:
Work Phone:
Email Address:

(F) Language and Cultural Diversity

Country of Birth:

What is your residency status?	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Permanent Humanitarian Visa holder <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Asylum Seeker/Victim Of Human Trafficking (Must Have Asrc/Arc Referral) <input type="checkbox"/> Temporary Resident on valid Visa (Go to Next Question)
Please provide Visa details if you have selected temporary resident above:	Visa Type _____ SubClass _____
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify _____

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How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
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

(G) Disability

Do you have a disability, impairment or permanent medical condition that can affect your studies? Yes No (skip to the next step)

- | | | | |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Hearing/ Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Other, please specify: _____ | | | |

(H) Concession

Do you hold any of the following concession card?

- Health Care Card
 Pensioner Concession Card
 Seniors Card
 None

(I) Emergency Contact Details

Name:

Number: Relationship:

(J) Educational Details

What is your highest completed school level? Select One 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 |

Completion Year

Are you still attending school? Yes No

Are you currently studying any course? Yes, please specify: _____ No

Have you successfully completed any of the following qualifications? (Please tick the appropriate box where **A = Australian Qualification, E = Australian Equivalent Qualification, I = International Qualification**)

Qualification	A	E	I	Completion Year
<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"/>	

Do you want to apply for RPL/CT? Yes No

(K) Employment

Of the following categories, which BEST describes your current employment status? (Tick one box only)

- | | |
|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self employed - not employing others | <input type="checkbox"/> Employer |
| <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 |

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Which of the the following classifications BEST describes your current or recent occupation?(Tick ONE box only) **If never employed go to next Question.**

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

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

- | | |
|---|---|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing | <input type="checkbox"/> B - Mining |
| <input type="checkbox"/> C - Manufacturing | <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services |
| <input type="checkbox"/> E - Construction | <input type="checkbox"/> F - Wholesale Trade |
| <input type="checkbox"/> G - Retail Trade | <input type="checkbox"/> H - Accommodation and Food Services |
| <input type="checkbox"/> I - Transport, Postal and Warehousing | <input type="checkbox"/> J - Information Media and telecommunications |
| <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"/> 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 _____ | |

Of the following categories, which BEST describes your main reason for undertaking this program/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 program of study |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reasons |

(L) Victorian Student Number

Enter your Victorian Student Number (VSN)

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

If you have not provided a VSN or you don't have a VSN please provide the answers to the questions below

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 a Victorian school since 2009: Name of School: _____

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)
- _____
- _____
- _____

(M) Unique Student Identifier

Enter Unique Student identifier

(if you already have one)

From 1 January 2015, we SCEI 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 computer or mobile device. If you want SCEI to apply to the Student Identifiers Registrar on your behalf for a USI, please complete and attach the Unique Student Identifier Application form.

(N) 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

SCEI is required to provide the Department with student and training activity data. This includes personal information collected in the SCEI enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). SCEI 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 SCEI; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies. 219 Victorian VET Student Statistical Collection Guidelines - 2017 Student enrolment privacy notice 01/12/2016 Version 2017 v1 DET

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 and 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 SCEI's Privacy Officer in the first instance by phone [#] or email [#].

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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.

Student's Signature:

Date:

(O) Attachment Checklist

Provide all the relevant documents, incomplete applications will cause delays in processing:

- Copy of educational documents (with certified translation, if not in English) provided
 Copy of Photo ID provided
 Copy of medicare card provided
 Copy of Concession card provided

Certified copies of documents to be assessed for Recognition of Prior Learning (RPL) only if required

(P) Declaration and Agreement

In signing this Application Enrolment Form, I agree that I have read and understood the following:

- The information on this form is true and correct. This information may be used for monitoring, program planning and statistical purposes.
 I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at SCEI.
 I understand that I am required to have a Unique Student Identifier (USI) and I authorize PCBT to apply for USI on my behalf unless provided.
 I have read the Victorian Government's VET Student Enrolment Privacy Notice.
 The college has permission to use any photographic and / or video image on which I may appear on marketing and advertising materials.
 I understand that assessments need to be regularly submitted to ensure successful progression through the course.
 I understand that in the event of my enrolment cancellation any further submissions of assessments will not be marked and a
 Statement of Attainment will be issued for the competent units.

I declare that I will abide by policies and procedure of SCEI given in the student handbook and college website.

Student's Signature:

Date: