



Venue:

\_\_\_\_\_

Semester 1 - 2019

## CHC30213 CERTIFICATE III IN EDUCATION SUPPORT 2019 ENROLMENT FORM

All questions on this Enrolment Form are MANDATORY. Please ensure you complete ALL questions clearly.  
All information remains confidential.

Please tell us how you heard about this program?

- |  |                                     |   |  |
|--|-------------------------------------|---|--|
| <input type="checkbox"/> Past student? | <input type="checkbox"/> Newspaper? | <input type="checkbox"/> Employer?        | <input type="checkbox"/> Flyer?        |
| <input type="checkbox"/> Direct email? | <input type="checkbox"/> Friend?    | <input type="checkbox"/> Internet search? | <input type="checkbox"/> Social media? |

### PERSONAL INFORMATION

*Please use the name that you used when you applied for your Unique Student Identifier (USI) – including any middle names*

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
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1. Family name: \_\_\_\_\_  
Given names: \_\_\_\_\_
2. Birth date: (Day/Month/Year) \_\_\_\_\_
3. Sex:  Male  Female  Indeterminate / Intersex / Unspecified

### CONTACT DETAILS:

4. Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email address (1): \_\_\_\_\_  
Email address (2): \_\_\_\_\_

5. **Physical Address:** *Street number and street name are required (not post-office box) i.e. where you usually reside.*

Flat /unit details: _____	Street / lot number: _____
Street name: _____	
Suburb, locality or town: _____	
State /territory: _____	Postcode: _____

6. **Postal address:** *If you have a different postal address, please provide details below*

Flat/ unit details: _____	Street / lot numbers: _____	Post box number: _____
Street name: _____		
Suburb, locality or town: _____		
State /territory: _____	Postcode: _____	

### Triscott Office Use Only

Date Enrolment Received:	Email	Mail	Fee for Service	Funded student	Concession	Deposit paid
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I.D.	USI: _____	Student Number: _____	VSN: _____
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Postal: PO Box 1246 Healesville 3777 n Email: [info@triscott.com.au](mailto:info@triscott.com.au) n Website: <http://www.triscott.com.au>

Phone: (03) 5962 2848 / (03) 5962 4796 n Mobile: 0419 501 724

ABN: 30 152 551 623 ACN: 152 551 623 RTO: 6937

**LANGUAGE AND CULTURAL DIVERSITY**

7. (a) In which country were you born?

- Australia  
 Other – please specify .....

(b) In which suburb were you born? The suburb listed on your birth certificate is .....

8. Do you speak a language other than English at home?

*If more than one language, indicate the one that is spoken most often)*

- No, English only  
 Yes, other (please specify)

9. Are you of Aboriginal or Torres Strait Islander origin?

*For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.*

- No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

**DISABILITY**

10. Do you consider yourself to have a disability, impairment or long-term condition?

- Y Yes – Go to question 11  
 N No – Go to question 12

11. If you answered Yes please select the area/s of disability, impairment or long-term condition in the following list:

- |  |   |
|--|---|
| <input type="checkbox"/> 11 Hearing / Deaf | <input type="checkbox"/> 16 Acquired brain impairment |
| <input type="checkbox"/> 12 Physical       | <input type="checkbox"/> 17 Vision                    |
| <input type="checkbox"/> 13 Intellectual   | <input type="checkbox"/> 18 Medical condition         |
| <input type="checkbox"/> 14 Learning       | <input type="checkbox"/> 19 Other .....               |
| <input type="checkbox"/> 15 Mental illness |   |

**SCHOOLING**

12. What is your highest COMPLETED school level? Tick ONE box only

- 12 Year 12 or equivalent  
 11 Year 11 or equivalent  
 10 Year 10 or equivalent  
 09 Year 9 or equivalent  
 08 Year 8 or below  
 02 Never attended school – Go to question 14

13. Are you still attending secondary school?

- Y Yes  
 N No

**PREVIOUS QUALIFICATIONS ACHIEVED****14. Have you SUCCESSFULLY completed any of the following qualifications?**

- Yes -Go to Question 15       No – Go to question 16

**15. If YES, then tick the applicable boxes.**

	My qualification is:	An Australian qualification	An Australian equivalent qualification	An International qualification
<input type="checkbox"/> 008	Bachelor degree or higher degree			
<input type="checkbox"/> 410	Advanced diploma or associate degree			
<input type="checkbox"/> 420	Diploma (or associate diploma)			
<input type="checkbox"/> 511	Certificate IV (or advanced certificate / technician)			
<input type="checkbox"/> 514	Certificate III (or trade certificate)			
<input type="checkbox"/> 521	Certificate II			
<input type="checkbox"/> 524	Certificate I			
<input type="checkbox"/> 990	Certificates other than the above			

**EMPLOYMENT****16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)**

- |  |   |
|--|---|
| <input type="checkbox"/> 01 Full-time employee                   | <input type="checkbox"/> 05 Employed – unpaid worker in a family business |
| <input type="checkbox"/> 02 Part-time employee                   | <input type="checkbox"/> 06 Unemployed – seeking full-time work           |
| <input type="checkbox"/> 03 Self-employed – not employing others | <input type="checkbox"/> 07 Unemployed – seeking part-time work           |
| <input type="checkbox"/> 04 Self-employed – employing others     | <input type="checkbox"/> 08 Not employed– not seeking employment          |

**17. Which of the following classifications BEST describes your current OR recent occupation? (Tick ONE box only) If never employed go to question 21**

- |  |   |
|--|---|
| <input type="checkbox"/> 01 Manager                          | <input type="checkbox"/> 06 Sales Worker                |
| <input type="checkbox"/> 02 Professional                     | <input type="checkbox"/> 07 Machinery Operator / Driver |
| <input type="checkbox"/> 03 Technician / Trade Worker        | <input type="checkbox"/> 08 Labourer                    |
| <input type="checkbox"/> 04 Community and Personal Services  | <input type="checkbox"/> 09 Other                       |
| <input type="checkbox"/> 05 Clerical / Administrative Worker |   |

**18. Which of the following classifications BEST describes the industry of your current or previous Employer? (Tick ONE box only – if applicable)**

- |  |   |
|--|---|
| <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 Support |
| <input type="checkbox"/> D Electricity, Gas, Water, 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 (please specify):               |
| <input type="checkbox"/> J Information, Media, Telecommunications  |   |

**STUDY REASON****19. Of the following categories, which BEST describes your main reason for undertaking this course or traineeship? (Tick ONE box only)**

- |  |   |
|--|---|
| <input type="checkbox"/> 01 To get a job                     | <input type="checkbox"/> 06 It was a requirement of my job            |
| <input type="checkbox"/> 02 To develop my existing business  | <input type="checkbox"/> 07 I wanted extra skills for my job          |
| <input type="checkbox"/> 03 To start my own business         | <input type="checkbox"/> 08 To get into another program of study      |
| <input type="checkbox"/> 04 To try for a different career    | <input type="checkbox"/> 12 For personal interest or self-development |
| <input type="checkbox"/> 05 To get a better job or promotion | <input type="checkbox"/> 11 Other reasons                             |

**VICTORIAN STUDENT NUMBER (VSN)**

To be completed by all students aged up to 24 years:

- Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers - a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.
- These students are required to report their VSN on all subsequent enrolments at a Victorian school or training organisation.
- In particular - all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET-in-schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.
- Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

**20. Enter your Victorian Student Number (VSN) – if applicable**

(a)

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If you have provided a VSN (a) - move to Question 21

**(b) 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?**

- (i)  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.
- The most recent Victorian school I attended: .....

OR

- (ii)  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)
- 1.
  - 2.
  - 3.

**UNIQUE STUDENT IDENTIFIER (USI)**

From 1 January 2015, we (Triscott Educational Services) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course – if you do not have a Unique Student Identifier (USI).

You are advised to apply for your USI directly – on a computer or mobile device - at <http://www.usi.gov.au>.

**21. Enter your Unique Student Identifier**

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**OPTION - USI application through your Registered Training Organisation (if you cannot access it yourself)**

If you request Triscott Educational Services to apply for your USI, you must authorise the Triscott team to do so on your behalf.

You must declare to Triscott Educational Services:

- that you have read the privacy information at: <https://www.usi.gov/documents/privacy-notice-when-rto-applies-their-behalf>.
  - provide additional information (Triscott Educational Services will provide a list of the sensitive information required, when you request our team to access your USI on your behalf)
- I, (NAME)..... authorise Triscott Educational Services to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.
- I have read - and I consent - to the collection, use and disclosure of my personal information pursuant to the information (which may include sensitive information) pursuant to the information detailed at: <https://www.usi.gov/documents/privacy-notice-when-rto-applies-their-behalf>.

## SKILLS FIRST PROGRAM - 2019 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

### Section A – to be completed by an authorised delegate of Triscott Educational Services

#### Evidence of citizenship/residency and age:

I confirm that in relation to \_\_\_\_\_  
(Student's full name)

I have sighted: an original OR a certified copy; OR I have verified through use of a document verification services (where it is possible to do so) **one** of the following:

- an Australian Birth Certificate (not a birth extract)
- a current Australian Passport
- a current New Zealand Passport
- a naturalisation certificate
- a current green Medicare Card**
- a proxy declaration for individuals in exceptional circumstances, as per Clauses 2.16 – 2.20 of these Guidelines
- formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence
- an Australian citizenship by descent extract

**OR** if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 17 of Schedule 1 of the VET Funding Contract, I have sighted:

- a Referral Letter from the Asylum Seeker Resource Centre OR the Australian Red Cross, OR
- For TAFE Institutes and Learn Locals organisations only, an electronic or printed record demonstrating that the student holds a current valid Bridging Visa Class E (BVE) OR Safe Haven Enterprise Visa (SHEV) OR Temporary Protection Visa (TPV) - as verified via the Commonwealth's Visa Entitlement Verification Online (VEVO).

**AND** I have retained:

- a copy of the original or certified copy, OR
- the certified copy, OR
- secure login access to the administrative function of a document verification service, whereby a record can be viewed or extracted that confirms that the individual's name and date of birth were verified to match a valid document number,

**AND** - if the student's age is relevant to their eligibility – and the document produced from the list above does not include a date of birth, I have also sighted and retained a copy of:

- a current drivers' licence** OR
- a current learner permit OR
- a Proof of Age card OR
- a 'Keypass' card

**NB:** Triscott Educational Services must retain a copy of all documentation used in Section A – as per Section 2 of these Guidelines.

## SKILLS FIRST PROGRAM - 2019 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

### Section B.1 – To be completed by the student

#### Education history

Q1 The highest qualification I have completed is:

\_\_\_\_\_

(Include the full title of your highest qualification, e.g. Certificate III in Aged Care)

Q2 Not including the current Certificate III in Education Support – how many other government funded courses have you enrolled in - to undertake this year?

*Include training that you have enrolled in – to undertake with Triscott Educational Services and any other training providers – but have not yet started.*

0                      1                      2                      3                      4+                      (circle number)

\_\_\_\_\_

Q3 Not including the course you are seeking to enrol in now – how many other government funded courses are you undertaking training in at the moment?

0                      1                      2                      3                      4+                      (circle number)

\_\_\_\_\_

Q4 In your lifetime, how many government funded courses have you started/commented that are at the same level as the Certificate III in Education Support? (Do not answer Q4 if you are seeking to enrol in a course on the Foundation Skills List)

0                      1                      2                      3                      4+                      (circle number)

\_\_\_\_\_

#### Student Declaration

I, \_\_\_\_\_ in seeking to enrol in

(Student's full name)

CHC30213 Certificate III in Education Support

**declare the following to be true and accurate statements:**

- a. I AM / AM NOT enrolled in a school – including government, non-government, independent, Catholic or home school  
(circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program.  
(circle appropriate response)
- c. I understand that my enrolment in the CHC30213 Certificate III in Education Support may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification will affect my future training options and eligibility for further government subsidised training under the Skills First Program.
- d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SKILLS FIRST PROGRAM - 2019 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Student name: \_\_\_\_\_

Qualification: CHC30213 Certificate III in Education Support

**Section C – To be completed by an authorised delegate of Triscott Educational Services**

Number of courses the student is currently eligible for:  1  2

**Triscott Educational Services' Declaration**

Based on

- discussion with the student, and
- the above evidence I have sighted (and retained a copy of) in Section A, and
- the information provided to me by the student in Section B of this form

I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria - as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the CHC30213 Certificate III in Education Support

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract as specified in Section 3.2 of the Guidelines About Determining Student Eligibility and Supporting Evidence

**Authorised Triscott Educational Services Pty Ltd delegate:**

Name: BARBARA HEGARTY Position: CEO

Signed: Date:

NOTE: This section is to be used to record additional, relevant eligibility information – including information used by Triscott Educational Services to verify the individual's eligibility that is not captured in Sections A, B or C.

Reference: 2019 Guidelines about Determining Student Eligibility and Supporting Evidence V1.0

## PRIVACY STATEMENT & STUDENT DECLARATION

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

- Triscott Educational Services is required to provide the Department with student and training activity data. This includes personal information collected in the Triscott Educational Services enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).
- Triscott Educational Services 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 Triscott Educational Services; 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 Triscott Educational Services' Privacy Officer in the first instance by phone (03 5962 4796) OR email ([info@triscott.com.au](mailto:info@triscott.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>.

## STUDENT DECLARATION

- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I declare that the information I have provided on this Enrolment Form is - to the best of my knowledge - true and correct.
- I understand that Triscott Educational Services is required to submit data sourced from this enrolment form to the national VET administrative collection - as a regulatory reporting requirement.
- The information contained on my enrolment form may be used by Triscott Educational Services or the following third parties for administrative, regulatory and/or research purposes:
  - School - if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
  - Employer - if I am enrolled in training paid by my employer.
  - Government departments and authorised agencies.
  - Researchers
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

STUDENT SIGNATURE ..... DATE.....

*Note: parental consent is required if the student is under the age of 18.*

PARENT / GUARDIAN SIGNATURE ..... DATE.....



## FEES FOR 2019 - CHC30213 CERTIFICATE III IN EDUCATION SUPPORT

Triscott Educational Services is currently contracted to access 2019 funding for eligible students via the government's Skills First Program.

<input type="checkbox"/>	<b>Full Fee Enrolment</b> Admin/Material fee \$150; Tuition fee \$1350)	<b>Total fee: \$1500</b>
<ul style="list-style-type: none"> <li>• All students enrolled in Triscott training will be enrolled initially as full-fee paying students.</li> <li>• To be deemed eligible for the 2019 government funding, the student will be required to present either an original OR a certified copy of the documents listed below – Funded enrolment (b) :</li> </ul>		

<input type="checkbox"/>	<b>Funded Enrolment</b> (Admin/Material fee \$150; Tuition fee \$250)	<b>Total fee: \$400</b>
<p>(a) A student's eligibility to access the Skills First funding will be assessed after Triscott receives the <b>'Skills First Evidence of Eligibility and Student Declaration Form'</b> (i.e. pages 5-7 of Triscott's current enrolment form)</p>		
<p>(b) Additional supporting documentation (as outlined below) will need to be provided to Triscott, i.e. <b>evidence of citizenship/residency AND the student's education history.</b></p>		
<p>(i) <u>Evidence of citizenship/residency and age:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> an Australian Birth Certificate (not a Birth Extract), OR</li> <li><input type="checkbox"/> a current Australian Passport, OR</li> <li><input type="checkbox"/> a current New Zealand Passport, OR</li> <li><input type="checkbox"/> a naturalisation certificate, OR</li> <li><input type="checkbox"/> a current <u>green</u> Medicare Card, OR</li> <li><input type="checkbox"/> a proxy declaration for individuals in exceptional circumstances</li> <li><input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence</li> </ul>		
<p>(ii) <u>Education History:</u></p> <ul style="list-style-type: none"> <li>• highest qualification that the student has completed</li> <li>• the number of other government funded courses that the student has enrolled to undertake in 2019</li> </ul>		

<input type="checkbox"/>	<b>Concession Enrolment</b> (Admin/Material fee \$150; Tuition fee \$50)	<b>Total fee: \$200</b>
<p>The concession fee is available to students who are eligible for government funding ... AND ... who hold a current and valid:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Care Card issued by the Commonwealth, OR</li> <li><input type="checkbox"/> Pensioner Concession Card, OR</li> <li><input type="checkbox"/> Veteran's Gold Card, OR</li> <li><input type="checkbox"/> an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines</li> </ul>		

### 2019 STUDENT FEE CALCULATION

*I understand that I DO / DO NOT meet the criteria to be considered for government funding (as outlined on page 9)*

- I have attached a certified copy the relevant documents (as indicated on pages 3 & 5 – to confirm funding eligibility)*
- To confirm my enrolment, I have deposited a \$150 non-refundable deposit into the Triscott Educational Services' account: BSB: 633 000 Account: 151 741 386 and receipt is attached**  
*When submitting your payments, please use your SURNAME as the reference.*
- I understand that a Triscott representative will contact me within 7 days to discuss/confirm my enrolment status.*