

Enrolment Form

Application for Enrolment	
Which course would you like to enrol into?	<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice (109372M) <input type="checkbox"/> BSB50820 Diploma of Project Management (109373K) <input type="checkbox"/> General English (095630F)
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ___/___/___
Have you ever studied with Level Up Education and Training Academy before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for Credit ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for Recognition of Prior Learning ? <i>If you indicate YES, you will be contacted to discuss this further</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
For international students: Are you applying for a Course Transfer (from another Australian registered CRICOS provider)? <i>If you indicate YES, a Course Transfer form must accompany this application. If you are transferring prior to completing 6 months of your principal course of study, you must provide a letter of release except in certain conditions (see our Student Handbook for more detail).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Application Checklist <i>Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification). Please tick those that you are providing:</i>	<input type="checkbox"/> Valid passport copy <input type="checkbox"/> Valid visa (if you have one) <input type="checkbox"/> High School certificate or other relevant certificates <input type="checkbox"/> Proof of English Language Proficiency (i.e. test results) <input type="checkbox"/> Any other relevant documents to support your application (e.g. resume)

Personal Details	
1. Enter your full name <input type="checkbox"/> Single Name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').	
Family name (surname):	
First given name:	
Second given name (middle):	
<i>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. See USI section of this form for more information.</i>	
2. Enter your birth date	Day/month/year: ___ / ___ / ___
3. Gender (Tick ONE box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
4. Enter your contact details	
Home phone:	()
Work phone:	()
Mobile:	
Email address:	
Alternative email address (optional):	
5. What is the address of your usual residence? <i>Please provide the physical address (street number and name, not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i>	
Building/ property name	
Flat/unit details:	Street or Lot Number (e.g. 205 or Lot 118):
Street name:	

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Personal Details			
Suburb, locality or town:			
State/territory:		Postcode:	
6. What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

Language and cultural diversity	
7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
8. Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
9. Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability		
10. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 12	
11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area) Please refer to the Disability supplement (at the back of this form) for an explanation of the following disabilities.</i>		
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other

Schooling		
12. What is your highest COMPLETED school level? <i>(tick one box only)</i> If you are currently enrolled in secondary education, the <i>Highest school level completed</i> refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.		
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended school Go to question 14
13. Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous qualifications achieved	
14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?	<input type="checkbox"/> Yes – indicate below Question 15 <input type="checkbox"/> No – Go to Question 16
15. If yes, tick ANY applicable boxes <i>Please indicate one of these Prior Education Achievement Recognition Identifiers any applicable qualification level A – Australian E– Australian equivalent I – International Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</i>	
<ol style="list-style-type: none"> 1. A – Australian 2. E – Australian equivalent 3. I – International 	

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<input type="checkbox"/> A/E/I Bachelor degree or higher degree	<input type="checkbox"/> A/E/I Certificate III (or trade certificate)
<input type="checkbox"/> A/E/I Advanced diploma or associate degree	<input type="checkbox"/> A/E/I Certificate II
<input type="checkbox"/> A/E/I Diploma (or associate diploma)	<input type="checkbox"/> A/E/I Certificate I
<input type="checkbox"/> A/E/I Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> A/E/I Other education (including certificates or overseas qualifications not listed above)

Employment		
16. Of the following categories, which BEST describes your current employment status? (Tick one box only) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i>		
<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	

Study reason	
17. Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job [07]
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get skills for community/voluntary work
<input type="checkbox"/> Other reasons	

Next of kin/emergency contact			
These are people that Level Up Education and Training Academy may need to contact in an emergency during your participation in training Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Level Up Education and Training Academy			
Name:		Relationship to you:	
Address:			
Home phone:	()	Work:	()
Mobile:		Email:	

Employment Details <i>Not applicable for class based students or Level Up Education and Training Academy employees – skip section if not applicable</i>			
Employer's legal name:			
Your position:			
Business address:			
Phone:	()	Email:	
Supervisor:		Position:	

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Victorian Student Number <i>To be completed by all Victorian students aged up to 24 years</i>									
A Victorian Student Number (VSN) is allocated to all school and VET students 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.									
18. Enter your Victorian Student Number (VSN)									
19. 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?									
<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.									
<input type="checkbox"/> Yes - I have attended a Victorian school since 2009. Most recent Victorian school attended:									
<input type="checkbox"/> 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. <i>(List up to 3 training organisations)</i>									
<div style="text-align: center;"> 1 _____ 2 _____ 3 _____ </div>									

Unique Student Identifier (USI)									
From 1 January 2015, Level Up Education and Training Academy 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).									
Applying for a USI: If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/your-usi/create-usi on computer or mobile device.									
If you already have one: You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/find-your-usi									
20. Enter your unique student identifier									
<i>If you already have one or have applied for one.</i>									

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PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we (Level Up Education and Training Academy) collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We are required to collect the information on this form, and as such cannot enrol you as a student if this form is incomplete.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at

www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

International Student Information

Level Up Education and Training Academy is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Education, Skills and Employment and the Department of Home Affairs as well as the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of this surveys at the time of being contacted.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA) in relation to a survey about the training and assessment services that you have been provided with.

These survey responses do not belong to Level Up Education and Training Academy and are separate to any surveys that Level Up Education and Training Academy asks you to complete which are to contribute to improving the courses and services it provides.

Contact information

At any time, you may contact Level Up Education and Training Academy to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

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

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

Level Up Education and Training Academy 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, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

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. If you participate you may choose to keep your responses confidential. 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.

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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 Level Up Education and Training Academy's Privacy Officer in the first instance by writing to info@levelupenglish.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 and Consent

Please ensure all mandatory questions are complete and legible and then complete the below (please tick all):

- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I declare that the information I have provided to the best of my knowledge is true, complete and correct.

Student Signature:		Date:	/ /
Student Name:			

Parent/Guardian approval *Required If you are under 18 years of age at time of application*

Parent/Guardian Signature:		Date:	/ /
Parent/Guardian Name:			

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DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18 It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability combination Autism spectrum disorders are reported under this category.

RTO ADMIN
ONLY:
All mandatory

types in