

Please **PRINT IN BLOCK** letters and use black or blue pen, **NO PENCIL PLEASE**  
**NOTE: STUDENTS ELIGIBLE FOR A GOVERNMENT SUBSIDISED PLACE ARE REQUIRED TO SUPPLY PROOF OF IDENTITY AND COMPLETE A STUDENT DECLARATION ON PAGE 6 OF THIS ENROLMENT FORM**  
**All questions on this form MUST be answered**

### A. GOTAFE STUDENT IDENTIFICATION NUMBER

GOTAFE Student ID number (if known)

### B. STUDENT INFORMATION

Have you ever previously studied at GOTAFE?  Yes  No  
 Are you a current staff member of GOTAFE?  Yes  No

### C. PERSONAL DETAILS

Full name	Title		Given name/s		Family name	
	/ /		Gender		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of Birth	/ /		Gender		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Has your name changed since your last enrolment?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, what was your previous name?					<i>(You will need to provide evidence of this change)</i>	

### D. POSTAL ADDRESS

Home Address	Street no.		Street name		PO Box	
	Town/Suburb		State		Postcode	
					Residential Postcode	

### E. CONTACT DETAILS (please provide at least one)

Home phone	Mobile	Work phone	Email
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### F. EMERGENCY OR NEXT OF KIN CONTACT DETAILS (must be supplied)

Contact name	Relationship to you	Phone	Mobile
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### G. RESIDENCY / CITIZENSHIP / CULTURAL DIVERSITY

Which language do you mainly speak at home?	<input type="checkbox"/> English	<input type="checkbox"/> Other
If OTHER, please specify the language		
In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other
If OTHER, what is your Country of Birth?	What year did you arrive in Australia?	
Status of citizenship / residency <i>(Please select one)</i>	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Visa holder <input type="checkbox"/> A special Category Visa (sub-class 444 for New Zealanders) <input type="checkbox"/> An East Timorese Asylum Seeker <input type="checkbox"/> Temporary Protection Visa	
Are you Aboriginal or Torres Strait Islander? <i>(Please select one)</i>	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> No, neither Aboriginal nor Torres Strait Islander	
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

## H. MEDICAL DETAILS

<b>Do you consider yourself to have a disability, impairment or long term medical condition?</b>		<input type="checkbox"/> Yes - <i>If YES, tick any applicable boxes below</i> <input type="checkbox"/> No - <i>If NO, go to category I</i>	
11 <input type="checkbox"/> Hearing/Deaf	15 <input type="checkbox"/> Mental illness	19 <input type="checkbox"/> Other, please specify:  <i>Assistance is available for students with disabilities.</i> <i>Further information is available on (03) 5833 2538</i>	
12 <input type="checkbox"/> Physical	16 <input type="checkbox"/> Acquired Brain Injury		
13 <input type="checkbox"/> Intellectual	17 <input type="checkbox"/> Vision		
14 <input type="checkbox"/> Learning	18 <input type="checkbox"/> Medical condition		
<b>Do you require special assistance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## I. PREVIOUS QUALIFICATIONS ACHIEVED

<b>Have you <u>successfully completed</u> any of the following Australian qualifications?</b>		<input type="checkbox"/> Yes - <i>If YES, tick appropriate boxes below</i> <input type="checkbox"/> No - <i>If NO, go to category J</i>	
Qualification	Year completed	Qualification	Year completed
<input type="checkbox"/> (008) Bachelor or Higher Degree		<input type="checkbox"/> (514) Cert III or Trade Certificate	
<input type="checkbox"/> (410) Advanced Diploma or Associate Degree		<input type="checkbox"/> (521) Certificate II	
<input type="checkbox"/> (420) Diploma or Associate Diploma		<input type="checkbox"/> (524) Certificate I	
<input type="checkbox"/> (511) Cert IV (or Advanced Cert Technical)		<input type="checkbox"/> (990) Other	
<b>Was your course part of a program related to Language, Literacy or Numeracy? If so, please provide the course name:</b>		<i>e.g. Certificate IV in Spoken &amp; Written English</i>	

## J. MARKETING SOURCE

<b>How did you find out about this course?</b> <i>(Please select one)</i>	<input type="checkbox"/> (01) Information Week / Open Day	<input type="checkbox"/> (10) Careers Expos
	<input type="checkbox"/> (02) Annual Course Guide	<input type="checkbox"/> (11) School
	<input type="checkbox"/> (03) Newspaper advertisement	<input type="checkbox"/> (12) Returning client
	<input type="checkbox"/> (04) Television advertisement	<input type="checkbox"/> (14) GOTAFE staff
	<input type="checkbox"/> (05) Radio advertisement	<input type="checkbox"/> (15) Employer / Workplace
	<input type="checkbox"/> (06) Other	<input type="checkbox"/> (16) Flyer / Brochure
	<input type="checkbox"/> (07) Website	<input type="checkbox"/> (17) Event
	<input type="checkbox"/> (08) VTAC Guide	<input type="checkbox"/> (18) E-Campaign
	<input type="checkbox"/> (09) Short Course Guide	<input type="checkbox"/> (19) GOTAFE Newsletter

## K. EMPLOYMENT STATUS

<b>Of the following categories, which best describes your current employment status? (Please tick one)</b>	
<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) Employer	<input type="checkbox"/> (08) Not employed – not seeking employment

L. SECONDARY SCHOOL EDUCATION		
Are you still attending secondary school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, what is the name of your School? <i>(To be completed by VET in School &amp; TEC Students and School Based Apprentices &amp; Trainees)</i>		
<b>If NO, and you're <u>17 years of age or under</u>, you MUST provide GOTAFE with a <i>copy</i> of your 'Secondary School Release Form'</b>		
What is your highest <b>COMPLETED</b> school level?	<input type="checkbox"/> (12) Year 12 – Form 6 <input type="checkbox"/> (11) Year 11 – Form 5 <input type="checkbox"/> (10) Year 10 – Form 4	<input type="checkbox"/> (09) Year 9 – Form 3 <input type="checkbox"/> (08) Year 8 or below – Form 2, or below <input type="checkbox"/> (02) Did not go to school
What <b>CALENDAR YEAR</b> was this completed?	e.g. 1998	
Do you have a Victorian Student Number (VSN)?	<input type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No, I have not attended a Victorian School any time from 2010 onwards	
If you have <b>completed</b> VCE or VCAL program or a VET in Schools / TEC qualification, please indicate at what level?	<input type="checkbox"/> VCE <input type="checkbox"/> VCAL Foundation <input type="checkbox"/> VCAL Intermediate <input type="checkbox"/> VCAL Senior <input type="checkbox"/> VET in Schools Certificate II qualification <input type="checkbox"/> VET in Schools Certificate III qualification <input type="checkbox"/> TEC qualification - Certificate II level <input type="checkbox"/> TEC qualification - Certificate III level	

M. REASON FOR STUDY	
Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? <i>(Please tick one box only)</i>	
<input type="checkbox"/> (01) To get a job <input type="checkbox"/> (02) To develop my existing business <input type="checkbox"/> (03) To start my own business <input type="checkbox"/> (04) Career change <input type="checkbox"/> (05) To get a better job or promotion	<input type="checkbox"/> (06) It is a requirement of my job <input type="checkbox"/> (07) I want extra skills for my job <input type="checkbox"/> (08) To get into another course of study <input type="checkbox"/> (12) Personal interest / Self development <input type="checkbox"/> (11) Other reasons

N. EMPLOYER DETAILS <i>(MUST be completed for all Apprentice/Trainee enrolments)</i>						
Business name						
Contact person						
Address	Street Number		Street Name			
	Suburb/Town		State		Postcode	
Phone		Email		Fax		

## O. STUDENT PRIVACY NOTICE AND ACKNOWLEDGEMENT

### I understand that:

- Goulburn Ovens Institute of TAFE's admission and enrolment processes seek personal information about me which registers my interest in enrolling in a course and informs my selection to undertake a course of study at the Institute. This information also informs the support and resources I may need during my course.
- I have provided Goulburn Ovens Institute of TAFE with a personal emergency contact who is aware that they are my emergency contact and have given their permission for their details to be provided to Goulburn Ovens Institute of TAFE.
- Any medical conditions and disabilities disclosed on this form will be accessed by the Goulburn Ovens Institute of TAFE Student Services Section which will use this information to provide appropriate support to me if required.
- Goulburn Ovens Institute of TAFE is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at [www.skills.vic.gov.au/corporate/statistics/submit\\_data](http://www.skills.vic.gov.au/corporate/statistics/submit_data)). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.
- The Education and Training Reform Act 2006 requires Goulburn Ovens Institute of TAFE to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

### For students eligible for VET Fee Help, the following privacy statement also applies:

- Goulburn Ovens Institute of TAFE is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Goulburn Ovens Institute of TAFE will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office. Goulburn Ovens Institute of TAFE and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

*For more information in relation to how student information may be used or disclosed please contact Goulburn Ovens Institute of TAFE's Privacy Officer on phone 03 58332907 or email [handerson@gotafe.vic.edu.au](mailto:handerson@gotafe.vic.edu.au).*

### I acknowledge and agree to the terms described in this privacy statement and:

- I agree to abide by the Policies, Procedures and Standards of Conduct and rules of Goulburn Ovens Institute of TAFE.
- I agree to pay all fees and charges applicable to, and arising from, this enrolment.
- I am aware that Goulburn Ovens Institute of TAFE will endeavour to conduct all courses as promoted and acknowledge the right of the Institute to cancel classes as it deems necessary.
- I authorise Goulburn Ovens Institute of TAFE, or its agent, in the event of illness or accident, where next of kin / emergency contact cannot be made within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- I authorise Goulburn Ovens Institute of TAFE to release my result information to my employer (if apprentice or trainee), my school (if the course is related to my school program) as I have specified previously.
- I acknowledge that information provided by me on this form may affect my eligibility for Government subsidised training and I may be required to pay full fee for service rates if I am deemed ineligible for Government subsidy.
- I declare, that to the best of my knowledge and belief, the information provided on this form is correct and complete.
- That GOTAFE will provide me with a student identification and I am required to carry this at all times whilst attending any campus. GOTAFE may use my photograph for identification purposes only.

<b>Student Signature</b>		<b>Date</b>	
<b>Students under 18 years of age must have this form counter signed by a parent/guardian</b>			
<b>Parent/ Guardian Signature</b>		<b>Date</b>	

Student's Name: \_\_\_\_\_

### Instructions

This form is to be completed by GOTAFE staff, in conjunction with the applicant/student, as part of the selection and admission process to assess a student's eligibility for Victorian Government subsidised tuition. Continue through the questions until the option selected instructs you to stop.

Campus Administration Centres use this form to inform the applicable tuition fees for student enrolments and to determine the funding codes applied to each student. This form is stored with each student's enrolment documents.

QUESTIONS	ELIGIBILITY for government subsidised tuition	ADMIN ONLY – funding codes
<b>A. Select the option that defines the student's citizenship or residency status in <u>Victoria</u>.</b> <input type="checkbox"/> Australian Citizen; residing in Victoria or <input type="checkbox"/> a holder of a Permanent Visa; or <input type="checkbox"/> a Special Category Visa (sub-class 444 for New Zealanders); or <input type="checkbox"/> East Timorese Asylum Seeker; or <input type="checkbox"/> a holder of a Temporary Protection Visa; <b>STOP</b> – see ELIGIBILITY column →	If <b>ONE TICKED</b> , proceed to B.  If <b>NONE TICKED</b> the student is <b>NOT</b> eligible for government subsidised tuition. →	S
<b>B. Continuing enrolment</b> <input type="checkbox"/> Client is enrolling into a course (same course code) that was started in the previous year/s.	If <b>TICKED</b> , student <b>IS ELIGIBLE</b> for government subsidised tuition. → If <b>NOT TICKED</b> , continue to C.	P or L
<b>C. Age</b> <input type="checkbox"/> VET in Schools student <b>STOP</b> →	If <b>TICKED</b> , student is <b>NOT</b> eligible for government subsidised tuition. →	Z20
<input type="checkbox"/> 15-19 years on 1 <sup>st</sup> January 2012 – <b>STOP</b> – see ELIGIBILITY column →	If <b>TICKED</b> , student <b>IS ELIGIBLE</b> for government subsidised tuition. → If <b>NOT TICKED</b> , continue to D.	P & L
<b>D. Course Category</b> <input type="checkbox"/> Course is in the Foundation (pre-vocational) course category <input type="checkbox"/> Corrections facility course <input type="checkbox"/> Enrolling into an Apprenticeship	If any <b>TICKED YES</b> , student is <b>IS ELIGIBLE</b> for government subsidised tuition. →  If <b>NOT TICKED</b> , continue to E.	P L
<b>E. Up skilling your Qualification Level</b> <input type="checkbox"/> Student is enrolling into a qualification at a higher level than already completed after leaving school	If <b>TICKED</b> , student is eligible for government subsidised tuition. →	P or L
<input type="checkbox"/> Student is enrolling at the same or lower level than their highest qualification previously attained	If <b>TICKED</b> , student <b>IS NOT</b> eligible for government subsidised tuition. →  If <b>NOT TICKED</b> , go to F	S
<b>F. THERE ARE THREE (3) OPTIONS</b> <b>1. Undertake the course as a Full Fee Paying Student.</b> <b>2. Choose a course/qualification at a higher level than the highest level you already hold. Discuss this with the GOTAFE Careers Advisor or the Course Coordinator you have been dealing with.</b> <b>3. Apply for 'Exemption from Eligibility Criteria':</b> If a client meets the Criteria in Part A but is not eligible for government subsidised tuition and fits the following criteria they can apply for 'Individual Exemption' to eligibility check: <input type="checkbox"/> Critical Skills <input type="checkbox"/> Barriers to employment <input type="checkbox"/> Redundancy Refer to form and instructions on the GOTAFE Intranet. Course-Coordinators will assist.		
<b>Eligibility assessment:-</b> <b>Student is eligible for government tuition subsidy?</b>	<input type="checkbox"/> Yes – <b>COMPLETE PAGE 6</b>  <input type="checkbox"/> No – <b>STOP</b>	<b>Staff Signature</b>

This form is only for the purpose of certifying that eligibility evidence has been sighted and that an applicant has stated their qualifications. It is not intended to constitute the sole process for assessing an individual's eligibility for the Victorian Training Guarantee.

## SKILLS FOR VICTORIA VICTORIAN TRAINING GUARANTEE EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section A To be completed by an authorised delegate of the registered training organisation

I certify that in relation to _____ <i>(Student's name)</i>	
I have sighted the following original documents:	
<input type="checkbox"/>	an Australian Birth Certificate; <b>or</b>
<input type="checkbox"/>	a current Australian Passport; <b>or</b>
<input type="checkbox"/>	a current New Zealand Passport; <b>or</b>
<input type="checkbox"/>	a naturalisation certificate; <b>or</b>
<input type="checkbox"/>	a Temporary Protection Visa; <b>or</b>
<input type="checkbox"/>	a <u>green</u> Medicare Card; <b>or</b>
<input type="checkbox"/>	formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; <b>or</b>
<input type="checkbox"/>	a signed declaration by a relevant referee
<b>and if</b> the student's age is relevant to their eligibility ( <b>15-19 years old at the 1<sup>st</sup> January 2012</b> ) and the document produced from the <b><u>list above does not include a date of birth:</u></b>	
<input type="checkbox"/>	a current drivers licence; <b>or</b>
<input type="checkbox"/>	a current learner permit; <b>or</b>
<input type="checkbox"/>	a Proof of Age card; <b>or</b>
<input type="checkbox"/>	a 'Keypass' card.
RTO Representative:	
Name: _____	
Position: _____	
Signature: _____ Date: _____	

Section B To be completed by the student (**if relevant to the student's eligibility – student is enrolling into a course at higher level than already completed after leaving school.**)

Name _____	
The highest qualification that I currently hold is: _____ <i>(Include full title of qualification, e.g. Certificate III in Aged Care; Intermediate VCAL, Year 10)</i>	
Signature: _____ Date: _____	

Skills for Victoria Victorian Training Guarantee – Evidence of Eligibility and Student Declaration

**P. CONFIRMATION OF HEALTH CARE CARD DETAILS**

<b>Health Care Card no.</b>		<b>Card Start &amp; Type</b>	e.g. 26 FEB 2006 FA/LSI/DSP	<b>Expiry date</b>	
<b>Documents checked by</b>				<b>Date</b>	

**Q. COURSE AND PAYMENT DETAILS**

FEES	Full fee	Concession			
Non – academic	\$	\$			
Materials	\$	\$			
Tuition	\$	\$			
Services	\$	\$			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>			
<b>Course name</b>					
<b>Course code</b>		<b>Session code</b>		<b>Fund source</b>	
<b>Invoice no.</b>		<b>Receipt no.</b>		<b>Contract no.</b>	
<b>Notes:</b>					

**R. DATA ENTRY RECORD – must be completed**

<b>Client's data entered</b>		<b>Date</b>	
<b>Units selected</b>		<b>Date</b>	
<b>Enrolment completed</b>		<b>Date</b>	

**S. FOR DIPLOMA OR HIGHER LEVEL COURSES – To be completed by the Skills Deepening Administrator**

<b>What was the HIGHEST educational participation prior to commencement of this course? (Select ONE)</b> <input type="checkbox"/> A complete Higher Education Post Graduate course <input type="checkbox"/> A complete Higher Education Bachelor course <input type="checkbox"/> A complete Higher Education sub-degree course <input type="checkbox"/> An incomplete Higher Education course <input type="checkbox"/> Completed final year of secondary education course at a school or through an RTO <input type="checkbox"/> Other qualification (complete or incomplete) <input type="checkbox"/> No prior educational attainment <input type="checkbox"/> An incomplete VET Award course		<b>What was the main criteria used in granting this admission to this course? (select ONE)</b> <input type="checkbox"/> Not a commencing student A <b>commencing student</b> who was admitted on the basis of: <input type="checkbox"/> A higher education course (Australian or overseas equivalent complete or incomplete) <input type="checkbox"/> Secondary education undertaken at school, VET or other Higher Education provider (Australian or overseas equivalent) <input type="checkbox"/> A VET award course other than a secondary education course (Australian or overseas equivalent complete or incomplete) <input type="checkbox"/> Mature age special entry provisions <input type="checkbox"/> A professional qualification <input type="checkbox"/> Other basis	
<b>What year was this?</b>		<b>VET FEE HELP Eligible Students</b> 401 <input type="checkbox"/> Deferred all/part of Tuition fee through VET/FEE HELP <b>Full Fee Paying Student</b> 402 <input type="checkbox"/> Deferred all/part of Tuition fee through VET/FEE HELP <b>Restricted Access Arrangement</b> 403 <input type="checkbox"/> Deferred all/part of Tuition fee through VET/FEE HELP <b>Victorian Government Subsidised</b>	
<b>Status of Citizenship/Residency? (select ONE)</b> <input type="checkbox"/> Australian Citizen; residing in Victoria or <input type="checkbox"/> a holder of a Permanent Visa; or <input type="checkbox"/> a Special Category Visa (sub-class 444 for New Zealanders) <input type="checkbox"/> East Timorese Asylum Seeker; or <input type="checkbox"/> a holder of a Temporary Protection Visa		<b>Full Fee Paying Students</b> 501 <input type="checkbox"/> Paid Full Tuition Fee <b>Full Fee Paying Student (non state Government Subsidised)</b> 502 <input type="checkbox"/> Paid Full Tuition Fee <b>Restricted Access Arrangement</b> 503 <input type="checkbox"/> Paid Full Tuition Fee <b>Victorian Government Subsidised</b>	
<b>Country of Birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other	<b>If other, what year did the student arrive in Australia?</b>	<b>CHESN No</b>	
<b>If the student finished year 12 this year or last year, what town/suburb were they living in?</b>		<b>Balance</b>	<b>Date:</b>
<b>Postcode:</b>		<b>Checked by</b>	
<b>MODE OF ATTENDANCE</b> <input type="checkbox"/> Internal Mode of Attendance (includes classroom based) <input type="checkbox"/> External Mode of Attendance (includes electronic based online and correspondence) <input type="checkbox"/> Multi-modal Mode of Attendance <input type="checkbox"/> Employer based			