



# Enrolment Application Form

## *Skills First Program 2017*

**Melbourne Training Centre**

Level 6 | 250 Collins Street Melbourne 3000 Victoria | T 03 9654 3000 | F 03 9639 5600 | Email: [info@itfe.edu.au](mailto:info@itfe.edu.au) | Website: [www.itfe.edu.au](http://www.itfe.edu.au)

**North Melbourne Training Centre**

112 Peel Street North Melbourne 3051 Victoria | T 03 9329 9960 | F 03 9329 9963 | Email: [info@itfe.edu.au](mailto:info@itfe.edu.au) | Website: [www.itfe.edu.au](http://www.itfe.edu.au)

## 1. Course Selection

COURSE SELECTION		
Tick	Course Code(s)	Course Name
<input type="checkbox"/>	BSB30715	Certificate III in Work Health and Safety
<input type="checkbox"/>	BSB41415	Certificate IV in Work Health and Safety
<input type="checkbox"/>	CHC30113	Certificate III in Early Childhood Education and Care
<input type="checkbox"/>	CHC33015	Certificate III in Individual Support
<input type="checkbox"/>	CHC40113	Certificate IV in School Age Education and Care
<input type="checkbox"/>	CHC43015	Certificate IV in Ageing Support
<input type="checkbox"/>	ICT30115	Certificate III in Information, Digital Media and Technology
<input type="checkbox"/>	SHB20116	Certificate II in Retail Cosmetics
<input type="checkbox"/>	SHB30115	Certificate III in Beauty Services
<input type="checkbox"/>	SHB30516	Certificate III in Barbering
<input type="checkbox"/>	SIH30111, SHB30416	Certificate III in Hairdressing
<input type="checkbox"/>	SIT31113, SIT31016	Certificate III in Patisserie

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## 2. Instructions to Students

- a. Select the course that interests you (page 2)
- b. Check your eligibility (page 3).
- c. Please write clearly in blue or black ink using capital letters in English.
- d. If you are applying for Skills recognition (Recognition of Prior Learning and/or Credit Transfer), provide copies of supporting academic records and/or relevant employment experience.
- e. Attach copies of relevant proof of identification to verify eligibility (must include Proof of Citizenship/Permanent Residency and other relevant documents mentioned under section 3C on the next page).
- f. If copies of original documents are provided, such copies must be certified by a person who is on the list of approved witnesses who can verify documents. A list is available at the back of this form or visit [www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)
- g. Read the refund policy.
- h. Sign the agreement and declaration at the back of this form.
- i. Submit your application and all required attachments/documents via:
  - Email: [careersadvisorsvic@itfe.edu.au](mailto:careersadvisorsvic@itfe.edu.au).
  - Hand-deliver to: Level 6,250 Collins Street, Melbourne, 3000, VIC  
(We do not encourage you to post this form)
- j. We will assess your application and coordinate a selection interview prior to your acceptance into the course.
- k. We will assess your application and coordinate a Pre-Training Review that includes completing a Language, Literacy and Numeracy (LLN) test.
- l. If your application is approved, a Letter of Acceptance will be provided to you along with the amount of enrolment fees payable to ITFE; if not, a Letter of Refusal will be provided.
- m. Pay the required fees prior to your acceptance into the course.

### Referral Details:

Organisation Name:	
Organisation's Address:	
Contact Person:	
Telephone:	

### 3. Eligibility

(Skills First Program Guide via <http://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx> )

#### a. Check your Eligibility

**Question 1: Are you an Australian Citizen, Australian Permanent Resident or New Zealand Citizen?**

- YES, go to question 2.
- NO then, you are not eligible.

**Question 2: Are you currently enrolled in a secondary school (or registered for home-schooling)?**

- YES, then you are not eligible
- NO, go to question 3.

**Question 3: Are you 17 years of age or under?**

- YES, go to questions 4
- NO, go to question 5.

**Question 4: Have you completed Year 10?**

- NO, you must provide an authorization form (signed by a Department Regional Director) that exempts you from school attendance.
- YES, you must provide either:
  - a. a certificate from your school principal of your exemption from school attendance; or
  - b. a transition from school authorizing an exception from school enrolment.

**Question 5: Do you hold an Australian qualification at the same level, or higher than the qualification you are seeking to enrol in?**

- YES, go to question 6.
- NO, then you are eligible for a government funded training place.

**Question 6: Are you under 20 years of age or younger on 1 January in the year in which the course commences?**

- YES, then you are eligible for a government funded training place.
- NO, please contact iTFE Career Advisor to check your eligibility.

**Question 7: Are you 20 years of age or over on 1 January in the year in which the course commences and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification.**

- YES, then, you are eligible
- No, please contact iTFE Career Advisor to check your eligibility

#### b. Skills First Program Eligibility 2017

If you were under 20 years of age on 1st January 2017, and are an Australian citizen, Australian permanent resident, or New Zealand Citizen (please enquire for more details), you are eligible for government funding.

If you were over 20 years of age on 1st January 2017, your highest completed qualification must be lower than the qualification you wish to enrol in. You must also be an Australian citizen, Australian permanent resident, or New Zealand Citizen (please enquire for more details), to be eligible for government funding.

Other applicable eligibility requirements for all applications for government funding are as follows:

- Must not be enrolled in a secondary school or college; and
- Must not have commenced or be scheduled to commence in more than two Victorian Government subsidised courses in 2017 (excluding courses in the Foundation Skills Category); and
- Must not be currently enrolled in two or more Victorian Government subsidised courses (excluding courses in the Foundation Skills Category).
- Commence a maximum of two government subsidised courses at the same level within the Australian Qualification Framework (AQF) in their lifetime

\*Accessing your Victorian Training Guarantee entitlement may impact your access to further government subsidised training. For more information please contact iTFE Career Advisor on 1300 659 557.



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## C. Attach proof of identification to your application

Proof of Citizenship or Permanent Residency (any 1 of the documents below):

- an Australian Birth Certificate (not Birth Extract)       a current Australian Passport
- a current New Zealand Passport       a current Australian Permanent Humanitarian Visa holder
- a **Green** Medicare Card       VEVO to confirm status as Australian permanent resident and check passport
- formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

Proof of Age (any 1 of the documents below):

- current driver's license     current learner permit     a Proof of Age card       'Keypass' card

Proof of Humanitarian Visa – Refugee or Asylum Seeker (any 1 of the documents below):

- Visa documentation       ImmiCard (where appropriate)

Proof of Home-Schooling:

- Copy of current certificate or home schooling registration that indicates the period of time for which the student is home- schooled.

Proof of Disability (any 1 of the documents below):

- Centrelink evidence: proof of Disability Support Pension       Letter/statement from a medical practitioner/specialist

Proof of Concession:

- Centrelink evidence

Note: Please present original or certified copies of your documents to be sighted by iTFE staff and copies will be made and kept in file

## 4. Student Eligibility and Declaration 2017(to be completed by student)

### Education history (Section A)

Q1. The highest qualification I currently hold is:

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*(include full title of qualification, eg. Certificate III in Aged Care, Year 11)*

Q2. Not including the course/ s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0      1      2      3      4+      *(circle number)*

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0      1      2      3      4+      *(circle number)*

Q4. In your life time, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0      1      2      3      4+      *(circle number)*

### Student declaration

I \_\_\_\_\_, am seeking to enrol in  
*(Student's full name)*

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*(Include full title of qualification/s in which you are seeking to enrol)*

**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 above qualification/s is being subsidised by the Victorian and Commonwealth Governments under the *Skills First* Program. I understand that enrolling in the above qualification/s 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: \_\_\_\_\_



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## 5. Privacy Statement

### Student enrolment privacy notice

I, \_\_\_\_\_  
(Please print your full name)

#### Understand that:

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

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

iTFE 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 iTFE; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

#### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER)

#### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

#### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

#### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

#### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact iTFE's Privacy Officer in the first instance by phone (03) 9654 3000 or email [info@itfe.edu.au](mailto:info@itfe.edu.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>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice:

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_







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## Section 2: 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"/> Employed - unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed - seeking full-time work           |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Unemployed - seeking part-time work           |
| <input type="checkbox"/> Employer                             | <input type="checkbox"/> Not employed - not seeking employment         |

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## Section 3: Country of Birth

In which country were you born?

- Australia  Other - please specify

In which town/city were you born?

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## Section 3(a): Australian Residency Status(please tick(✓) one box)

- Australian Citizen  Permanent Residency  Other – please specify

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## Section 4: Secondary Educational Experience

Are you still attending secondary school?

- Yes  No

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

- Completed Year 12  Completed Year 10  Completed Year 8 or Lower  
 Completed Year 11  Completed Year 9 or Equivalent  Never attended School

In which YEAR did you complete that school level?

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## Section 5: Aboriginal or Torres Strait Islander

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

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## Section 6: Languages

Do you speak a language other than English at home?

- No, English Only  Yes, other - Please specify

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

How well do you speak English?

- Very Well  Well  Not Well  Not at All

How well do you read English?

- Very Well  Well  Not Well  Not at All

How well do you write English?

- Very Well  Well  Not Well  Not at All

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## Section 7: Disability

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

- No  Yes

If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate **more than one** area.)

- Hearing/deaf  Intellectual  Mental illness  Vision  
 Physical  Learning  Acquired brain impairment  Medical condition  
 Other\_\_\_\_\_

Provide details of any special arrangement or assistance required to participate in the course. A student support officer will contact you to further discuss with you and to confirm whether iTFE will be able to provide you with the services you require or if not, to provide you recommendations and options.

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## Section 8: Previous Qualification achieved

Have you **SUCCESSFULLY** completed any of the following qualifications? (If **No** – Ignore the next question)  Yes  No

If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.	A	E	I	
<b>A – Australian;</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree
<b>E – Australian equivalent;</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree
<b>I – International;</b> (if your overseas qualification has not been assessment as equivalent to an Australian qualification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above

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:  
 A – Australian: **1**  
 E – Australian equivalent: **2**  
 I – International: **3**

In which year, did you complete the qualification? \_\_\_\_\_

## Section 9: Unique Student Identifier (USI)

A **Unique Student Identifier (USI)** is a reference number made up of numbers that gives you access to your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications. Under legislation from 1<sup>st</sup> January 2015, Institute of Training and Further Education will be unable to issue a statement of attainment or qualification unless we have a verified USI attached to the student record. For more information please ask any of our Student Service Staff or visit the USI website: [www.usi.gov.au](http://www.usi.gov.au)

In collecting your personal information and providing it to the USI Registry for the verification and creation of USI, Institute of Training and Further Education recognises the importance of protecting your privacy and personal information. Institute of Training and Further Education as per our Privacy Policy is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information. We respect your rights to privacy under the privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

### How to apply for a USI?

- You can apply online at [www.usi.gov.au](http://www.usi.gov.au) you must then provide your USI to Institute of Training and Further Education.
- OR**
- Institute of Training and Further Education can apply for an USI on your behalf using web services which connects our student management system with the USI Registry System.

Already have an USI? Please provide your USI

**Authorisation to verify your USI:**  I hereby authorise Institute of Training and Further Education to verify the provided USI on my behalf.

**If you changed your name since you originally applied your USI, please provide your earlier name:**

Surname Name (Legal Name):

Given Name (Legal Given Name):

Middle Name (Legal Name):

**If you have provided your USI, proceed to Section 10**



**Identification**

Please chose one (1) form of identification and complete the details on the next page for the relevant form of ID.

**Note:** Original ID must be sighted and a clear readable copy provided when returning this form. Fill in the details of your chosen form of ID Below.

- Australian Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi - Card

**Driver's Licence**

Licence Number

Licence State

**Medicare Card**

Medicare Card Number

Individual Reference Number

Expiry Date (DD/MM/YYYY) //

Card Colour

**Passport**

Passport Number

Country of Issue

**Birth Certificate (Australia)**

Registration Number

Registration State

Registration Date (DD/MM/YYYY) //

Certificate Number

Registration Year (YYY)

Date Certificate Printed (DD/MM/YYYY) (if available) //

**Certificate Of Registration By Descent**

Certificate Number

Acquisition Date (DD/MM/YYYY) //

**Citizenship Certificate**

Stock Number

Acquisition date (DD/MM/YYYY) //

**Immi-Card**

Immi Card Number

Authorisation for Institute of Training and Further Education to Apply for USI on your behalf (tick all)

- I authorise Institute of Training and Further Education to apply for a USI on my behalf
- I authorise Institute of Training and Further Education to provide the details of my verified form of ID (Driver's License, Medicare Card, Australian Passport, Birth Certificate (Australia), Certificate of Registration by Descent, Citizenship Certificate, Immi-Card, Visa (with Non-Australian Passport) for international students) to the USI Registry to apply for a USI on my behalf
- I understand that I may be contacted by Institute of Training and Further Education to provide further proof of ID if my current proof of IDs held by Institute of Training and Further Education is not sufficient for a successful application of a USI.
- I authorise Institute of Training and Further Education to take photocopy/ies of my current proof of IDs to apply USI on my behalf.



**How would you like the USI registry to contact you?**

Please enter the details relevant to your preference.  
(Please tick one)

SMS (Mobile Number)

Mobile number: \_\_\_\_\_

Email

Email Address 1: \_\_\_\_\_

Email Address 2: \_\_\_\_\_

**Section 10: Study reason**

Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/ apprenticeship?

(Tick ONE box only)

To get a job

To develop my existing business

To start my own business

To try for a different career

To get a better job or promotion

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

For personal interest or self-development

Other reasons

What are your career aspirations?

**Section 11: Victorian Student Number**

Are you 24 years of age or younger?

Yes

No (go to Section 12)

Enter your Victorian Student Number (VSN)

No more questions if you provided your VSN.

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.

No more questions if you answer **No** above.

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended

.....

**and / or**

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

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

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.....

.....



## Section 12: Employment Information

Which of the following classifications BEST describes the Industry of your current or previous Employer?  
(Tick ONE box only)

- |   |  |
|---|--|
| <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 Services |
| <input type="checkbox"/> D - Electricity, Gas, Water and 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                                  |
| <input type="checkbox"/> J - Information Media and telecommunications   |  |

Which of the following classifications BEST describes your current or recent occupation?  
(Tick ONE box only)

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

## Section 13: Credit Transfer

Credit Transfer is a process where your previous qualifications, certificates and courses for which you have received certification are credited against the course in which you are going to undertake. Please attach copies of supporting academic records to this document. A staff will provide you with a Credit Transfer Application form to complete.

**Unit Code**

**Unit Name**


## Section 14: Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where you can apply to have your previous work experience and life history assessed against the units of competence that make up the qualification.

Are there any units in this course for which you want to apply for RPL? If so, then please indicate below

**Unit Code**

**Unit Name**


### Note:

- 1) A staff will provide with an RPL application form to complete.
- 2) Applicable fees apply. Please contact iTFE staff for any questions



## 7. Enrolment Fees Payable to the College

I enclose notification of payment (please complete Payment Options 2017 form) in Australian dollars made payable to Institute of Training and Further Education for the following:

- Full Enrolment fee of: \$ \_\_\_\_\_ or  Indigenous Concession (20%): \$ \_\_\_\_\_ or  
 HCC provided (20%) \$ \_\_\_\_\_ or  PC provided (20%) \$ \_\_\_\_\_ or  
 VGC Provided (20%) \$ \_\_\_\_\_

\*Concession evidence must be presented to iTFE at enrolment

- Materials Fee for Course \$ \_\_\_\_\_

## 8. Credit Card Payment

*(If you have already paid, do not need complete this section)*

Please complete credit card details below including cardholders signature.

### Institute of Training and Further Education Course

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Method of Payment

- Credit Card

Card Type:  Visa  MasterCard  Diners Club  AMEX

Credit Card Number: | | | | | | | | | | | | | | | | | | | | | |

Cardholder's Name: \_\_\_\_\_

Card Expiry Date: \_\_\_\_/\_\_\_\_ Transaction Amount: \$ \_\_\_\_\_

(MM/YY)

CCV

I hereby authorise Institute of Training and Further Education at Level 6, 250 Collins Street, Melbourne 3000, to charge the above amount in Australian dollars to my credit card (details above) and acknowledge I have read and agree to comply with the Institute of Training and Further Education refund policy as outlined within the student course guide.

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## 9. Agreement and Declaration:

Under the Agreement, I agree to:

1. Attend the orientation and enrolment program at ITFE during the week immediately preceding the start date of the course as identified on my acceptance letter;
2. Complete the enrolment processes at the college during the week immediately preceding the start date of my course;
3. Commence the course on the day identified as the start day of my acceptance letter;
4. Provide the college with my current address, telephone number(s), and email address within 7 days of enrolment at the college;
5. Notify the college in writing of any changes to my personal details, address, telephone number(s) and email address, (including when on industry placement, (if applicable) regardless of location), within 7 days of changing address;
6. Attend full-time or part-time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by college staff;
7. Attend classes in or other work placements as required by the course (if applicable):
  - I am aware that as part of this qualification I am required to complete a scheduled work placement. To verify this placement and observe you at the work place a HSTA Trainer / Assessor will contact you via phone or email to arrange to visit you during this placement.
  - All: Attend full-time or part-time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by college staff;
8. Provide original medical certificates if I am unable to attend classes or rostered shifts because of illness;
9. Seek assistance from trainers, training centre manager, students support or counsellors as soon as I experience difficulties with any aspect of my course;
10. Seek assistance from student support should I experience difficulties of a personal nature or difficulties with budgeting or time management;
11. Pay enrolment fees to the college by dates stipulated in the invoices sent to me at my address registered with the college;
12. Accept all conditions of the college Refund Agreement for students;
13. Abide by the rules and regulations, policies and procedures of the college;
14. Be physically present in Victoria while undertaking my course.

### I further understand that:

15. ITFE has the right to reject my application.
16. Enrolment fees cover the cost of my training, assessment, certification, books, uniforms, equipment;
17. Necessary proof of Identification has been provided or will be provided before the commencement of the course;
18. ITFE has the right to sight and maintain copies of my personal IDs and information to demonstrate that I meet the eligibility criteria (where applicable) including disability, concession or ATSI, Australian residency status, previous qualification(s), Year 10 completion or equivalent (if under).
19. Enrolment fees do not cover the cost of field trips or excursions or transport to and from the destination;
20. Continuation in the course is dependent upon my payment of enrolment fees;
21. Information about my enrolment, certain changes to my enrolment, and course progress will be made available to Commonwealth and State Government authorities pursuant to obligations under AVETMISS;

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## Agreement and Declaration (continued)

### Declaration and Authorisation:

I declare that

- All the information I have provide in this enrolment pack is correct and that I am not withholding any important and relevant information relevant to my academic record or work experience.
- I authorise iTFE to apply for or verify my USI as per the USI section of this enrolment form.
- I was interviewed by iTFE Career Advisor on
  - Job outcomes
  - Suitability of training program
  - Capabilities
  - Aspirations and interests
- I made informed choice about the course.

Signature of Intending Student: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(DD/MM/YYYY)

*Note: if under 18 years of age at the time of enrolment, then the consent of their guardian is required*

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_





## 10. Read the refund policy

### 1. Full Refund

- 1.1 New Student: iTFE will refund all course money if a student withdraws from the course 7 days before a course commences.
- 1.2 In the event of iTFE default: iTFE will refund all the course money for that part of the course that has not yet been delivered within a period of fourteen (14) days after the default day if;
  - 1.2.1 The course does not start on the agreed day on the confirmation of enrolment; or
  - 1.2.2 The course ceases to be provided to the student at the location at any time after it starts and before its completion; or
  - 1.2.3 The course is not provided in full because a condition has been imposed on the registration of iTFE and the student has not withdrawn before the occurrence of any one of the events stated above; or
  - 1.2.4 The student may be offered an alternative course at iTFE at no extra cost. We will ask the student to sign a document to confirm his/her acceptance of the placement in another course.

### 2. Partial Refund (Fee for Service courses only)

**Note:** Partial refund is not paid for Government subsidised courses.

iTFE will refund the balance of paid tuition fees for training not yet delivered by a student or intending student within four (4) weeks of receipt of a written claim in relation to a course if:

- 2.1 If a student withdraws from a course after a course commences because of exceptional and extenuating circumstances of a compassionate nature such as death or severe illness in the immediate family.

### 3. Non Refund:

iTFE will not refund course money if;

- 3.1 A student withdraws from the course after the commencement of course.
- 3.2 A student obtained an offer to a course at iTFE on the basis of fraudulent documents, iTFE reserves the right to retain the Tuition Fee paid on the commencement.

### 4. The process for claiming a Refund:

All requests for refunds must be made in writing.

- 4.1 Students must complete the 'Application for Refund' form, which can be requested at iTFE Reception.
  - Students must make a claim for a refund in writing to;

The Chief Executive Officer  
Institute of Training and Further Education  
Level 6, 250 Collins Street  
Melbourne VIC 3000 Australia

- The claim must identify the reason for the refund and must include supporting documentation according to the circumstances such as:
  - Proof of exceptional and extenuating circumstances affecting a close family member; or
  - A completed and approved iTFE withdrawal form, available at iTFE Reception.
- 4.2 iTFE will process refunds within four (4) weeks of receiving a written claim from a student.
  - The date of notification of the request for a refund is from the date the request for a refund is received at iTFE.
- 4.3 We pay all refunds by either bank draft or electronic funds transfer in Australian dollars to the student's bank account within Australia.
- 4.4 iTFE will not make any split payments to two or more parties.
- 5. Appeals Process**
  - 5.1 A student who is refused a refund under iTFE Refund Agreement may appeal within seven (7) days in writing to the Chief Executive Officer – Institute of Training and Further Education whose decision will be final.
  - 5.2 iTFE's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

### 6. Legal Services

This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

- 6.1 Free legal advice and referral services are available from a number of national and state organisations, including the
  - Victorian Legal Aid  
[www.legallaid.vic.gov.au](http://www.legallaid.vic.gov.au)  
Phone: 1300 792 387
- 6.2 Consumer Protection  
[www.consumerlaw.gov.au](http://www.consumerlaw.gov.au)



**FOR OFFICE USE ONLY (To be completed by an Authorised Delegate of the RTO)**

**11. 2017 Evidence of Student Eligibility and Student Declaration (Section B)**

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

I have sighted an original, or a certified copy, or an uncertified copy that I have verified through use of a document verification service of **one** of the following:

- an Australian Birth Certificate (not Birth Extract)       a current Australian Passport
- a current New Zealand Passport       a naturalisation certificate
- a current green Medicare Card       a signed declaration by a relevant referee

formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence

a proxy declaration for individuals in exceptional circumstances as per Clauses 3.15 – 3.19 of the Guidelines (*Skills First Program 2017*).

**and** I have retained:

- a copy of the original or certified copy, or
- the certified copy, or
- the uncertified copy and a receipt from a document verification service

**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:

- a current drivers licence, or
- a current learner permit, or
- a Proof of Age card, or
- a 'Keypass' card

**Or** if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 2.1 of these Guidelines, I have sighted and retained:

a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross

NB: The Training Provider must retain a copy of all documentation used in Section B, as per clauses 3.3-4 of the Guidelines (*Skills First Program 2017*).

**OFFICE USE ONLY:**

**Number of courses student is currently eligible for:** 1 or 2

**RTO declaration**

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section C, and the information provided to me by the student in Section A of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

\_\_\_\_\_  
(include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

**Notes:** Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Section A, B, or C.



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## 12. List of authorised witnesses

There are a number of people who may be able to witness your statutory declaration. A Commonwealth statutory declaration under the Statutory Declarations Act 1959 will need to be witnessed by a person who is both:

- on the list of authorised witnesses (below)
- has a connection to Australia.

For example, a doctor who is registered to practise medicine in Australia can witness your declaration, but a doctor who is not registered in Australia cannot.

If you are currently overseas, you may be able find someone who is an authorised witness at your nearest Australian Embassy, high commission or consulate. For more information, including contact details, visit the Department of Foreign Affairs and Trade or Smartraveller website. An authorised witness overseas may attract a fee under the Consular Fees Act 1955.

A statutory declaration may be made before a person on the list of authorised witnesses in the Statutory Declarations Regulations 1993:

1. a person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
3. a person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - a. in a country or place outside Australia; and
    - b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
    - c. exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - a. in a country or place outside Australia; and
    - b. authorised under paragraph 3(c) of the Consular Fees Act 1955; and
    - c. exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace

- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - a. an officer; or
  - b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - c. a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - a. the Parliament of the Commonwealth; or
  - b. the Parliament of a State; or
  - c. a Territory legislature; or
  - d. a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - a. the Commonwealth or a Commonwealth authority; or
  - b. a State or Territory or a State or Territory authority; or
  - c. a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - a. the Commonwealth or a Commonwealth authority; or
  - b. a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

### 13. Submit your application

To submit your application, please mail, fax or email to:

*iTFE Career Advisor*  
**Head Office**  
 Institute of Training and Further Education  
 Level 6, 250 Collins Street, Melbourne, 3000, VIC  
 Facsimile: 03 9639 5600  
 Email [careeradvisorsvic@itfe.edu.au](mailto:careeradvisorsvic@itfe.edu.au)  
 Monday to Friday: 08:30am to 5:00pm

If you have any queries then please contact our Careers Department on 1300 659 557 during business hours as above.





