

# Training Enrolment Form



CVGT Employment & Training complies with both the Information Privacy Act 2000 & Health Records Act 2001. Information you provide us with will be used in accordance with the Information Privacy Principles in these Acts. **Note:** Improperly completed forms may result in enrolment delays.

THE DETAILS YOU LIST BELOW WILL BE PRINTED ON YOUR **CERTIFICATE**. PLEASE USE **BLOCK LETTERS** TO ENSURE YOUR DETAILS ARE LEGIBLE AND COMPLETE **ALL SECTIONS ON BOTH SIDES** OF THIS FORM.

## Enrolment Details

Course Name: \_\_\_\_\_  
Course Code: \_\_\_\_\_  
Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location: \_\_\_\_\_

## Personal Details

Title: Mr.  Mrs.  Miss  Ms  Other:  \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_  
Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M  F

## Postal Address (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact Details or Next of Kin

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_

## Enrolment Eligibility (Government Subsidised Funding)

### Residency

Are you?  
An Australian Citizen  Yes  No **OR**  
A holder of a permanent visa  Yes  No  
An Asylum seeker  Yes  No  
A victim of Human Trafficking  Yes  No  
A holder of a temporary protection visa  Yes  No  
A holder of a special category visa (sub class 444)  Yes  No

### Are you?

Aged under 20 on the 1<sup>st</sup> January (year of enrolment)  Yes  No **OR**  
Enrolling into a Foundation Level Course  Yes  No **OR**  
Aged 20 years or over as of the 1<sup>st</sup> of January and enrolling into a qualification higher than the highest qualification already held?  Yes  No

## Cultural Diversity

Country of Birth: Australia  Other:  \_\_\_\_\_

## Are you of Aboriginal or Torres Strait Islander status?\*

No  Both  Aboriginal  Torres Strait Islander

## Do you have any cultural, religious or special requirements?\*

No  Yes  (Specify): \_\_\_\_\_  
\_\_\_\_\_

## Language

How well do you speak English?  
Very well  Well  Not Well  Not at All   
Do you speak a language other than English? Y/N  
Specify: \_\_\_\_\_

## Disability\*

Do you consider yourself to have a disability, impairment or long term condition? No  Yes,  please specify below:  
 Vision  Hearing/ Deaf  Mental Illness  
 Intellectual  Physical  Medical  
 Acquired Brain Impairment  Other: \_\_\_\_\_

Do you have a mobility impairment that may affect classroom location and/or emergency evacuation? Yes  No

## Reasons for Study

Which best describes your main reason for undertaking this training/ traineeship/ apprenticeship? (Tick one box only)  
 To get a job  To try for a different career  
 It was a requirement of my job  To get a better job  
 I wanted extra skills for my job  To start my own business  
 To develop my existing business  To get into another course  
 Personal interest or self development  Other reasons

## Employment Status

Which of the following categories best describes your current employment status? (Tick one)  
 Full time employee  Part time employee  
 Employer  Casual Employee  
 Employed – unpaid family worker  
 Self employed – not employing others  
 Unemployed seeking full time work  
 Unemployed seeking part time work  
 Unemployed – not seeking employment

## Education

Are you currently attending school?  Yes  No

## What is your highest completed school level?

Year 8 or lower  Year 9 or equivalent  
 Year 10  Year 11  
 Year 12  Did not attend school

Year completed that level (e.g. 2003)? \_\_\_\_\_

Please Turn Over

## Victorian Student Number (VSN)

- Do you have a VSN?     Yes     No  
If so, please specify: \_\_\_\_\_  
 Yes – but VSN is unknown  
 No – I have never been issued a VSN

## Further Education

Have you successfully completed any further education?

- Yes (Please Specify)                      or                       No  
 Bachelor Degree or higher  
 Diploma or Associate Diploma  
 Advanced Diploma or Associate Degree  
 Certificate IV (or advanced certificate / technician)  
 Certificate III (or trade certificate)  
 Certificate II     Certificate I     Other: \_\_\_\_\_

## How did you find out about this course?

- CVGT Staff member     VTAC                       CVGT Course Guide  
 CVGT Website             Another Site     Careers Teacher  
 TV Commercial             Newspaper     Radio  
 Family or friend             Expo                       Employer  
 Job Services Australia     Other: \_\_\_\_\_

## Refunds Policy

### **Withdrawal from a Government Funded Training Program**

- A student who withdraws from a course by written notice, from Government funded training at any time UP UNTIL FOUR WEEKS after the scheduled commencement date of training will refund the tuition fee paid in respect of that course, less the minimum fee and any other fees and charges paid by or on behalf of the student materials and amenities fees.
- A student who withdraws from a Government funded training program AFTER FOUR WEEKS of the scheduled commencement date of training will not be eligible for any refund. *However, any student who can demonstrate hardship, upon written application to the Training Administration Manager may be eligible to receive a partial refund of the tuition fee.*

### **Withdrawal from a Non-Government Funded Training Program**

- CVGT fee for service courses are run on a commercial basis and therefore do not attract Government funding or concessions.
- Participants MUST pay the full course fee prior to course commencement.
- If a participant withdraws 14 days or more prior to the commencement of the course \$150 of the total invoice will be withheld and the remainder of the fee will be refunded.
- If an enrolment is cancelled more than THREE WORKING DAYS prior to the course commencement, upon written request the participant may be refunded 50% of the course fee.
- If an enrolment is cancelled AFTER the commencement of the course there will be NO REFUND.

## Payment Options

Students have a variety of options to choose when paying their fees and charges – these include cash, cheque, credit card and direct debit.

## Privacy Information

- Information that we will collect includes school results, workplace information, performance notes and details, prior school history and your workplace procedures. All records are kept secure and confidential.
- The CVGT Privacy Policy is displayed in all of our offices, can be viewed on the CVGT Website ([www.cvgt.com.au](http://www.cvgt.com.au)) or by request from your trainer. You may access or request correction of any personal information about yourself that CVGT holds. Requests for information must be made in writing subject to identity verification. Your request will be acknowledged within 14 days of receipt of the request.

*\*Questions on this enrolment form relating to Disability and Cultural Diversity are intended to identify any special assistance or other requirements that may assist in your training.*

## Declarations

- I agree to comply with all Policies and Procedures of CVGT.
- I authorize CVGT to release information to government departments, apprenticeship authorities, my employer and Job Services Australia (where appropriate).
- I hereby agree to pay all fees and charges and to abide by the refund requirements of CVGT Fees and Charges Policy applicable to and arising from this enrolment.
- I declare that, to the best of my knowledge, the information on this form and the supporting evidence is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

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

Client Signature: \_\_\_\_\_

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

(If applicant is under 18 years of age)

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

Signature: \_\_\_\_\_

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