

## Enrolment form

Enrolment course / qualification/unit	
Course dates	

Surname/ Last name		Given/First name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (DD/MM/YYYY)	

### What is the address of your usual residence?

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		Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name			Suburb, locality or town		
State/territory		Postcode			
Email					
Home phone	( )	Mobile number			

### 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			

### Emergency contact details

Emergency contact name		Emergency contact number	
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### Employer details (if applicable)

Employer/Company name			
Contact name		Phone	

1. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, both	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
2. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify _____	
3. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. What is your highest COMPLETED school level?	<input type="checkbox"/> Completed Year 8 <input type="checkbox"/> Completed Year 9 <input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Did not go to High School
5. In which year did you complete this level?		
6. What was the name of the school?		
7. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Employer <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking work <div style="text-align: right;">part-time work</div>	
8. Which classification best describes your current industry of employment? (Tick ONE box only)	<input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Rental, Hiring and Real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Arts and Recreation Services <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Information Media and Telecommunications <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Education and Training <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Other Services	
9. Which classification best describes your current occupation? (Tick ONE box only)	<input type="checkbox"/> Manager <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Clerical and Administrative Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Professionals <input type="checkbox"/> Community and Personal Services Workers <input type="checkbox"/> Sales Workers <input type="checkbox"/> Labourers	
10. Do you speak a language other than English at home? (if more than one language please indicate the language that is spoken most often)	<input type="checkbox"/> No, English only (Go to question 11)	<input type="checkbox"/> Yes, please specify _____
11. If you speak a language other than English, how well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Not well	<input type="checkbox"/> Well <input type="checkbox"/> Not at all
12. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No (go to question 14)	
13. If yes, please indicate the area/s of disability, impairment or long-term condition (you may indicate more than one area)	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Other _____	

14. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to question 16)
15. If yes, tick any applicable boxes	<input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate/s other than above
16. Which best describes your highest education achievement? (Tick ONE box only)	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Australian equivalent qualification <input type="checkbox"/> International qualification	
17. Of the following categories, 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"/> To develop my existing business <input type="checkbox"/> To start my own business <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	

**Unique Student Identifier (USI):**

The Federal Government requires all students from 1st January 2015 to have a Unique Student Identifier (USI). If you have one then enter it in the box provided below. If you do not have one, then you go to <https://www.usi.gov.au/> to create your own USI or to find your existing USI. Administration will be glad to help you if you get stuck.

**Victorian Student Number (VSN):**

IF you have previously undertaken any education in Victoria and you are under 25 then, you will have been allocated a Victorian Student Number (VSN). Please enter the number in the box provided, if you don't know it, then provide the information below. Students under 25 enrolling for the first time will get a new VSN.

15. Unique Student Identifier (USI) For example: 3AW88YH9U5 (10 letters and numbers)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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16. Victorian Student Number (VSN)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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17. 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 (List up to 3 training organisations)
	1.
	2.

**Privacy statement**

I understand that:

Plumbing Industry Climate Action Centre (PICAC) is required to provide the Victorian Government, through the Department, 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 <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes the Department 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 Plumbing Industry Climate Action Centre 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 more information in relation to how student information may be used or disclosed, please contact Plumbing Industry Climate Action Centre on phone (03) 9356 8922 or email [training@picac.vic.edu.au](mailto:training@picac.vic.edu.au).

**CONFIRM EACH OF THE ITEMS BELOW BY TICKING THE CHECK BOX as appropriate**

**Unique Student Identifier (USI)**

**Note:** failure to provide a valid USI will prohibit PICAC from issuing you a Certificate or Statement of Attainment on completion

I confirm that I have provided PICAC with my Unique Student Identifier (USI) and I authorise PICAC to verify this number as correct

**Student Acceptance Agreement**

In signing this Enrolment Form I agree:

- That the information provided on this form is true, correct and complete.
- That I have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That I have read and understood PICAC’s privacy and personal information policy and agree to its statements.
- That I have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.
- That I will provide PICAC with up to date and accurate contacts details and notify them if anything changes.
- That the personal information provided in this Enrolment Form and any subsequent amendments to it may be shared between Master Plumbers (ABN 56296473997), Fire Industry Training Pty Ltd (ABN 15 116 739 916), Plumbing Industry Climate Action Centre (PICAC) Ltd (ABN 11 146 359 104), CEPU (Plumbing Division) Education and Training Centre Ltd (ABN 21 078 869 673) and the Air Conditioning and Mechanical Contractors' Association of Victoria Limited (ABN 87 005 021 670) for the purpose of enrolling me in training courses conducted by any of these entities
- To be bound by PICAC’s Student Code of Conduct, and other student policies and other student policies and procedures as well as National and State legislation, regulations including any variations that are made from time to time

**Student Declaration**

I declare that I have read and understood the course information and the instructions on this Application Form. I understand and acknowledge that I have accessed and read the following information on the PICAC Website ([www.picac.vic.edu.au](http://www.picac.vic.edu.au)) or read a paper copy:

- The minimum entrance requirements, the structure, course contents, duration, modes of study and assessment methods of the course;
- The qualifications obtained at successful completion of course;
- What course credits or RPL I may be eligible for and how this will affect my course duration and fees;
- Details of any arrangement with other providers, if any;
- Course related fees and refund policy;
- Withdrawing from course and cancelling enrolment;
- Make timely payments of any fees for which I am liable.
- I have read and understood the Privacy Statement
- I have read and understood the Complaints and Appeals Policy
- I have read and understood the Student Code of Conduct Policy

Student signature:

Date:

Reviewed for accuracy and completion

Complete and Accurate, confirmed on course:		Entered into SMS		Date:	/ /
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