

## 2026- Enrolment Application Form

<b>QUALIFICATION CODE AND TITLE</b>  <i>(Please tick which qualification you wish to enrol in)</i>	<input type="checkbox"/> FBP30121- Certificate III in Food Processing <input type="checkbox"/> MSS30322 - Certificate III in Competitive Systems and Practices <input type="checkbox"/> MSS40322 - Certificate IV in Competitive Systems and Practices <input type="checkbox"/> CHC33021 – Certificate III in Individual Support <input type="checkbox"/> CHC43015 – Certificate IV in Ageing Support <input type="checkbox"/> CHC43121- Certificate IV in Disability <input type="checkbox"/> CHC43415 - Certificate IV in Leisure and Health <input type="checkbox"/> HLTAID009 – Provide Cardiopulmonary Resuscitation <input type="checkbox"/> HLTAID011 – Provide First Aid
<b>FUNDING TYPE</b>	<input type="checkbox"/> Fee for Service (FFS)
<b>DELIVERY MODE</b>	<input type="checkbox"/> Classroom- Based <input type="checkbox"/> Blended Learning <input type="checkbox"/> Traineeship

### 1. Personal Details

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Stella College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.*

First Name: (Legal Given name)			
Last Name: (Legal family name)			
Middle Name: (Legal Middle Name)			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> (Indeterminate/Intersex/Unspecified)
Date of Birth (DD/MM/YYYY)	/	/	

### 2. Contact Details

Home Phone			
Work Phone			
Mobile			

Email Address			
Email Address (Alternative):			
<b>3. Address Details</b>			
<b>What is the address and postcode of the suburb, locality or town in which you usually live?</b> <i>Please provide the physical address (street number and name does 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.</i>			
Building/Property Name:	Flat/Unit Number:		
Street Number and Street Name:			
Suburb, Locality or Town:	State/Territory:	Postcode:	
<b>Postal address</b> <i>(If different to the above, please provide details below)</i>			
Building/Property Name	Flat/Unit Number:		
Street Number and Street Name:			
Suburb, Locality or Town:	State/Territory:	Postcode:	
<b>4. Language and Cultural Diversity</b>			
<b>In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: .....		
<b>What is your Residency Status?</b>	<input type="checkbox"/> Australia Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Other .....		
<b>Do you speak a language other than English at home?</b> <small>(If more than one language, indicate the one that is spoken most often)</small>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other (please specify): .....		
<b>How well do you speak English?</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Not well	<input type="checkbox"/> Well <input type="checkbox"/> Not at all	

<b>Are you of Aboriginal or Torres Strait Islander origin?</b> <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
<b>5. Disability</b>	
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES, please indicate the areas of disability, impairment or long-term condition:</b> <i>(You may indicate more than one area.)</i>	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Other: .... <input type="checkbox"/> Mental Health Condition
<b>6. Schooling</b>	
<b>What is your highest COMPLETED school level?</b> <i>(Tick <u>ONE</u> box only)</i>	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never attended School
<b>Are you still attending secondary school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Previous Qualification Achieved</b>	
<b>Have you successfully COMPLETED any of the following qualifications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES, please enter one of these Prior Educational Achievement Recognition Identifier any applicable qualification level.</b>  <i>Note: If you have multiple Prior Educational Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</i>  A – Australian E – Australian equivalent  E - Australian equivalent	A – Australian      E – Australian equivalent.      I – International  A      E      I  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 008 – Bachelor Degree or Higher Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 410 - Advanced Diploma or associate degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 420- Diploma or associate diploma <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 511- Certificate IV or Advanced Certificate/Technician <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 514 - Certificate III or Trade Certificate

I - International	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 521 - Certificate II <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 524 - Certificate I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 990 - Certificates other than the above
<b>8. Employment</b>	
<b>Of the following categories, which BEST describes your current employment status?</b> <i>(Tick <u>ONE</u> box only)</i>	<input type="checkbox"/> 01 - Full-time employee <input type="checkbox"/> 02- Part-time employee <input type="checkbox"/> 03- Self-employed - not employing others <input type="checkbox"/> 04 - Self-employed - employing others <input type="checkbox"/> 05 - Employed - unpaid worker in a family business <input type="checkbox"/> 06- Unemployed - seeking full-time work <input type="checkbox"/> 07- Unemployed - seeking part-time work <input type="checkbox"/> 08- Not employed - not seeking employment
<b>Which of the following classifications BEST describes your current or recent occupation?</b> <i>(Tick <u>ONE</u> box only)</i>	<input type="checkbox"/> If never employed go to next Question  <input type="checkbox"/> 1 - Managers <input type="checkbox"/> 2- Professional <input type="checkbox"/> 3- Technicians and Trade Workers <input type="checkbox"/> 4 - Community and personal Service workers <input type="checkbox"/> 5 - Clerical and Administrative Workers <input type="checkbox"/> 6 - Sales Workers <input type="checkbox"/> 7 - Machinery Operators and Drivers <input type="checkbox"/> 8 - Labourers <input type="checkbox"/> 9 - Other
<b>Which of the following classifications BEST describes the industry of your current or previous Employer?</b>	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services

	<input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
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## 9. Study Reason

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

(Tick ONE box only)

<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- To try for a different career <input type="checkbox"/> 05- To get a better job or promotion <input type="checkbox"/> 06- It was a requirement of my job <input type="checkbox"/> 07- I wanted extra skills for my job <input type="checkbox"/> 08- To get into another course of study <input type="checkbox"/> 12- For personal interest or self-development <input type="checkbox"/> 13- To get skills for Community/Voluntary work <input type="checkbox"/> 11- Other reasons: .....
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## 10. Victorian Student Number

To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

**Enter your Victorian Student Number (VSN)**

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

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)

.....

.....  
.....

### 11. Unique Student Identifier – Do you have a Valid USI?

From 1 January 2015, we as Stella College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Enter your Unique Student identifier  
(if you already have one)

### 12. Commencing program cohort identifier

<b>Would you describe yourself as belonging to any of the following cohorts? (You can select up to 3 cohorts)</b>	<input type="checkbox"/> AS – Asylum seeker <input type="checkbox"/> FS – Learner facing financial stress <input type="checkbox"/> HS – Head start apprentice/trainee <input type="checkbox"/> JV – Jobs Victoria Employment Network client <input type="checkbox"/> LN – A learner with literacy, numeracy and digital literacy needs <input type="checkbox"/> RW – Retrenched worker <input type="checkbox"/> RC – Reconnect program student <input type="checkbox"/> VT – Veteran <input type="checkbox"/> WR – Woman returning to work <input type="checkbox"/> NNNNNN – No specific cohort
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### 13. Eligible for a Concession? Do you hold a current and valid concession card (Please provide a copy)

Pensioner Concession Card  
 Health Care Card  
 Gold Card  
 Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card  
 Indigenous Student without a concession card

### 14. RPL or Credit Transfer

<b>Do you wish to apply for Credit Transfers/RPL?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### 15. Employer Details for Traineeship and Existing Workers

<b>Company Name</b>	
<b>Company Address</b>	
<b>Employer ABN</b>	
<b>Employer Representative Name</b>	
<b>Email Address</b>	
<b>Contact Number</b>	
<b>16. Emergency Contact Details</b>	
<b>Name:</b>	<b>Relationship:</b>
<b>Contact Number:</b>	<b>Email Address:</b>

### **Fee for Service (FFS) Students only**

Speak to your Enrolment Officer or RTO Administration regarding a Payment Plan

Payment method

**Cash**  **Direct Deposit**  **EFTPOS**  **Credit Card**

Bank Details

(Please put your full name in description of any direct deposit payment)

Bank	Westpac
BSB	033129
Account Number	040979
Account Name	Stella College

### **Policies and Procedures**

Refer to policies and procedures which can be access through the Stella College website: <https://www.StellaCollege.edu.au>

- Student Handbook
- Complaints and Appeals Policy and Procedure
- Code of Conduct
- Fees and Charges Policy and Procedure
- Fee Refund Policy and Procedure
- Access and Equity Policy and Procedure
- Course Credit Policy & Procedure
- Recognition of Prior Learning
- Qualification Issuing Policy and Procedure
- Privacy Policy and Procedure

### **Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (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**

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

Stella College provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DJSIR website](#).

#### **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. 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.

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 enroll 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 Stella College Privacy Officer in the first instance by 0411620815 or [admin@StellaCollege.edu.au](mailto:admin@StellaCollege.edu.au)

#### **Further information**

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Department of Jobs, Skill, Industry and Regions website](#).

For further information about Unique Student Identifiers, including access, correction and complaints, go to [Australian Government USI](#) website.

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

<b>Learner Signature:</b>	<b>Date:</b>
<b>Parent/Guardian Signature:</b> Parental/guardian consent is required for all students under the age of 18.	<b>Date:</b>

## **STELLA COLLEGE STUDENT ENROLMENT PRIVACY NOTICE**

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). For more information about the Privacy and Data Protection Act 2014 (Vic) and about the Information Privacy Principles, please go to Office of the Victorian Information Commissioner website.

#### Why we collect your personal information

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

#### 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.

#### 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.

#### 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). 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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

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

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

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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

I acknowledge that I have read and understood the above Stella College Student Enrolment Privacy Notice.

<b>Learner Signature:</b>	<b>Date:</b>
<b>Parent/Guardian Signature:</b> Parental/guardian consent is required for all students under the age of 18.	<b>Date:</b>

## Student Enrolment Declaration

The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I confirm that I am aware that I will be required to undertake pre-training review which includes a Language literacy and Numeracy (LLN) assessment, review of possible RPL and CT with Stella College, and that the elected course/s is the appropriate training option for me.

I have been provided with access to the Student Handbook and course information (ie. duration, mode of delivery etc) via the Stella College website: <https://www.StellaCollege.edu.au>

I have been informed of my rights and obligations as a Student with Stella College and agree to abide by all rules and regulations of Stella College. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Stella College can withhold my academic results until my debt is fully paid and any property belonging to Stella College has been returned.

I authorise Stella College, in the event of illness or accident during any organised activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.

I agree to the terms and conditions in the Fee Refund Policy and Procedure (Stella College website) and have been provided a general Statement of Fees.

I have read and understood the Complaints and Appeals processes (Stella College website) and understand my rights as a student and my right to access Australian Consumer Protection Law.

I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.

(Optional) I hereby give my permission to Stella College to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Stella College.

<b>Learner Signature:</b>	<b>Date:</b>
<b>Parent/Guardian Signature:</b> Parental/guardian consent is required for all students under the age of 18.	<b>Date:</b>