

### Enrolment Form

<p><b>QUALIFICATION CODE AND TITLE</b></p> <p><i>(Please tick which qualification you wish to enrol in)</i></p>	<input type="checkbox"/> FBP30121- Certificate III in Food Processing <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 <input type="checkbox"/> HLTAID012 – Provide First Aid in an Education and Care Setting
<p><b>FUNDING TYPE</b></p>	<input type="checkbox"/> Fee for Service (FFS)
<p><b>DELIVERY MODE</b></p>	<input type="checkbox"/> Classroom- Based <input type="checkbox"/> Blended Learning <input type="checkbox"/> Traineeship

1. Personal Details	
<p><i>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.</i></p>	
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>			
<p>What is the address and postcode of the suburb, locality or town in which you usually live?  <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></p>			
Building/Property Name:	Flat/Unit Number:		
Street Number and Street Name:			
Suburb, Locality or Town:	State/Territory:	Postcode:	
<b>Postal address</b> (If different to the above, please provide details below)			
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> (If more than one language, indicate the one that is spoken most often)	<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> (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		

5. Disability																																					
<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 <u>YES</u>, 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"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Health Condition <input type="checkbox"/> Other: .....																																				
6. Schooling																																					
<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																																				
7. Previous Qualification Achieved																																					
<b>Have you successfully COMPLETED any of the following qualifications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No																																				
<b>If <u>YES</u>, 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 I - International	A – Australian    E – Australian equivalent.    I – International  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">A</th> <th style="text-align: left;">E</th> <th style="text-align: left;">I</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>008 – Bachelor Degree or Higher Degree</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>410 - Advanced Diploma or associate degree</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>420- Diploma or associate diploma</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>511- Certificate IV or Advanced Certificate/Technician</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>514 - Certificate III or Trade Certificate</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>521 - Certificate II</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>524 - Certificate I</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>990 - Certificates other than the above</td> </tr> </tbody> </table>	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	<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
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8. Employment																																					
<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
<p><b>Which of the following classifications BEST describes your current or recent occupation?</b>  <i>(Tick <u>ONE</u> box only)</i></p>	<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
<p><b>Which of the following classifications BEST describes the industry of your current or previous Employer?</b></p>	<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

**9. Study Reason**

<p><b>Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship?</b> (Tick <u>ONE</u> box only)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 01- To get a job</li> <li><input type="checkbox"/> 02- To develop my existing business</li> <li><input type="checkbox"/> 03- To start my own business</li> <li><input type="checkbox"/> 04- To try for a different career</li> <li><input type="checkbox"/> 05- To get a better job or promotion</li> <li><input type="checkbox"/> 06- It was a requirement of my job</li> <li><input type="checkbox"/> 07- I wanted extra skills for my job</li> <li><input type="checkbox"/> 08- To get into another course of study</li> <li><input type="checkbox"/> 12- For personal interest or self-development</li> <li><input type="checkbox"/> 13 – To get skills for Community/Voluntary work</li> <li><input type="checkbox"/> 11- Other reasons: .....</li> </ul>
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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.

<b>Enter your Victorian Student Number (VSN)</b>									
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<p><b>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?</b></p>	<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Yes - I have attended a Victorian school since 2009: Most recent Victorian school attend _____ and / or _____</li> <li><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)</li> </ul> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
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**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)																			
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**12. Commencing program cohort identifier**

<b>Would you describe yourself as belonging to any of the following cohorts?</b> <i>(You can select up to 3 cohorts)</i>	<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"/> N – No specific cohort
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**13. 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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**14. 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>	

**15. Emergency Contact Details**

<b>Name:</b>	<b>Relationship:</b>
<b>Contact Number:</b>	<b>Email Address:</b>

## 16. Fee for Service (FFS)

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

Payment method	<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Direct Deposit</b> <input type="checkbox"/> <b>EFTPOS</b> <input type="checkbox"/> <b>Credit Card</b>	
	(Please put your full name in description of any direct deposit payment)	
Bank Details	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.Stella College.edu.au](https://www.StellaCollege.edu.au)

- Student Handbook
- Complaints Policy and Procedure
- Appeal Policy and Procedure
- Code of Conduct
- Enrolment Policy and Procedure
- Fee and Refund Policy and Procedure
- Access, Equity, Welfare, Wellbeing and Student Support Policy and Procedure
- Credit Transfer and RPL Policy & Procedure
- AQF Qualification Issuance Policy and Procedure

## 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 the 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.

### 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

The 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.

The 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.

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

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

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

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>

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Stella College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

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

### 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 Numeracy and Digital (LLND) 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 and 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>	