

2025 ENROLMENT FORM



TPSC OFFICE USE ONLY		Vettrak #	
Workplace Employer			
Workplace Address		Postcode	
Workplace Contact		Contact number	
Qualification Code		Qualification Title	

Please use BLOCK LETTERS when filling out this form and ensure that all sections are completed and appropriate tick boxes marked as applicable. Information collected on this enrolment form is confidential and will not affect you as an individual in your studies.

1. Personal Details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Surname: (Legal family name as shown in ID)									
First name: (Legal given name as shown in ID)		Middle names:							
Preferred name: (if applicable)									
Date of birth:									
Town/City of Birth:									
Residency Status:	<input type="checkbox"/> Australian/New Zealand Citizen	<input type="checkbox"/> Australia Permanent Resident	<input type="checkbox"/> Other. Please specify:						

Unique Student Identifier – Do you have a valid USI?

Student USI – please input USI in boxes provided (if unknown select option 1)										
<input type="checkbox"/> OPTION 1: I have a USI and have read the Privacy Notice and give permission for Training Practical Solutions Consultancy (TPSC) to retrieve my USI on my behalf.										
<input type="checkbox"/> OPTION 2: I do not have a USI and have read the Privacy Notice and give permission for Training Practical Solutions Consultancy (TPSC) to apply for a USI on my behalf.										
<input type="checkbox"/> OPTION 3: Apply for your own personal USI using Government website www.usi.gov.au/students/create-your-usi Once completed, input new USI (10 digit) in the boxes provided or advise your TPSC contact										

2. Contact Details

Home phone:		Mobile phone:	
Email address:			

3. Emergency Contact

Name:		Relationship:	
Phone:			

4. Address Details

Residential address				
Street number and address:				
Suburb:		State:		Postcode:
Postal address <input type="checkbox"/> tick if same as above				
Street number and address:				
Suburb:		State:		Postcode:

5. Student Numbers

If 25 or over please proceed to question 6.

If you are aged 24 or below please provide your Victorian Enter your Victorian Student Number VSN:

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Proceed to Q6 if VSN is provided

- ☐ No – I have not attended a Victorian school since 2009.
- ☐ No – I have not attended TAFE or other VET training provider since the beginning of 2016.
- ☐ 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 2016.

List the most recent training organisation with which you have participated in training in Victoria since 2016 (list up to 3 training organisations)

6. Language and Diversity

Are you of Aboriginal or Torres Strait Islander origin?

- ☐ No
- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander
- ☐ Yes, Aboriginal and Torres Strait Islander

In which country were you born?

- ☐ Australia
- ☐ Other, please specify: -

Do you speak a language other than English at home?
(if more than one language, indicate the one that is spoken most often)

- ☐ No ☐ Yes, please specify

How well do you speak English?

- ☐ Very well ☐ Well
- ☐ Not well ☐ Not at all

7. Education Details

Are you still attending secondary school?

- ☐ No ☐ Yes

In which year did you complete this school level?

What is your highest completed school level?

- ☐ Completed Year 12
- ☐ Completed Year 11
- ☐ Completed Year 10
- ☐ Completed Year 9 or equivalent
- ☐ Completed Year 8 or equivalent
- ☐ Never attended school

If still attending school, name of school?

Have you successfully COMPLETED any of the following qualifications?

- ☐ No ☐ Yes

If Yes, tick all completed qualifications below using the following identifiers:

A – Australian
E – Australian equivalent
I – International

- | A | E | I | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bachelor Degree or higher |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advanced Diploma |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Diploma |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate IV or Advanced |
| <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/License other than the above |

8. Disability

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

- ☐ No ☐ Yes

If YES please tick areas of disability, impairment or long term condition

- | | |
|---|--|
| <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 Illness | |

9. Employment Status

Of the following categories, which BEST describes your current employment status?

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self employed - not employing others
- ☐ Employer
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation?

(Tick ONE box only)

- ☐ 1 – Managers
- ☐ 2 – Professionals
- ☐ 3 – Technicians and Trade Workers
- ☐ 4 – Community and Personal Service Workers
- ☐ 5 – Clerical and Administrative Workers
- ☐ 6 – Sales Workers
- ☐ 7 – Machinery Operators and Drivers
- ☐ 8 – Labourers
- ☐ 9 – Other. Please specify: _____

e.g. Supervisors, Team Leaders etc.

Which of the following classifications BEST describes the Industry of your current or previous Employer?

(Tick ONE box only)

- ☐ A - Agriculture, Forestry and Fishing
- ☐ B - Mining
- ☐ C - Manufacturing
- ☐ D - Electricity, Gas, Water and Waste Services
- ☐ E - Construction
- ☐ F - Wholesale Trade
- ☐ G - Retail Trade
- ☐ H - Accommodation and Food Services
- ☐ I - Transport, Postal and Warehousing
- ☐ J - Information Media and telecommunications
- ☐ K - Financial and Insurance Services
- ☐ L - Rental, Hiring and real Estate Services
- ☐ M - Professional, Scientific and Technical Services
- ☐ N - Administrative and Support Services
- ☐ O - Public Administration and Safety
- ☐ P - Education and Training
- ☐ Q - Health Care and Social Assistance
- ☐ R - Arts and recreation Services
- ☐ S - Other Services

Of the following categories, tick which describes your reason(s) for undertaking this qualification.

- ☐ 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: _____

10. RPL or Credit Transfer

Do you wish to apply for Recognition of Prior Learning?

- ☐ No
- ☐ Yes

If YES, TPSC will contact you within 5 days after receipt of enrolment to commence the process

Do you wish to apply for Credit Transfer?

- ☐ No
- ☐ Yes

If YES, please provide the original or certified copy of the Qualification(s) or Statement of Attainment(s).

For office use only: - ☐ N/A

☐ Yes, original or certified copy retained and application accepted

☐ No, original or certified copy not provided or application not accepted

11. Release and Permission to use photographic image and waiver of liability

I grant TPSC, the right to take and use images of me and my property in connection with its organisation website over the Internet and social media pages, and in publications, which may include, but not limited to posters, newsletters and newspapers, catalogues, video collages, etc.

I understand TPSC will exercise reasonable precautions to secure any distribution outside the organisation. By signing the learner declaration, it releases and forever discharges TPSC, its representatives and employees, from any and all claims and demands arising out of or in connection with the use of photographs/images, including but not limited to, any and all claims for invasion of privacy, defamation, or financial compensation.

I deny / grant permission for the use of my photographic images (circle or cross out the one of the options)

12. Certificate/Statement of Attainment

If my employer wants to distribute my completion/partial completion certificate, I grant TPSC the permission to give it to my employer to be handed out at the end of the training program.

☐ I deny permission to give my certificate or statement of attainment to my employer. I want to receive it directly from TPSC.

13. Victorian Government VET Student Enrolment Privacy Notice

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

Training Practical Solutions Consultancy is required to provide the Department with student and training activity data. This includes personal information collected in the Training Practical Solutions Consultancy enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Training Practical Solutions provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <https://www.vic.gov.au/training-data-collection>.

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 Training Practical Solutions; 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 Training Practical Solutions' Privacy Officer in the first instance by phone 0447 626 406 or email info@tpsconsultancy.com.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints go to <https://www.usi.gov.au/students>. For further information about Unique Student Identifiers, including access, correction and complaints go to <https://www.usi.gov.au/students>.

14. USI

If you do not have a Unique Student Identifier; please read the below Privacy Notice and provide the required details to allow Training Practical Solutions to apply for a USI on your behalf. From 1 January 2015 we are prevented from issuing you with a nationally recognised VET qualification or statement of attainment if you do not have a valid Unique Student Identifier (USI).

Student Identifiers Registrar's Privacy Notice

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar). You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014
- is collected by the Registrar for the purposes of:
 - > applying for, verifying and giving a USI;
 - > resolving problems with a USI; and
 - > creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - > Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for;
- the purposes of administering and auditing VET, VET providers and VET programs;
- education related policy and research purposes; and
- to assist in determining eligibility for training subsidies;
 - > VET Regulators to enable them to perform their VET regulatory functions;
 - > VET Admission Bodies for the purposes of administering VET and VET programs;
 - > current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - > schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - > the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - > researchers for education and training related research purposes;
 - > any other person or agency that may be authorised or required by law to access the information;
 - > any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law
- The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73/1300 857 536, international enquiries +61 2 6218 0994. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

15. Learner Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

- ☐ I have reviewed the Learner Handbook and have been informed about my rights and obligations.
- ☐ I have been advised payment of my course fees will be paid by my employer.
- ☐ I have been informed of the training and assessment services to be provided and the units of competency to be completed.
- ☐ I have accepted and agreed for my employer to be notified of my training progress during the term of my employment including (but not limited to) feedback and any other relevant training updates.
- ☐ I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice in section 13.
- ☐ By signing this, I declare that all answers to the above questions have been completed truthfully and to the best of my knowledge.

Learner Signature**Date**