

Please PRINT Clearly

Please PRINT Clearly

**1. Qualification(s) to be enrolled in**

Code and/or Name

**2. Personal details**

Family Name

Male  Female

Given Names

Date of Birth ( / / )

Contact No's

Mobile

E-Mail

Emergency Contact Name

Emergency Contact Number

**3. Usual residence (i.e. where do you usually live?)**

Building/property Name

Flat/unit details

Street

Suburb

State

Postcode

**4. Postal address (If different from residential address)**

Building/property Name

Flat/unit details

Details

Street

State

Postcode

**5. In which country were you born?**

Australia

Other country - please specify:

**6. Do you speak another language apart from English at home?**

No, English only

Yes, other - please specify

**7. How well do you speak English?**

Very well

Well

Not well

Not at all

**8. Are you of Aboriginal or Torres Strait Islander origin?**

Neither Aboriginal nor Torres Strait Islander

Aboriginal

Torres Strait Islander

**9. Do you consider yourself to have a disability, impairment or long-term medical condition?**

No (please go to question 10)

Yes (please specify below – tick more than one if necessary)

Acquired brain impairment

Hearing/Deaf

Intellectual

Learning

Medical condition

Mental Illness

Physical

Vision

Other

**10. What is your main reason for undertaking this course?**

- |   |  |
|---|--|
| <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"/> To get a better job or promotion           | <input type="checkbox"/> It was a requirement of my job      |
| <input type="checkbox"/> I wanted extra skills for my job           | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest or self-development  | <input type="checkbox"/> Other reasons                       |
| <input type="checkbox"/> To get skills for community/voluntary work |  |

**11. Which of the following categories best describes your current employment status?**

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time Employee                            | <input type="checkbox"/> Part-time Employee                    |
| <input type="checkbox"/> Self Employed - Not Employing Others          | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed - Unpaid Worker in a Family Business | <input type="checkbox"/> Unemployed - Seeking Full-time Work   |
| <input type="checkbox"/> Unemployed - Seeking Part-time Work           | <input type="checkbox"/> Not Employed - Not Seeking Employment |

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

- |   |  |
|---|--|
| <input type="checkbox"/> 1 – Managers                               | <input type="checkbox"/> 6 – Sales Workers                   |
| <input type="checkbox"/> 2 – Professionals                          | <input type="checkbox"/> 7 – Machinery Operators and Drivers |
| <input type="checkbox"/> 3 – Technicians and Trade Workers          | <input type="checkbox"/> 8 – Labourers                       |
| <input type="checkbox"/> 4 – Community and Personal Service Workers | <input type="checkbox"/> 9 – Other                           |
| <input type="checkbox"/> 5 – Clerical and Administrative Workers    |  |

**13. Current employer details**

Employer

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

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

**15. Secondary school details**

 Are you still at secondary school?  Yes  No

**16. What is your highest COMPLETED school level?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Never attended school     | <input type="checkbox"/> Completed Year 9 or Equivalent | <input type="checkbox"/> Completed Year 11 |
| <input type="checkbox"/> Completed year 8 or below | <input type="checkbox"/> Completed year 10              | <input type="checkbox"/> Completed year 12 |

In which year did you complete school?

Which School?

**17. Do you have a Victorian Student Number? (Only applicable for Victorian applicants only)**

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 should 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.

- 
- No
- 
- Yes, but VSN is unknown
- 
- Yes, please specify



relevant experience (i.e. work skills, knowledge, paid or unpaid work experience, life experience or community work experience). RPL could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for people who may not have access to further training. If you wish to apply for RPL, your trainer can discuss the evidence you will need to supply with your application if you wish to have your experience recognised.

 **Yes**
 **No**

## 24. Privacy statement & student declaration

### Privacy Notice

Under the *Data Provision Requirements 2012*, Horizon Training Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Horizon Training Institute for statistical, administrative, regulatory and research purposes. Horizon Training Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### Declaration:

I declare that the information provided to HTI in this application for study is to the best of my knowledge true correct and complete at the time of my enrolment/application. I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of HTI. I understand that it is my responsibility to provide all relevant and required documentation. I authorise HTI to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.

I acknowledge that I have received HTI's *Student Information Sheet* which contains information about my rights and obligations under a training program. Further, I undertake to;

- Work towards achieving the qualification described above in the most appropriate timeframe;
- Undertake any training and assessment required in accordance with the Training Plan;
- Allow photographic evidence of my activities in support of training and assessment to be taken and to be used by HTI for general publicity purposes;
- Comply with the requirements of the Training Plan signed by me, my employer (if necessary) and HTI;
- I acknowledge that I have read and been provided with a copy of the Victorian Government's VET Student Enrolment Privacy Notice.
- I acknowledge that I have been provided with a Statement of Fees prior to signing this Enrolment Application
- I acknowledge that the Enrolling Officer and I have conducted a pre-training review, and that I am comfortable with the proposed learning strategies

**Student Signature:** ..... **Date:** .....

*Please note we cannot proceed with enrolment without a signature*