



Enrolment Application Form

1

COURSE INFORMATION

Choose the course you want to apply for ▶

- CHC30113** - Certificate III in Early Childhood Education and Care
- CHC50113** - Diploma of Early Childhood Education and Care
- SIT30816** - Certificate III in Commercial Cookery
- SIT40516** - Certificate IV in Commercial Cookery
- SIT50416** - Diploma of Hospitality Management
- SIT60316** - Advanced Diploma of Hospitality Management
- CPC30211** - Certificate III in Carpentry
- CPC50210** - Diploma of Building and Construction (Building)

2

MODE OF DELIVERY

Choose the preferred mode of delivery ▶

- Face-to-Face
- Work based
- Blended
- On-site at your address
- Distance Learning

3

PERSONAL DETAILS

Title ▶ Mr. Mrs. Miss Dr. Other

Family Name ▶

Given Name(s) ▶

Gender ▶ Male Female Other Don't want to disclose

Date of Birth ▶

4

CONTACT DETAILS

Residential Add. ▶

State ▶ Post Code ▶

Postal Address (if different from above) ▶

State ▶ Post Code ▶

Telephone ▶ Mobile ▶

Email ▶

Alternative Email (Optional) ▶



Enrolment Application Form

5

EMERGENCY
CONTACT DETAILS

Name ▶

Address ▶

Telephone ▶ Relationship ▶

6

RESIDENCY & VISA
INFORMATION

Nationality ▶ Passport No. ▶

Issue Date ▶ Expiry Date ▶

Visa type ▶ Sub Class ▶
If not Australian Citizen

Expiry Date ▶ Study Rights ▶ Yes No
In Australia

Applied for Australian Permanent Residency ▶ Yes No

7

SCHOOLING

Still in School ▶ Yes No Highest School Level completed ▶

Year Completed ▶ Institute ▶

8

PREVIOUS
QUALIFICATIONS ACHIEVED

Post-Secondary ▶ Yes No Highest Qualification completed ▶

Year Completed ▶ Institute ▶

Equivalent ▶ A – Australian, E – Australian Equivalent or I – International
(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use: **1: A** – Australia, **2: E**- Australian Equivalent, **3: I** – International)

A E I	A E I
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma of Associate Diploma
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma of Associate Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree Level
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above

Please provide certified documents for the courses that you took.

9

LANGUAGE AND
CULTURAL DIVERSITY

Birth Country ▶ Australia Other, please specify

Spoken Language (at home) ▶ Other than English ▶ No Yes, please specify

English Language ▶ How well do you speak English? ▶ Very Well Well
 Not Well Not at all

Origin ▶ Aboriginal Torres Strait Islander Both



Enrolment Application Form

10

DISABILITY

Condition ▶

If you answered 'Yes', you can contact ETI for further support services available

Do you consider yourself to have a disability, impairment or long-term condition? ▶ No Yes, please indicate the areas of condition:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Learning | <input type="checkbox"/> Other |

11

EMPLOYMENT

Employment Status ▶

In following categories, which BEST describes your current employment status? ▶

- | | |
|---|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed - Employing others | <input type="checkbox"/> Self-employed - Not employing others |
| <input type="checkbox"/> Employed - Unpaid worker | <input type="checkbox"/> Unemployed - Seeking Full-time work |
| <input type="checkbox"/> Not employed - Not seeking work | <input type="checkbox"/> Unemployed - Seeking Part-time work |

If currently employed, or recently been employed ▶

Choose the classification of occupation that best describe your occupation (choose one only) ▶

- | | |
|---|--|
| <input type="checkbox"/> 1 - Manager | <input type="checkbox"/> 4 - Community & Personal Service Worker |
| <input type="checkbox"/> 2 - Professional | <input type="checkbox"/> 5 - Early Childhood Educator |
| <input type="checkbox"/> 3 - Chef | <input type="checkbox"/> 6 - Other |

12

STUDY REASON

Main Reason ▶

In following categories, which BEST describes your main reason for undertaking the course(s) with ETI? ▶

- | | |
|--|---|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get a job | <input type="checkbox"/> Want extra skills for my job |
| <input type="checkbox"/> To get better job or promotion | <input type="checkbox"/> Requirement of my job |
| <input type="checkbox"/> To get into another course | <input type="checkbox"/> For personal interest & self-development |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> Other reason (please state) |

13

RPL / CREDIT TRANSFER

Requirement ▶

Are you seeking Recognition of Prior Learning or Credit Transfer? ▶

- No Yes

If 'Yes', then please contact Admissions Department for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

14

TRANSFERRING LEARNING

Are you transferring from another education provider in Australia? ▶

- No Yes.

Are you currently enrolled in an institute? ▶ No Yes. If 'Yes', then please provide the name of institute:

15

USI

Unique Student Identifier ▶

Have you applied for Unique Student Identifier (USI) before? ▶

- Yes No

If 'Yes', please provide your USI

If 'No', you can visit <https://www.usi.gov.au/> to create USI. Once created, please provide the same to Admissions department. If you want ETI to create USI on your behalf, please contact Admissions department.



Enrolment Application Form

16

VSN

Victorian Student Number ▶

Have you got VSN?

- Yes No

If 'Yes', please provide your VSN

A Victorian Student Number (VSN) will be allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.

17

VICTORIAN STUDY

Victorian State Education ▶

Have you attended any Victorian school since 2009 or done any training with a VET registered training organisation or an Adult and Community Education provider in Victoria since 2011?

Yes, I have attended a Victorian school since 2009 (most recent Victorian school attended):

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

And / Or

Yes, I have participated in training at a TAFE or other training organisation in Victoria since the beginning of 2011. List the most recent training organisations.

18

DOCUMENTATION

Required Documents ▶

Please provide the following documentation if you believe you are eligible to access Skills First Program, Victorian Government funding (must provide a clear copy).

Australian citizen / Permanent Resident / New Zealand citizen	ID Documents	Concessional (if Applicable)
<ul style="list-style-type: none"> Green Medicare Card Australian Birth Certificate New Zealand passport New Zealand Certificate of Status Permanent Residency Visa Special Category visa Temporary Residence on a pathway to permanent residency – official letter 	<ul style="list-style-type: none"> Driver's license (Front and Back) Rates/Utility bills Vehicle Registration Certificate Official mail from a bank or ATO or Centrelink 	<ul style="list-style-type: none"> Health Care Card Pensioner Card Official Form – Confirming a person is a dependent/partner of concession cardholder and is named on the card Aboriginal or Torres Strait Islander Has a disability; and Adult Prisoner (HLS)

Valid Concession Card ▶

Do you have a valid Concession Card?

No

Yes, please indicate below:

Healthcare Card

Pensioner Concession Card

Veteran's Gold Card

Other proof as per the above Concessional list



Enrolment Application Form

19

FEE STATEMENT

Fee for Service ▶ Contact Elite Training Institute for current Full Fee / Fee for Service and Material fees.

Skills First Program ▶

Tuition fees for eligible students under the Skills First Program funding:

Course	Concession	Non Concession
CHC30113 - Certificate III in Early Childhood Education and Care	\$14.00*	\$70.00*
CHC50113 - Diploma of Early Childhood Education and Care	\$70.00*	\$70.00*

* \$115 is in Resource Fee in addition to fee mentioned above.

20

FEE PAYMENT

Payment Method ▶ Cash Direct Deposit in ETI's Bank Account Credit Card

Bank Details ▶

Bank	Westpac Banking Corporation
BSB	033 073
Account Number	445 458
Account Name	Elite Training Institute Pty. Ltd.

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

Credit Card ▶ I give permission for fee to be charged to my Credit Card for the selected course.

Visa Card Master Card Card Expiry date

Card Number

Card Identification Number (last 3 digits located on back

Amount to be charged

Card Holder's Name

Card Holder's Signature

21

POLICIES & PROCEDURES

Policies & Procedures access ▶ Refer to following ETI's policies and procedures which can be accessed through ETI's website or by contacting ETI's staff:

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

ENROLMENT DECLARATION (For every Prospective Student to sign)

Student Privacy Information

Elite Training Institute (ETI) is required to provide both State and Commonwealth Government, with student and training activity data which may include information you provide in this enrolment application form. Information is required to be provided for statistical purposes and in accordance with Information and Privacy Policy. The Education and Training Reform Act 2006, the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth) require DET and Elite Training Institute to collect and disclose student personal information for a number of purposes including the allocating a Victorian Student Number and updating student personal information on the Victorian Student Register and Commonwealth's Unique Student Identifier (USI). For more information in relation to how student information may be used or disclosed, please refer to Elite Training Institute's Personal Information & Privacy Policy and Procedure. (<http://eti.edu.au/>) or contact Elite Training Institute on 03 90880255.

Privacy Notice

Under the Data Provision Requirements 2012, ETI 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 and your training activity data) may be used or disclosed by ETI for statistical, regulatory and research purposes. ETI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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 have conducted a pre-training review in which I have discussed all my training options including RPL and CT with Elite Training Institute and that the elected course/s is the appropriate training option for me.
- I confirm and accept Elite Training Institute's recommended learning pathway as my training program.
- I have read and understood Elite Training Institute's Personal Information & Privacy Policy Procedure.
- I have been provided with information about/and access to Elite Training Institute's Student Handbook, course training plan and schedule, assessment due dates and a current Statement of Fees.
- I have been informed of my rights and obligations as a student with Elite Training Institute, and agree to abide by all rules and regulations of Elite Training Institute. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Elite Training Institute can withhold my academic results until my debt is fully paid and any property belonging to Elite Training Institute has been returned.
- I authorise Elite Training Institute, in the event of illness or accident during any organized 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.
-



Enrolment Application Form

(Optional) I hereby give my permission to Elite Training Institute to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Elite Training Institute. I understand that:

- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
- The above permission will apply for three years from the date of signing this form.
- I will not receive any compensation or payment for the above.
- Once my personal information has been published on the internet, Elite Training Institute has no control over its subsequent use and disclosure.

A student's USI may be used for specific VET purposes including the verification of student data provided by ETI, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.

I agree to the Fee Refund Policy and Procedure.

I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.

I have completed the language literacy and numeracy indicator tool, or been given the opportunity to.

I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.

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.

I have read and understood ETI's Statement of Fees.

I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

Applicant's Name

Applicant's Signature

Date



STUDENT DECLARATION

(For Prospective Students accessing Skills First Program, Victorian Government Funding)

Citizenship Status

I am an:

- An Australian Citizen;
- Holder of a permanent Visa; or
- A New Zealand Citizen.

Note you will be required to provide an original of one of the following documents:

- An Australian Birth Certificate (not Birth Extract);
- A current Australian Passport;
- A current New Zealand Passport;
- A naturalisation certificate;
- A current green Medicare Card; or
- Formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence.

If and the document produced from the list above does not include your date of birth, you will also need to provide:

- A current drivers licence; or
- A current learner permit; or
- A Proof of Age card; or
- A 'Keypass' card.

Education History

Q1. The highest qualification I have completed is:

(Include full title of qualification, e.g. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government funded courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

- 0 1 2 3 4+

Q3. Not including the course/s you are seeking to enrol in now, how many other government funded courses are you undertaking training in at the moment?

- 0 1 2 3 4+

Q4. In your lifetime, how many government funded courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

- 0 1 2 3 4+

Concession Eligibility

I wish to apply for a fee concession on the following basis:

- I hold or am a dependent of a person who holds a Health Care Card issued by the Commonwealth;
- I hold or am a dependent of a person who holds a Pensioner Concession Card; or
- I hold or am a dependent of a person who holds a Veteran's Gold Card; or
- I self-identify as being of Aboriginal or Torres Strait Islander descent.

Note that you will be required to provide evidence of the relevant government concession card.

- For enrolments in courses at the Certificate IV level and below, the concession fee is 20 per cent of Elite Training Institute (ETI) published standard tuition fee, being the fee that ETI charges a non-concession government subsidised participant in the same course at that time.
- There is no concession applicable for ETI courses at Diploma level and above.

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

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

ETI provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

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 XYZ RTO; 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.

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 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 ETI's in the first instance by phone 03 90880255 or email info@eti.edu.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

Student Declaration

I , in seeking to enrol in
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

I AM enrolled in a school, including government, non-government, independent, Catholic or home school.

or

I AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school.

I AM enrolled in the Commonwealth Government's Skills for Education and Employment program.

or

I AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program.

I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Skills First Program.

I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

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

Applicant's Signature

Date

SKILLS FIRST PROGRAM - EVIDENCE OF STUDENT ELIGIBILITY
(To be completed by an authorised delegate of Elite Training Institute)

Evidence of citizenship/residency and age

I confirm that in relation to

(Student's full name)

I have sighted: an original; or a certified copy; or I have verified through use of a document verification service (where it is possible to do so) one of the following:

- an Australian Birth Certificate (not Birth Extract)
- a current New Zealand Passport
- a current green Medicare Card
- a proxy declaration for individuals in exceptional circumstances as per Clauses 2.16 – 2.20 of 2018 Guidelines about Determining Student Eligibility and Supporting Evidence for Skills First Program by Department of Education and Training
- formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence
- a current Australian Passport
- a naturalisation certificate
- an Australian citizenship by descent extract

OR if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 17 of Schedule 1 of the VET Funding Contract, I have sighted:

- a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross, or
- for TAFE Institutes and Learn Locals organisations only, an electronic or printed record demonstrating that the student holds a current valid Bridging Visa Class E (BVE), Safe Haven Enterprise Visa (SHEV) or Temporary Protection Visa (TPV) as verified via the Commonwealth's Visa Entitlement Verification Online (VEVO).

AND I have retained:

- a copy of the original or certified copy, or
- the certified copy, or
- secure login access to the administrative function of a document verification service whereby a record can be viewed or extracted that confirms that the individual's name and date of birth were verified to match a valid document number;

AND if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth, I have also sighted and retained a copy of:

- a current drivers licence, or
- a current learner permit, or
- a Proof of Age card, or
- a 'Keypass' card

NB: ETI must retain a copy of all documentation used in this section.

Number of courses student is currently eligible for: 1 2

Training Provider declaration

Based on discussion with the student, the above evidence I have sighted (and retained a copy of), and the information provided to me by the student in STUDENT DECLARATION of this form, I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the following qualification/s.

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract and as specified in Section 3.2 of the Guidelines About Determining Student Eligibility and Supporting Evidence:

(Include full title(s) of qualification(s) in which the student is seeking to enrol)



Authorised Training Provider delegate:

Name:

Position:

Signed:

Date:

Notes: Use this section to record additional, relevant eligibility information, including information used by ETI to verify the individual's eligibility that is not captured in sections above.

FOR OFFICE USE ONLY

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, and Numeracy assistance required to achieve workplace competency?

Yes No

Review deems proposed assessment instruments, learning material and strategies as appropriate.

Yes No

Review deems proposed assessment instruments, learning material and strategies require adjustment. Additional language, literacy or numeracy support will be required.

Yes No

What is applicant's capacity to benefit?

Poor Fair Good Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)

Yes No

Based on the information provided in the Pre-training review I believe the course selected is suitable for the learner.

Yes No

- I have assessed this applicant;
- I find that the applicant is competent in language, literacy and numeracy.
- I find that the applicant is not competent in language, literacy and numeracy.

Comments if any:

Document Checklist

- Proof of Australian citizenship/residency status or New Zealand citizenship
- Photo identification
- Proof of residential address
- Proof of age, if no Australian Driving License
- Enrolment Application Form filled and signed

For ETI Official

Date Received:

Date Approved:

Approved by:

Signature: