



**ENROLMENT FORM - Fee For-Service**

LVTAC STUDENT ID	V -	FFS Invoice No:	Paid YES / NO
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**PLEASE PRINT CLEARLY** Information completed on this Enrolment form is used for reporting and qualification issuance.

Fee for Service	Do you wish to apply for
Course _____ <input type="checkbox"/> Assessment Only <input type="checkbox"/> Skills Ob Completed <input type="checkbox"/> Training required	<input type="checkbox"/> Credit Transfer <input type="checkbox"/> Recognition for Learning (RPL)

**PERSONAL DETAILS (As printed on one of your Identifications)**

Given Name:	Middle Name:	Surname:
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Date of Birth: / /	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Intersex/Unspecified
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Contact Phone No:	Email:
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Town/City of Birth:	(Your town of birth must be provided to align a USI to you. Please write clearly)
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Residential Address: No:	Street:
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Suburb/Town:	State:	Postcode:
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Postal address (leave blank if same as residential)

Address/PO BOX		
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Suburb/Town	State:	Postcode:
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Emergency Contact Name:	Relationship:	Phone No:
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<b>Drivers licence: To verify your USI, we need to have your details exactly the same as your driver's licence.</b> 	Drivers licence No:  State of issue:
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In accordance with section 11 of the Student Identifiers Act 2014, LVTAC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

**USI – Unique Student Identifier** A USI is needed to issue a National VET Qualification (Leave blank if no known)

USI										
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**Victorian Student Number** Only complete if 25 years and under (Leave blank if unknown)

VSN										
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**Payment Details ( Only complete if your Employer is paying on your Behalf**

Company /Employer Name:		
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Address:	Postcode:	Company Email:
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Current or Recent Occupation (tick one box)	Industry of your current or previous Employer (Tick one box)
<input type="checkbox"/> Managers <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Community and Personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers <input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers <input type="checkbox"/> Other <input type="checkbox"/> No previous Employment	<input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Information Media and telecommunications <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Arts and Recreational Services <input type="checkbox"/> Education and Training <input type="checkbox"/> Other Services <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Accommodation and Feed Services <input type="checkbox"/> Administration and Support Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Rental, Hiring and Real Estate Service



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<b>In which country were you born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify <hr/>	<b>Are you Aboriginal or Torres Strait Islander origin?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
<b>Do you speak a Language other than English at home?</b> <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, other – Please specify <hr/>	<b>How well do you speak English? If not born in Australia</b> <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>Do you consider yourself to have a disability, impairment or long term condition? You may indicate more than one box</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other <p>If you ticked Yes, you will need to provide further information on your condition. This will enable an assessment to be made on your ability to successfully complete the course and any special assistance you may need.</p>	<b>Secondary School level completed. Tick ONE box only</b> <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 <hr/> <b>In which Year did you complete that school level and where?</b> Year Completed: _____ School Attended: _____ <hr/> <b>Are you still attending school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you successfully COMPLETED any of the following qualifications?</b> <b>A E I</b> (A - Australian qualification, E - Australian Equivalent, I – International) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <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 other than the above	<b>Current Employment status</b> <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
<b>Your main reason for undertaking this course (Tick one box)</b> <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	<b>Do you Currently hold a concession/health care card?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Customer Reference No: <hr/> Card Expiry Date:     /     /



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### TRAINING GUARANTEE

Latrobe Valley Training and Assessment Centre agrees to deliver the program you are enrolling in. Latrobe Valley Training and Assessment Centre will ensure that all necessary training resources required to complete the course you have enrolled in will be in place prior to your commencement to enable you to complete the full program.

### 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).

### COLLECTION OF YOUR DATA

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

LVTAC 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 LVTAC; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Under the *Data Provision Requirements 2012*, LVTAC 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 LVTAC for statistical, administrative, regulatory and research purposes. LVTAC 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))

### 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 LVTAC's Privacy Officer in person at LVTAC reception or via phone on 51766484 or via email on [ltac@bigpond.com](mailto:ltac@bigpond.com)

### 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>



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

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>, and NCVET policies, procedures and protocols published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)

### Application for Unique Student Identifier (USI)

I give consent to LVTAC to apply for a USI on my behalf and authorise them to do so and declare that I have received and read a copy of the USI Privacy Notice.

**Student signature:** \_\_\_\_\_

### Declaration: I acknowledge that:

I declare that the information contained on this form is true and correct.

I have read and the above Privacy Notice and authorise LVTAC to release information regarding my enrolment to comply with reporting requirements.

I have accessed LVTAC website [www.lvtac.com.au](http://www.lvtac.com.au) to read / download Student handbook/Code of Practice or call into Office to receive hardcopy. I hereby agree to pay all fees and charges payable to and arising from my enrolment and to abide by the 'Fees and Charges' policy and procedure of LVTAC.

I understand ALL fees and charges that may be applied to me and the circumstances in which they apply. Arrangements must be made to pay all fees and charges applicable to this enrolment.

There is no refund on commercial (fee-for-service) if I withdraw or do not attend.

My participation in this course is subject to the right of LVTAC to cancel or amalgamate courses or classes; I agree to abide by all rules and I confirm that I have been informed about recognition of prior learning (RPL) and credit transfer options at LVTAC and also about support services that I can access while I am an enrolled student.

I authorise LVTAC or its agent, in the event of illness or accident during any LVTAC 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 understand the conditions of enrolment and acknowledge policies and procedures regarding fees, attendance, and supervision and off site training.

### Cheating / Plagiarism

As a LVTAC student I declare that I will:

- Undertake studies with honesty and integrity
- Insure that my work is in no way falsify
- Insure that work submitted is my own
- Take reasonable steps to make sure other students cannot copy or misuse my work

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Parent/ Guardian Consent of Enrolment;

Please note that for legal reasons this form must be completed and signed by a parent or guardian before a student under the age of 18 can enrol and undertake training. I have read and understood the requirements of the training organisation and give my consent to allow \_\_\_\_\_ to enrol and complete training and assessment.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_



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**Language, Literacy and Numeracy Pre-Training Activity**

Name:	
Date:	

***Directions to the Applicant:***

This activity must be completed in the presence of an RTO Representative and must be completed on your own. The result of activity below will be assessed by an RTO Representative. If your results are not to the satisfactory requirement to gain entry to the course, the RTO Representative will speak to you about assistance that you may be able to access.

**LLN Activity**

***Question 1***

**In a short response provide an explanation the benefits of undertaking this course.**

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***Question 2***

**Peter's study aspirations are outlined below. You are required to read the following and answer the questions.**

Peter completed school at the age of seventeen and wanted a job that would allow him to work in many outdoors. Peter is now nineteen years of age and is considering a career in the forestry industry. Peter prides himself on being naturally strong and is interested in the environment. He loves to be amongst nature and to help his family and friends with home projects that involve using chainsaws. He is looking at gaining the appropriate training to ensure he can obtain a qualification in Harvesting and Haulage. He wants to attend a 2-year course.

- a. **How old is Peter now?**
- b. **How old was Peter when he left school?**
- c. **What does Peter like to do for his friends and family?**
- d. **What is the duration of the course Peter wants to attend?**

***Question 3***

**It takes 2 ½ hours to type a 7-page report. It takes 1¼ hours to photocopy the 11 copies of the report.**

**How long did it take to complete the report? (Tick appropriate box)**

- 4 Hours  
 3 Hours and 45 minutes  
 2 Hours and 30 minutes



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**Question 4**

If I bought 3 bottles of water at \$2.50 each, how much change would I expect from the following amounts? (Tick appropriate box for each amount)

- \$10.00:  
 \$7.50  
 \$6.50  
 \$2.50

- \$50.00:  
 \$47.50  
 \$42.50  
 \$35.00

**Question 5**

If there is currently \$139.50 petty cash in the tin how much do I need to withdraw from the bank to make \$200.00 in the tin? (tick appropriate box)

- \$60.50  
 \$67.50  
 \$63.50

**Question 6**

If a 90ml drink has 2 parts milk and 1 part chocolate topping, how many mls of milk and chocolate topping is that? (tick appropriate box)

- 60 mls chocolate topping, 30 mls milk  
 60 mls milk, 30 mls chocolate topping  
 50 mls chocolate topping, 40 mls milk  
 50 mls milk, 40 mls chocolate topping

**Question 7**

Tick which option would cost less:

- 4 earplugs at \$3.50 each     3 earplugs at \$5.00 each

**Question 8**

If 1kg of cheese costs \$22.00, how much would 500gms cost? (tick appropriate box)

- \$5.50  
 \$11.00  
 \$7.50

**Question 9**

You and your 6 friends go out for lunch. The lunch cost \$150.00 in total. You need to split this cost between 6 people. How much does each person need to pay? (tick appropriate box)

- \$30                       \$25                       \$20



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**Question 10**

**Your pay rate is \$20 per hour. This week you worked the following hours:**

Monday 1pm - 4pm  
Tuesday 9am - 2pm  
Wednesday Nil  
Thursday 10am - 5pm  
Friday Nil

**How much will you receive in pay for the week? (tick appropriate box)**

- \$280       \$340       \$300

**Question 11**

**You start work at 10am in the morning. Your supervisor tells you on your arrival that your ½ hour lunch break will be in 3 ½ hours. What time will your lunch break start? (Tick appropriate box)**

- 2pm       2.30pm       1.30pm

**Question 12**

**A Site Safety Store is having a sale, and you want to buy the cheapest steel capped shoes available. Which steel capped shoes are the cheapest to buy after the reduction? (tick appropriate box)**

- Steel Capped Shoe 1- 15% off the RRP of \$100  
 Steel Capped Shoe 2- RRP \$100, during the sale the price will be reduced by \$10  
 Steel Capped Shoe 3- on sale with 1/3 off the RRP of \$120

**RTO Representative Section:**

Instructions: Mark the applicant's answers using the associated LLN Activity Answer Sheet.

Note the results here:

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RTO Representative Name:	
RTO Representative Signature:	
Date:	