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| **Application for Enrolment** | | |
| The Qualification are enrolling into? | AHC31421 Certificate III in Conservation and Ecosystem Management  AHC21024 Certificate II in Conservation and Ecosystem Management  AHCSS00074 Agricultural Chemical Skill Set Level III  Other: | |
| Proposed Start date: |  | |
| Have you ever studied with The Hub of Learning Pty Ltd before? | | Yes  No |
| Do you wish to apply for **Credit Transfer?**  *If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form* | | Yes No  Maybe - I’d like more information |
| Do you wish to apply for **Recognition of Prior Learning?**  *If you indicate YES, you will be contacted to discuss this further* | | Yes No  Maybe - I’d like more information |

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| **Personal Details** | | | | |
| **1.** **Enter your full name** *Please write the full name associated to your Unique Student Identifier (USI), including any middle names* | | | | |
| Surname: |  | | | |
| Given names: |  | | | |
| **2.** Date of Birth | DD/MM/YYYY: | | | |
| **3.** Gender  *(Tick ONE box only)* | Male  Female  Other | | | |
| **4.** **Enter your contact details** | | | | |
| Home phone: |  | | Work phone: |  |
| Mobile: |  | | | |
| Email address: |  | | | |
| Alternative email address *(optional)* |  | | | |
| **5.** **Residential Address**  *Please provide the physical address (street number and name 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* | | | | |
| Building/ property name |  | | | |
| Flat/unit details: |  | Street or Lot Number: | |  |
| Street name: |  | | | |
| Suburb, locality or town: |  | | | |
| State/territory: |  | | Postcode: |  |
| **6.** **Postal Address** *(if different from above)* | | | | |
| Building/ property name: |  | | | |
| Flat/unit details: |  | Street or Lot Number: | |  |
| Street name: |  | | | |
| Suburb, locality or town: |  | | | |
| State/Territory: |  | | Postcode: |  |

The Hub for Learning Pty Ltd | RTOID: 45630

Ground Floor, Front Office, 6 Wedgewood Road, Hallam VIC 3803 | 03 0970 1111 | [info@thehubforlearning.com.au](mailto:info@thehubforlearning.com.au)

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| **Language and cultural diversity** | |
| **7.** **In which country were you born?** | Australia  Other, please specify: |
| **8.** **Do you speak a language other than English at home?** | No, English only  Yes, other, please specify: |
| **9.** **Are you of Aboriginal or Torres Strait Islander origin?** *For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes* | No  Yes, Aboriginal  Yes, Torres Strait Islander |

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| **Employment** | | |
| **10.** **Of the following categories, which BEST describes your current employment status?** | | |
| Full-time employee | Part-time employee | Self-employed – not employing others |
| Self-employed – employing others | Employed – unpaid worker in a family business | Unemployed – seeking full-time work |
| Unemployed – seeking part-time work | Not employed – not seeking employment |  |

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| **Employer Details** *– if undertaking any training in the workplace* | | | | | | |
| Employer’s legal name: | |  | | | | |
| Your position: | |  | | | | |
| Business address: | |  | | | | |
|  | | | | | Postcode: |  |
| Phone: |  | | Email: |  | | |
| Supervisor: |  | | Position: |  | | |

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| **Schooling** | | | | |
| **11.** **Are you still enrolled in secondary or senior secondary education?** | | | | Yes No |
| **12.** **What is your highest COMPLETED school level** *(tick one box only)*  If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9 | | | | |
| Year 12 or equivalent | Year 11 or equivalent | | Year 10 or equivalent | |
| Year 9 or equivalent | Year 8 or below | | Never attended school | |
| **13.** **What year did you finish studying at Secondary School?** | |  | | |

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| **Disability** | | | |
| **14.** **Do you consider yourself to have a disability, impairment, or long-term condition?** | | Yes No – *go to question 16* | |
| **15.** **If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:** *You may indicate more than one area) Please refer to the Disability supplement at the back of this form for an explanation of the following disabilities* | | | |
| Hearing/deaf | Physical | | Intellectual |
| Learning | Mental Illness | | Acquired brain impairment |
| Vision | Medical Condition | | Other |

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| **Previous qualifications achieved** | | | | |
| **15.** **Have you SUCCESSFULLY completed any of the qualifications listed in question 16?** | | | Yes – *indicate below Question 16*  No – *Go to Question 17* | |
| 1. **If yes, tick ANY applicable boxes**   Please indicate one of these Prior Education Achievement Recognition Identifiers any applicable qualification level: A – Australian E– Australian equivalent I – International  **International Note**: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:   * 1. A – Australian   2. E– Australian equivalent   3. I – International | | | | |
| A/E/I | Bachelor degree or higher degree | A/E/I | | Certificate III (or trade certificate) |
| A/E/I | Advanced diploma or associate degree | A/E/I | | Certificate II |
| A/E/I | Diploma (or associate diploma) | A/E/I | | Certificate I |
| A/E/I | Certificate IV (or advanced certificate/technician) | A/E/I | | Other education (including certificates or overseas  qualifications not listed above) |
| **17.** **What was your field of study?** *For example Horticulture* | | |  | |

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| **Victorian Student Number** *To be completed by all Victorian students aged up to 24 years* | | | | | | | | | | | | | | | |
| A Victorian Student Number (VSN) is 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 | | | | | | | | | | | | | | | |
| 1. **Enter your Victorian Student Number (VSN)** | | |  |  |  |  | |  | | |  | |  |  |  |
| 1. **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?** | | | | | | | | | | | | | | | |
| No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011 | | | | | | | | | | | | | | | |
| Yes - I have attended a Victorian school since  2009 | | Most recent Victorian school attended: | | | | | |  |  | |  |  |  |  |  |
| 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)* | | | | | | | | | | | | | |
| 1 |  |  |  |  | |  |  | |  |  |  |  |  |
|  | | 2 | | | | | | | | | | | | | |
| **Unique Student Identifier (USI)** | | | | | | | | | | | | | | | |
| From 1 January 2015, The Hub for Learning Pty Ltd cannot issue you with a nationally recognised VET qualification or statement of attainment 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://wwwusigovau/create-your-USI/](http://www.usi.gov.au/create-your-USI/) on computer or mobile device | | | | | | | | | | | | | | | |
| **22. Enter your unique student identifier** | |  |  |  |  |  | |  | | |  | |  |  |  |
| **USI APPLICATION DECLARATION**  I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at [http://wwwusigovau/Training-Organisations/Pages/Privacy-Noticeaspx](http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx) | | | | | | | | | | | | | | | |
| Student Signature: |  | | | | | | Date: | | | / / | | | | | |
| Student Name: |  | | | | | | | | | | | | | | |

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| **Next of kin/emergency contact** | | | | | | |
| **These are people that The Hub for Learning Pty Ltd may need to contact in an emergency during your participation in training Please**  **ensure that the people named are aware tha.t they have been nominated as emergency contacts and agree to their details being provided to The Hub for Learning Pty Ltd.** | | | | | | |
| Name: |  | | | Relationship to you: | |  |
| Address: |  | | | | | |
| Home phone: | | ( ) | | Work: | ( ) | |
| Mobile: | |  | | Email: |  | |
| **Study reason** | | | | | | |
| **19.** **Of the following categories, select the one which BEST describes your main reason for undertaking this**  **course/traineeship/apprenticeship?** *(Tick one box only)* | | | | | | |
| To get a job | | | It was a requirement of my job | | | |
| To develop my existing business | | | I wanted extra skills for my job | | | |
| To start my own business | | | To get into another course of study | | | |
| To try for a different career | | | For personal interest or self-development | | | |
| To get a better job or promotion | | | To get skills for community/voluntary work | | | |
| Other reasons | | |  | | | |

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| **STUDENT DECLARATION AND CONSENT**  I acknowledge that I have read the Victorian Government’s VET Student Enrolment Privacy Notice *(Below).* | | | |
| Student Signature: |  | Date: | / / |

PRIVACY NOTICE

Under the Data Provision Requirements 2012, The Hub for Learning Pty Ltd 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 The Hub for Learning Pty Ltd for statistical, administrative, regulatory and research purposes The Hub for Learning Pty Ltd may disclose your personal information for these purposes to third parties, including: 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 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor or other authorised agencies 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)](http://www.ncver.edu.au/).

# 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

***The Hub for Learning*** Pty Ltd is required to provide the Department with student and training activity data. This includes personal information collected in the ***The Hub for Learning*** Pty Ltd enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth’s Unique Student Identifier (USI).

***The Hub for Learning*** Pty Ltd 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.](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 ***The Hub for Learning*** Pty Ltd; 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, ***The Hub for Learning*** Pty Ltd’s registering body, Australian Skills Quality Authority (ASQA) or a Department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. 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 ***The Hub for Learning*** Pty Ltd’s Privacy Officer in the first instance by writing to <RTO Email>.

# 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.](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.](http://www.usi.gov.au/Students/Pages/student-privacy.aspx)

**DISABILITY SUPPLEMENT**

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses

**‘11 — Hearing/deaf’**

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language

**‘12 — Physical’**

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome

**‘13 — Intellectual’**

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18 It may result from infection before or after birth, trauma during birth, or illness

**‘14 — Learning’**

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability

**‘15 — Mental illness’**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning

**‘16 — Acquired brain impairment’**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment

**‘17 — Vision’**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness This may be present from birth or acquired as a result of disease, illness or injury

**‘18 — Medical condition’**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes

**‘19 — Other’**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination Autism spectrum disorders are reported under this category