



# Enrolment and Pre-training Review Pack

## 2016

# Skills For Victoria

**Melbourne Training Centre**

Level 6 | 250 Collins Street Melbourne 3000 Victoria | T 03 9654 3000 | F 03 9639 5600 | Email: [info@itfe.edu.au](mailto:info@itfe.edu.au) | Website: [www.itfe.edu.au](http://www.itfe.edu.au)

**North Melbourne Training Centre**

112 Peel Street North Melbourne 3051 Victoria | T 03 9329 9960 | F 03 9329 9963 | Email: [info@itfe.edu.au](mailto:info@itfe.edu.au) | Website: [www.itfe.edu.au](http://www.itfe.edu.au)

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## Instructions

1. Check your eligibility and sign a declaration.
2. Read the refund policy.
3. Complete the Pre Training Review pack for the course. If you are applying for Recognition of Prior Learning and /or Credit Transfer please provide copies of supporting academic records and relevant employment experience.
4. Attach copies of relevant proof of identification. (*must include photo ID AND Proof of Citizenship/Permanent Residency*)
5. Please fax 03 9639 5600, email [careeradvisorsvic@itfe.edu.au](mailto:careeradvisorsvic@itfe.edu.au), post or hand deliver to Level 6, 250 Collins Street, Melbourne VIC 3000 this completed Enrolment and Pre-training review pack and supporting documents. Once we receive your application we will assess application and coordinate a selection interview prior to your acceptance into the course.

### Referral Details

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_



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## Privacy Statement

### Student enrolment privacy notice

I, \_\_\_\_\_  
(Please print your full name)

#### **Understand that:**

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

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

iTFE 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 iTFE; 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 iTFE's Privacy Officer in the first instance by phone (03) 9654 3000 or email [info@itfe.edu.au](mailto:info@itfe.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>.

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

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# 1. Check Your Eligibility\*!

*Question 1:* Are you an Australian Citizen, Australian Permanent Resident or New Zealand Citizen?

- YES, go to question 2.
- NO then you are not eligible.

*Question 2:* Are you currently enrolled in a secondary school?

- YES, then you are not eligible
- NO, go to question 3.

*Question 3:* Are you 17 years of age or over?

- YES, go to questions 5
- NO, go to question 4.

*Question 4:* Do you have Transition from School Form authorising an exception from school enrolment?

- YES, go to question 5.
- NO, please contact iTFE Career Advisor to check your eligibility.

*Question 5:* Do you hold an Australian qualification at the same level, or higher than the qualification you are seeking to enrol in?

- YES, go to question 6.
- NO, then you are eligible for a government funded training place.

*Question 6:* Are you under 20 years of age or younger on 1 January in the year in which the course commences?

- YES, then you are eligible for a government funded training place.
- NO, please contact iTFE Career Advisor to check your eligibility.

\*Eligibility Guide 2016

If you were under 20 years of age on 1st January 2016, and are an Australian citizen, Australian permanent resident, or New Zealand Citizen (please enquire for more details), you are eligible for government funding.

If you were over 20 years of age on 1st January 2016, your highest completed qualification must be lower than the qualification you wish to enrol in. You must also be an Australian citizen, Australian permanent resident, or New Zealand Citizen (please enquire for more details), to be eligible for government funding.

Other applicable eligibility requirements for all applications for government funding are as follows:

Must not be enrolled in a secondary school or college; and

Must not have commenced or be scheduled to commence in more than two Victorian Government subsidised courses in 2016 (excluding courses in the Foundation Skills Category); and

Must not be currently enrolled in two or more Victorian Government subsidised courses (excluding courses in the Foundation Skills Category).

Commence a maximum of two government subsidised courses at the same level within the Australian Qualification Framework (AQF) in their lifetime

Accessing your Victorian Training Guarantee entitlement may impact your access to further government subsidised training. For more information please contact iTFE Career Advisor on 1300 659 557.



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## 2. Student Eligibility and Declaration 2016

Section A – To be completed by the student

### Education history

Q1. The highest qualification I currently hold is:

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*(include full title of qualification, eg. Certificate III in Aged Care, Year 11)*

Q2. Not including the course/ s you are seeking to enrol in now, how many other government subsidised 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+      *(circle number)*

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

0      1      2      3      4+      *(circle number)*

Q4. In your life time, how many government subsidised 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+      *(circle number)*

Section B

### Student declaration

\_\_\_\_\_, am seeking to enrol in  
*(Student's full name)*

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

**declare the following to be true and accurate statements:**

- a. **I AM/ AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school. **(circle appropriate response)**
- b. **I AM/ AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program. **(circle appropriate response)**
- c. I understand that my enrolment in the above qualification/s is being subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.
- d. 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## Section 2: Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed - unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed - seeking full-time work           |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Unemployed - seeking part-time work           |
| <input type="checkbox"/> Employer                             | <input type="checkbox"/> Not employed - not seeking employment         |

## Section 3: Country of Birth

In which country were you born?  Australia  Other - please specify

In which town/city were you born?

## Section 4: Secondary Educational Experience

Are you still attending secondary school?  Yes  No

What is your highest COMPLETED school level? (Tick ONE box only.)

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

In which YEAR did you complete that school level?

## Section 5: Aboriginal or Torres Strait Islander

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

|                             |  |  |
|-----------------------------|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Aboriginal | <input type="checkbox"/> Yes, Torres Strait Islander |
|-----------------------------|--|--|

## Section 6: Languages

Do you speak a language other than English at home?  No, English Only  Yes, other - Please specify

If **more than one language**, indicate the one that is spoken most often

How well do you speak English?  Very Well  Well  Not Well  Not at All

## Section 7: Disability

Do you consider yourself to have a disability, impairment or long-term condition?  No  Yes

If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate **more than one** area.)

|                                       |                                       |  |  |
|---------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Mental illness            | <input type="checkbox"/> Vision            |
| <input type="checkbox"/> Physical     | <input type="checkbox"/> Learning     | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Other _____  |                                       |  |  |

Provide details of any special arrangement or assistance required to participate in the course

## Section 8: Previous Qualification achieved

Have you **SUCCESSFULLY** completed any of the following qualifications? (If **No** - Ignore the next question)  Yes  No

|  | <b>A</b>                 | <b>E</b>                 | <b>I</b>                 |   |
|--|--------------------------|--------------------------|--------------------------|---|
| If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.  | <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                |
| <b>A - Australian;</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Diploma (or Associate Diploma)                      |
| <b>E - Australian equivalent;</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate IV (or Advanced Certificate/Technician) |
| <b>I - International;</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate III (or Trade Certificate)              |
| 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: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate II                                      |
| 1. A - Australian  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate I                                       |
| 2. E - Australian equivalent   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificates other than the above                   |
| 3. I - International   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |



## Section 9: Unique Student Identifier (USI)

A **Unique Student Identifier (USI)** is a reference number made up of numbers that gives you access to your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications. Under legislation from 1<sup>st</sup> January 2015, Institute of Training and Further Education will be unable to issue a statement of attainment or qualification unless we have a verified USI attached to the student record. For more information please ask any of our Student Service Staff or visit the USI website: [www.usi.gov.au](http://www.usi.gov.au)

In collecting your personal information and providing it to the USI Registry for the verification and creation of USI, Institute of Training and Further Education recognises the importance of protecting your privacy and personal information. Institute of Training and Further Education as per our Privacy Policy is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information. We respect your rights to privacy under the privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

### How to apply for a USI?

1. You can apply online at [www.usi.gov.au](http://www.usi.gov.au) you must then provide your USI to Institute of Training and Further Education.  
**OR**
2. Institute of Training and Further Education can apply for an USI on your behalf using web services which connects our student management system with the USI Registry System.

Already have an USI? Please provide your USI

### Authorisation to verify your USI:

I hereby authorise Institute of Training and Further Education to verify the provided USI on my behalf.

If you don't have a USI and would like Institute of Training and Further Education to apply for a USI on your behalf, please complete the details and authorisation below.

*(Personal and Contact details, your DOB, gender, details of the proof of ID and/ or country of birth to complete the USI application to be taken from the information you already provided to ITFE)*

### Identification

Please chose one (1) form of identification and complete the details on the next page for the relevant form of ID.

- Australian Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi - Card

**Note:** Original ID must be sighted and a clear readable copy provided when returning this form. Fill in the details of your chosen form of ID Below.

### Driver's Licence

Licence Number

Licence State

### Medicare Card

Medicare Card Number

Individual Reference Number

Expiry Date (DD/MM/YYYY) //

Card Colour

### Passport

Passport Number

Country of Issue



**Birth Certificate (Australia)**

Registration Number

Registration State

Registration Date (DD/MM/YYYY)   /   /

Certificate Number

Registration Year (YYYY)

Date Certificate Printed  
(DD/MM/YYYY) (if available)   /   /

**Certificate Of Registration By Descent**

Certificate Number

Acquisition Date (DD/MM/YYYY)   /   /

**Citizenship Certificate**

Stock Number

Acquisition date (DD/MM/YYYY)   /   /

**Immi-Card**

Immi Card Number

Authorisation for Institute of Training and Further Education to Apply for USI on your behalf (tick all)

- I authorise Institute of Training and Further Education to apply for a USI on my behalf
- I authorise Institute of Training and Further Education to provide the details of my verified form of ID (Driver's License, Medicare Card, Australian Passport, Birth Certificate (Australia), Certificate of Registration by Descent, Citizenship Certificate, Immi-Card, Visa (with Non-Australian Passport) for international students) to the USI Registry to apply for a USI on my behalf
- I understand that I may be contacted by Institute of Training and Further Education to provide further proof of ID if my current proof of IDs held by Institute of Training and Further Education is not sufficient for a successful application of a USI.

**How would you like the USI registry to contact you?**

Please enter the details relevant to your preference.  
(Please tick one)

- SMS (Mobile Number)  
Mobile number: \_\_\_\_\_
- Email  
Email Address 1: \_\_\_\_\_  
Email Address 2: \_\_\_\_\_



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## Section 10: Study reason

Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/ apprenticeship?  
(Tick ONE box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job            |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                             |

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What do you hope to achieve from this course?

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What are your career aspirations?

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iTFE staff member Verification:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: /

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## Section 11: Victorian Student Number

Are you 24 years of age or younger?

Yes

No (*go to Section 6*)

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Enter your Victorian Student Number (VSN)

No more questions if you provided your VSN.

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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.

No more questions if you answer **No** above.

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 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

.....

.....

.....



## Section 12: Employment Information

Which of the following classifications BEST describes the Industry of your current or previous Employer?  
(Tick ONE box only)

- |   |  |
|---|--|
| <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   |  |

Which of the following classifications BEST describes your current or recent occupation?  
(Tick ONE box only)

- |   |  |
|---|--|
| <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    |  |

## Section 13: Credit Transfer

Credit Transfer is a process where your previous qualifications, certificates and courses for which you have received certification are credited against the course in which you are going to undertake. Please attach copies of supporting academic records to this document.

| Unit Code | Unit Name |
|-----------|-----------|
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |

## Section 14: Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where you can apply to have your previous work experience and life history assessed against the units of competence that make up the qualification.

Are there any units in this course for which you want to apply for RPL? If so, then please indicate below

| Unit Code | Unit Name |
|-----------|-----------|
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |
|           |           |



## 4. Enrolment Fees Payable to the College

I enclose notification of payment (please complete Payment Options 2016 form) in Australian dollars made payable to Institute of Training and Further Education for the following:

- Full Enrolment fee of: \$ \_\_\_\_\_ or  Indigenous Concession (20%): \$ \_\_\_\_\_ or  
 HCC provided (20%) \$ \_\_\_\_\_ or  PC provided (20%) \$ \_\_\_\_\_ or  
 VGC Provided (20%) \$ \_\_\_\_\_

**\*Concession evidence must be presented to iTFE at enrolment**

- Materials Fee for Course \$ \_\_\_\_\_

## 5. Credit Card Payment

Please complete credit card details below including cardholders signature.

### Institute of Training and Further Education Course

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Method of Payment

- Credit Card

Card Type:  Visa  MasterCard  Diners Club  AMEX

Credit Card Number: | | | | | | | | | | | | | | | | | | | | | |

Cardholder's Name: \_\_\_\_\_

Card Expiry Date: \_\_\_\_ / \_\_\_\_ Transaction Amount: \$ \_\_\_\_\_

(MM/YY)

CCV

I hereby authorise Institute of Training and Further Education at Level 6, 250 Collins Street, Melbourne 3000, to charge the above amount in Australian dollars to my credit card (details above) and acknowledge I have read and agree to comply with the Institute of Training and Further Education refund policy as outlined within the student course guide.

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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## 6. Agreement and Declaration:

Under the Agreement, I agree to:

1. Attend the orientation and enrolment program at ITFE during the week immediately preceding the start date of the course as identified on my acceptance letter;
2. Complete the enrolment processes at the college during the week immediately preceding the start date of my course;
3. Commence the course on the day identified as the start day of my acceptance letter;
4. Provide the college with my current address, telephone number(s), and email address within 7 days of enrolment at the college;
5. Notify the college in writing of any changes to my address, telephone number(s) and email address, (including when on industry placement, (if applicable) regardless of location), within 7 days of changing address;
6. Attend full-time or part-time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by college staff;
7. Attend classes in or other work placements as required by the course:
  - I am aware that as part of this qualification I am required to complete a scheduled work placement. To verify this placement and observe you at the work place you will be contacted by a HSTA Trainer / Assessor via phone or email to make arrangement to visit you during this placement.
  - Attend full-time or part-time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by college staff;
8. Provide original medical certificates if I am unable to attend classes or rostered shifts because of illness;
9. Seek assistance from trainers, training centre manager or career advisors as soon as I experience difficulties with any aspect of my course;
10. Seek assistance from trainers, training centre manager or career advisors should I experience difficulties of a personal nature or difficulties with budgeting or time management;
11. Pay enrolment fees to the college by dates stipulated in the invoices sent to me at my address registered with the college;
12. Accept all conditions of the college Refund Agreement for students;
13. Abide by the rules and regulations of the college;

I further understand that:

14. Enrolment fees and material fees cover the cost of my training, assessment, certification, books, uniforms, equipment;
15. Necessary proof of Identification has been provided;
16. Enrolment fees do not cover the cost of field trips or excursions or transport to and from the destination;
17. Continuation in the course is dependent upon my payment of enrolment fees;
18. Information about my enrolment, certain changes to my enrolment, and course progress will be made available to Commonwealth and State Government authorities pursuant to obligations under AVETMISS;



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## Agreement and Declaration (continued)

### Declaration and Authorisation:

I declare that

- All the information I have provide in this enrolment pack is correct and that I am not withholding any important and relevant information relevant to my academic record or work experience.
- I authorise iTFE to apply for or verify my USI as per the USI section of this enrolment form.
- I was interviewed by iTFE Carer Advisor on
  - Job outcomes
  - Suitability of training program
  - Capabilities
  - Aspirations and interests
- I made informed choice about the course.

**Signature of Intending Student:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(DD/MM/YYYY)

**Note: if under 18 years of age at the time of enrolment, then the consent of their guardian is required**

**PRINT FULL NAME OF GUARDIAN:** \_\_\_\_\_

**SIGNATURE OF GUARDIAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Read the refund policy

### 1. Full Refund

- 1.1 New Student: iTFE will refund all course money if a student withdraws from the course 7 days before a course commences.
- 1.2 In the event of iTFE default: iTFE will refund all the course money for that part of the course that has not yet been delivered within a period of fourteen (14) days after the default day if;
- 1.2.1 The course does not start on the agreed day on the confirmation of enrolment; or
- 1.2.2 The course ceases to be provided to the student at the location at any time after it starts and before its completion; or
- 1.2.3 The course is not provided in full because a condition has been imposed on the registration of iTFE and the student has not withdrawn before the occurrence of any one of the events stated above; or
- 1.2.4 The student may be offered an alternative course at iTFE at no extra cost. We will ask the student to sign a document to confirm his/her acceptance of the placement in another course.

### 2. Partial Refund (Fee for Service courses only)

**Note:** Partial refund is not paid for Government subsidised courses.

iTFE will refund the balance of paid tuition fees for training not yet delivered by a student or intending student within four (4) weeks of receipt of a written claim in relation to a course if:

- 2.1 If a student withdraws from a course after a course commences because of exceptional and extenuating circumstances of a compassionate nature such as death or severe illness in the immediate family.

### 3. Non Refund:

iTFE will not refund course money if;

- 3.1 A student withdraws from the course after the commencement of course.
- 3.2 A student obtained an offer to a course at iTFE on the basis of fraudulent documents, iTFE reserves the right to retain the Tuition Fee paid on the commencement.

### 4. The process for claiming a Refund:

All requests for refunds must be made in writing.

- 4.1 Students must complete the 'Application for Refund' form, which can be requested at iTFE Reception.
- Students must make a claim for a refund in writing to;  
The Chief Executive Officer

Institute of Training and Further Education  
Level 6, 250 Collins Street  
Melbourne VIC 3000 Australia

- The claim must identify the reason for the refund and must include supporting documentation according to the circumstances such as:
    - Proof of exceptional and extenuating circumstances affecting a close family member; or
    - A completed and approved iTFE withdrawal form, available at iTFE Reception.
- 4.2 iTFE will process refunds within four (4) weeks of receiving a written claim from a student.
- The date of notification of the request for a refund is from the date the request for a refund is received at iTFE.

- 4.3 We pay all refunds by either bank draft or electronic funds transfer in Australian dollars to the student's bank account within Australia.

- 4.4 iTFE will not make any split payments to two or more parties.

### 5. Appeals Process

- 5.1 A student who is refused a refund under iTFE Refund Agreement may appeal within seven (7) days in writing to the Chief Executive Officer – Institute of Training and Further Education whose decision will be final.
- 5.2 iTFE's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

### 6. Legal Services

This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

- 6.1 Free legal advice and referral services are available from a number of national and state organisations, including the
- Victorian Legal Aid  
[www.legallaid.vic.gov.au](http://www.legallaid.vic.gov.au)  
Phone: 1300 792 387

- 6.2 Consumer Protection  
[www.consumerlaw.gov.au](http://www.consumerlaw.gov.au)



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## 4. Submit your application

To submit your application, please mail, fax or email to:

**iTFE Career Advisor  
Skills for Victoria**

**Institute of Training and Further Education  
Level 6, 250 Collins Street, Melbourne 3000**

**Facsimile: 03 9639 5600**

**Email [careeradvisorsvic@itfe.edu.au](mailto:careeradvisorsvic@itfe.edu.au)**

If you have any queries then please contact our Careers Department on 1300 659 557 during business hours



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## Attach proof of identification to your application

### Section C - To be completed by an authorised delegate of the RTO

I confirm that in relation to \_\_\_\_\_

(Student's full name)

I have sighted an original, or a certified copy, or an uncertified copy that I have verified through use of a document verification service of **one** of the following:

- an Australian Birth Certificate (not Birth Extract)       a current Australian Passport
- a current New Zealand Passport       a naturalisation certificate
- a current green Medicare Card       a signed declaration by a relevant referee
- formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence

**and** I have retained:

- a copy of the original or certified copy, or
- the certified copy, or
- the uncertified copy and a receipt from a document verification service

**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:

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

NB: The RTO must retain a copy of all documentation used in this Section.

#### OFFICE USE ONLY:

**Number of courses student is currently eligible for: One (1) OR Two (2).** (circle number)

#### RTO declaration

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section C, and the information provided to me by the student in Section A of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

\_\_\_\_\_ (include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Section A, B, or C.







