2014 Ascet Tech Application for Enrolment Form

Information Sheet
Please read this Information Sheet before completing the Application Form.

The ‘Ascet Student Information Handbook’ should be read and understood prior to completing the Application Form. An Application Form is required to be completed as part of the Enrolment Process into any course. All sections **MUST** be answered. Your application cannot proceed without its completion.

A Language, Literacy and Numeracy test will be conducted as part of the Application Process. Ascet Tech encourages Recognition of Prior Learning, and recognises qualifications issued by other RTOs. Please check you have the necessary information before completing the Form, including:

- Course code and title
- Course availability
- Study mode (class based, workplace based or online)
- Course specific requirements
- Supporting documentation
- Funding type
- Fee type

Section 1. Course Information
General information and individual brochures on specific Ascet Tech courses are available on our website [www.ascet.edu.au](http://www.ascet.edu.au) or from an Ascet consultant. Apprenticeships and Traineeships are available for selected qualifications. Information on these is available at [www.education.vic.gov.au](http://www.education.vic.gov.au).

An Enrolment Form is required to be completed to gain entry into a course.

Section 2. Supporting documentation
Supporting documentation may be required in determining course entry requirements, funding eligibility, fees and fee concessions and to support a Credit transfer/RPL request.

Original documents or Certified copies will need to be sighted & will be returned but a copy of all documentation will be retained.

Concession Cards are required to be valid at the time of commencement of training. If your card is close to expiry, you may be requested to apply for a new card to remain eligible for the Concession fee.

Overseas Qualifications
Ascet recognises all qualifications within the Australian Qualifications Framework. Applicants with overseas qualifications may apply to the Overseas Qualifications Unit (OQU) to have them assessed for Australian equivalency. Information on the OQU is available at [www.business.vic.gov.au](http://www.business.vic.gov.au)

Section 3. Funding Types
- **Victorian Training Guarantee**

The VTG provides subsidised training for people who do not hold a post-school qualification or who want to gain a higher level qualification than they already hold. Eligibility for government funded subsidised training will be assessed according to specific eligibility requirements. This training is delivered with Victorian and Commonwealth Government Funding.

To be eligible you must meet one of the following citizen/residency status requirements:

- Australian citizen
- Holder of a permanent visa
- New Zealand Citizen
- And are any of the following:
  - Under 20 years of age or
  - An applicant seeking an Apprenticeship or
  - An applicant seeking a higher qualification than the highest qualification already held.

Eligibility exclusions do apply.
Additional eligibility requirements apply to Apprenticeships and Traineeships.

Evidence of student eligibility is required, in the form of

- an original, or certified copy of an original document/s being sighted by an endorsed Ascet representative, and
- a declaration of the highest qualification currently held.

A certified copy of a document must have written on every page “I have sighted the original document and certify this to be a true copy of the original” and be signed with the designation of the authorised signatory e.g. ‘Pharmacist’. Please contact an Ascet representative for a list of authorised persons.
Students using certified copies of original documents are required to present them or mail them to Ascet Tech. Scanned or faxed copies are ineligible as evidence.

Training conducted under the Victorian Training Guarantee can only be delivered within Victoria. This includes online delivery except where an industry placement involves the individual being temporarily located interstate or overseas for a defined period. This period can be for no more than 50% of the course. It is the responsibility of the student to advise Ascet if this is likely to apply.

Individuals accessing training under the VTG are eligible to:

a) commence a maximum of two government subsidised courses in 2014; and
b) undertake training in no more than two government subsidised courses at any one time; and

from 16 June 2014, commence a maximum of two courses/qualifications at the same Australian Qualifications Framework (AQF) level in their lifetime. (Exceptional circumstances may negate this)

Enrolling in this course may affect future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

The subsidy provided is subject to change by the Government and this may impact on fees.

- **Fee For Service**
  Training is available on a Fee For Service basis for students not eligible for government subsidies.

**Section 4. Fee Types**
Fees for both Government Funded courses and Fee For Service courses will be assessed and levied on the basis of information supplied by the Applicant.

**Section 5. Victorian Student Number (VSN)**
The VSN is a student identification number that will be assigned by the Department of Education and Early Childhood Development to all students up to the age of 24 undertaking Vocational Education and Training with Ascet Tech, if a number has not already been assigned. The VSN, which is unique to each student, will be used as a key identifier on a student’s records and will remain with the student throughout his or her education, until reaching the age of 25.

**Section 6. Statement of Attainment**
If you withdraw, cancel or transfer prior to completing the qualification, or complete a Skill Set, you are entitled, at no additional cost, to one formal Statement of Attainment listing all units of competency assessed as competent, subject to tuition fees for those units being paid.

**Section 7. Certificate**
If you complete the qualification, you are entitled, at no additional cost, to one formal Certificate listing all units of competency assessed as competent, subject to tuition fees for those units being paid.

A Statement of Attainment or Certificate may be re-issued by written request. A fee of up to $500 will apply.

**Section 8. E-Learning**
Some courses require the use of a tablet or laptop. An IPad can be rented for the duration of the course if classroom or workplace based, but is unavailable for online courses. This rental fee is in addition to Course Fees.
2014 Ascet Tech Enrolment Application Form

Client ID

PART A: Personal Information
Surname (Legal Family Name)

Given Names (Legal Given Names)

Date of Birth Age as at 1 January 2014
Day/Month/Year

Gender Male ☐ Female ☐

PART B: Address and Contact Information

Address: location and postcode of the suburb, locality or town in which you usually live. Please provide the physical address (street number & 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. If you are from a rural area use the address from your state's or territory's ‘rural property addressing’ or ‘numbering’ system as your residential street address.

Building/Property Name

Flat/Unit Number Street Number Street Name

Suburb, Locality or town State/Territory Postcode

Postal address (if different from above)

Building/Property Name

Flat/Unit Number Street Number Street Name

PO Box or roadside delivery box

Suburb, Locality or town State/Territory Postcode

Email

Private telephone Mobile telephone

Employer/Workplace Details

Business Name

Address

Postal address

Telephone Facsimile

Mobile telephone

Contact Person Position

Email

Industry (e.g. Hospitality)

PART C: Citizenship

Please provide documentation to support citizenship status.

Australian citizen ☐ Holder of a permanent visa ☐

New Zealand Citizen ☐
PART D: Course Information

Course code

Course title

Delivery mode:
- Classroom-based
- Workplace-based
- Online/Distance

Is this a Skill Set? (I.e. Unit/s only & not intending to complete a Qualification?) No Yes

Is this an Apprenticeship or Traineeship? No Yes

Are you currently an Apprentice or Trainee? No Yes

Fee Type:
- Government Subsidised
- Fee For Service

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL) No Yes

Are you requesting a concession on Tuition Fees? No Yes

Concession Type:
- Veteran’s Gold Card
- Commonwealth Health Care Card
- Pensioner Concession Card
- Other

Concession Card Expiry Date:
Please provide documentation to support any request for CT, RPL or a concession.

Are you eligible for concession as an Indigenous Australian? No Yes

PART E: Academic record Information

Please provide copies of all academic qualifications previously completed or partially completed.

Are you still attending Secondary school? No Yes

What is your highest COMPLETED school level? (Tick ONE box only)
- Completed year 12
- Completed year 11
- Completed year 10
- Completed year 9 or equivalent
- Completed year 8 or lower
- Never attended school

In what YEAR did you complete that school level?

Have you SUCCESSFULLY completed any of the following qualifications? No Yes
If yes, please tick ANY applicable boxes
- Bachelor Degree or Higher Degree
- Diploma (or Associate Diploma)
- Certificate III (or Trade Certificate)
- Certificate I

Advanced Diploma or Associate Degree
Certificate IV (or Advanced Certificate/Technician)
Certificate II
Certificates other than the above

Please list ALL Australian and overseas academic qualifications previously completed or attempted. List your highest completed qualification first.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Name of Institution &amp; Country if outside Australia</th>
<th>Date commenced</th>
<th>Date completed</th>
<th>Successfully Completed (Yes/No)</th>
<th>Govt. Funded (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach list if needed
**PART F: STATISTICAL DATA**

Ascet Tech is required to provide Statistical data to the Victorian Government for all government funded and domestic fee for service clients as part of the enrolment process.

### Language and Cultural Diversity

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which country were you born?</td>
<td>Australia □, Other-please specify □</td>
</tr>
<tr>
<td>Do you speak a language other than English at Home?</td>
<td>No, English only □, Yes, Other-Please specify □</td>
</tr>
<tr>
<td>(If more than one language, indicate the one that is spoken most often)</td>
<td></td>
</tr>
<tr>
<td>How well do you speak English?</td>
<td>Very well □, Well □, Not well □, Not at all □</td>
</tr>
<tr>
<td>(If ‘Yes’ answered above)</td>
<td></td>
</tr>
<tr>
<td>Are you of Aboriginal or Torres Strait Islander origin?</td>
<td>No □, Yes, Aboriginal □, Yes, Torres Strait Islander □</td>
</tr>
<tr>
<td>(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes)</td>
<td></td>
</tr>
</tbody>
</table>

### Disability

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you consider yourself to have a disability, impairment or long-term condition?</td>
<td>No □, Yes □</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>□ Hearing/Deaf</th>
<th>□ Physical</th>
<th>□ Intellectual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employment

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

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>□ Full time employee</th>
<th>□ Part time employee</th>
<th>□ Self employed-not employing others</th>
<th>□ Employer</th>
<th>□ Employed-unpaid worker in a family business</th>
<th>□ Unemployed-seeking full-time work</th>
<th>□ Not employed-not seeking employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Study Reason

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>□ To get a job</th>
<th>□ To develop my existing business</th>
<th>□ To try for a different career</th>
<th>□ It was a requirement of my job</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Victorian Student Number (VSN)**

*To be completed by all students 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.

<table>
<thead>
<tr>
<th>Enter your Victorian Student Number (VSN)</th>
<th>9 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>No more questions if you provided your VSN</td>
<td></td>
</tr>
</tbody>
</table>

- **Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organization provider or an Adult and Community Education provider in Victoria since 2011?**
  - Yes – I have attended a Victorian school since 2009:
    - Most recent school attended
      - .......................................................... and/or
  - Yes – I have participated in training at a TAFE or other training organization since the beginning of 2011
    - List the most recent training organizations with which you have participated in training in Victoria since 2011 (List up to 3 training organizations)
      - ..........................................................
        - ..........................................................
        - ..........................................................
      No more questions if you answer No above.

**PART G: JOB SEEKERS**

A Fee Concession is available for eligible Job seekers in Certificates I, II, III & IV only with the written prior agreement of the referring agency to pay the portion of the tuition fee not covered by the referred Job Seeker.

If applying for this funding category, please provide your original Job Seeker Referral form and written agreement. One copy will be retained and one copy returned to your ESP.

<table>
<thead>
<tr>
<th>Are you registered with an Employment Services Provider (ESP) and/or</th>
<th>No □ Yes □</th>
</tr>
</thead>
<tbody>
<tr>
<td>A participant in the Commonwealth Government’s Community</td>
<td>No □ Yes □</td>
</tr>
<tr>
<td>Development Employment Program</td>
<td></td>
</tr>
<tr>
<td>and/or Access Program?</td>
<td></td>
</tr>
</tbody>
</table>

**PART H: APPLICANT DECLARATIONS**

I ________________________________, declare that:

- I have read and understood the information provided to me by Ascet Tech prior to completing this Application form, including all information contained in the ‘Ascet Student Information Handbook’ and Qualification Information sheet.
- The information supplied regarding my application is correct and complete.
- It is my responsibility to provide all relevant and required documentary evidence in support of my application.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
PART I: Privacy Statement

I understand that:
Ascet Tech is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organization that I may be contacted and requested to participate in a National Centre for Vocational Education Research Survey or a Department-endorsed project or audit or review.
The Education and Training reform Act 2006 requires Ascet Tech to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed please contact Ascet Tech’s Privacy Officer on phone 03 9660 0900 or email info@ascet.edu.au.

I acknowledge and agree to the terms described in this Privacy Statement.

Student Signature: ____________________________ Date: _____________
PART J: VICTORIAN TRAINING GUARANTEE
2014 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section B – To be completed by the student

Education history

Q1 The highest qualification that I currently hold is:

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

Q2 Not including the course/s you are seeking to enroll 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 enroll 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 lifetime, how many government subsidised course/s 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 enroll in a course on the Foundation Skills list

0 1 2 3 4+ Circle Number

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

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.

Signed:_________________________________________ Date:________________________
Section A - To be completed by an authorised delegate of the RTO

Evidence of citizenship/residency and age

I confirm that in relation to ____________________________________________ (student’s full name)

I have sighted one of the following original, or a certified copy of the original, 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;
- a signed declaration by a relevant referee

and if the students 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

Section C – to be completed by an authorized delegate of the RTO

Number of courses student is eligible for

- 1
- 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section A, and the information provided to me by the student in Section B of this form I believe 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 enroll)

Authorised RTO Delegate:

Name: _____________________________________________________________

Position: ___________________________________________________________

Signed: _______________________________ Date: ________________________
### Administration Use Only

#### AVETMISS Funding Source Identifier

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Eligible individual not under a Training Contract</td>
</tr>
<tr>
<td>L</td>
<td>Eligible individual under a Training Contract (Apprentice/Trainee)</td>
</tr>
<tr>
<td>S</td>
<td>Fee For Service (FFS)</td>
</tr>
<tr>
<td>ASP</td>
<td>Asylum Seeker or Victim of Human Trafficking not under a Training Contract</td>
</tr>
<tr>
<td>ASL</td>
<td>Asylum Seeker or Victim of Human Trafficking under a Training Contract</td>
</tr>
<tr>
<td>NGP</td>
<td>Eligible individual in the Guaranteed Access Cohort of Single &amp; Teenage Parents Training Initiative not under a Training Contract</td>
</tr>
<tr>
<td>NGL</td>
<td>Eligible individual in the Guaranteed Access Cohort of Single &amp; Teenage Parents Training Initiative under a Training Contract</td>
</tr>
<tr>
<td>NSP</td>
<td>Eligible individual in the Secondary Access Cohort of the Single &amp; Teenage Parents Training Initiative not under a Training Contract</td>
</tr>
<tr>
<td>NSL</td>
<td>Eligible individual in the Secondary Access Cohort of the Single &amp; Teenage Parents Training Initiative under a Training Contract</td>
</tr>
</tbody>
</table>

#### AVETMISS Fee Exemption/Concession Type Identifier

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Health Care Card</td>
</tr>
<tr>
<td>J</td>
<td>Job seeker &amp; concession card holder</td>
</tr>
<tr>
<td>K</td>
<td>Job seeker and NOT a concession card holder</td>
</tr>
<tr>
<td>M</td>
<td>Prisoner</td>
</tr>
<tr>
<td>O</td>
<td>Other (EG. Financial hardship)</td>
</tr>
<tr>
<td>P</td>
<td>Pensioner Concession Card</td>
</tr>
<tr>
<td>V</td>
<td>Veteran Gold Card</td>
</tr>
<tr>
<td>Z</td>
<td>None</td>
</tr>
</tbody>
</table>

LLN test completed: Yes ☐ No ☐

Eligibility Exemption: No ☐ Yes ☐

#### Hours and Fees Calculation for Government Subsidised and FFS courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Concession/Exemption Holder</th>
<th>Approved Concession/Exemption Holder</th>
<th>Full Fee</th>
<th>OR</th>
<th>Course Code</th>
<th>Approved Concession/Exemption Holder</th>
<th>Full Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Course hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less CT hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Less CT hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rate per Scheduled Hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rate per Scheduled Hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less RPL hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Less RPL hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Net hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TPlan Contacts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Plan Contacts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visit/Class/Session Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Visit/Class/Session Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concession Tuition fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Concession Tuition fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(20%xFee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(20%xFee)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Resource Fee (Visit fee x Visits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Resource Fee (Visit fee x Visits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Tablet Rental (Rental fee x Visits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Tablet Rental (Rental fee x Visits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL FEE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FEE</td>
<td></td>
</tr>
</tbody>
</table>

For Apprenticeships/Traineeships

AAC: ___________________________ Contact Name: ___________________________

Application approved (Client Manager)

Signed: ___________________________ Date: ___________________________