

## VET ENROLMENT FORM INSTRUCTIONS

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### PURPOSE OF THIS FORM

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For students who are seeking to enrol with Batchelor Institute in either:

- A commencing VET course for the specified year
- A continuing VET course for the specified year

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### MANDATORY INFORMATION

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For all students who are seeking to enrol in a Batchelor Institute VET course, the following mandatory information must be provided on this form.

#### Section 1

Option (a), OR (b) must be completed

#### Section 3

- Surname and given name(s)
- Date of birth
- Postal address
- Home address (this cannot be a PO Box)
- Contact details
- Emergency contact details

Failure to provide this information will result in this enrolment not being processed.

Please return enrolment form to Batchelor Institute by using the contact details provided above.

#### Section 4

- Course code
- Course name

#### Section 6

All of this section must be completed

#### Section 7

- Signature of potential student

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### EVIDENCE OF IDENTITY FOR UNIQUE STUDENT IDENTIFIER (USI)

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ALL new and continuing VET students are required to provide written evidence to prove their identity. Students without any proof of identity or a pre-existing USI cannot be enrolled in 2022. You will only need to provide this information to Batchelor Institute once. After that, you will not be asked again to confirm your identity.

**Below are acceptable documents for the evidence of identity.**

The following documents are currently being accepted by Batchelor Institute:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Medicare Card</li> <li>• Australian Driver's Licence</li> <li>• Birth Certificate</li> <li>• Certificate of Registration by Descent</li> <li>• Citizenship Certificate</li> <li>• Marriage Certificate</li> <li>• Australian Passport</li> </ul> | <ul style="list-style-type: none"> <li>• Other, for example:           <ul style="list-style-type: none"> <li>» Centrelink/Job Service Australia evidence (ie cards issued/letter containing CRN or JSA number)</li> <li>» Member of an Indigenous Corporation (ie Proof by community, Indigenous Business Australia confirmation)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>» Proof of Age Card (ie called Over 18 card in the NT and WA)</li> <li>» Working with Children Card (ochre in the NT, blue in Qld etc)</li> <li>» Confirmation by Secondary School (for VETiS students)</li> <li>» Confirmation by Prison official</li> </ul> |
|---|---|--|

\*All documents must show a person's full name and date of birth. All documents must be current and not expired.

You may already have a USI if you have done any nationally recognised training or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one, or having Batchelor Institute create this on your behalf. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi>

For more information about the Unique Student Identifier, please visit <http://www.batchelor.edu.au/students/unique-student-identifier-usi/>

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## COURSE FEES

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In 2022 all new and continuing students undertaking Further Education (VET) courses at Batchelor Institute will be charged fees. The amount will depend on a student's details and what is being studied. For further information regarding fees, please visit [www.batchelor.edu.au](http://www.batchelor.edu.au).

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## AM I ELIGIBLE FOR A FEE EXEMPTION?

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The following students are automatically exempted in the current academic year from paying student fees at the time of enrolment in a course fully funded by the Commonwealth or NT Government:

- Incarcerated students
- Students attending a Secondary School in the Northern Territory
- Enrolled in a course AQF level II and below
- Enrolled in an approved, stand-alone unit used for Australian Core Skills Framework (ACSF) assessment.

The following students are exempted from paying student fees in the current academic year, with the provision of relevant and current written evidence at the time of enrolment in a course fully funded by the Commonwealth or NT Government:

- In receipt of one of the following full-time fortnightly Centrelink benefits:
  - Abstudy, Austudy, Parenting Payment, New Start Allowance, Youth Allowance, Disability Support Pension, Carer Allowance
- Unemployed
- Financial Hardship - Special consideration will be given to students who can demonstrate financial hardship. The Director, Student Experience and/or delegate will assess individual cases.

The following forms of current written evidence will be considered:

- Centrelink - Healthcare Card issued by Centrelink, Current Payment Statement (issued within the last month) issued by Centrelink, Current case summary issued by CDP provider confirming a student is in receipt of fortnightly payments
- Unemployment & Financial Hardship - Written correspondence from the student or by an organisation stating the circumstances of the unemployment and/or financial hardship.

**If the evidence is received by the Institute after the enrolment has been submitted, the fee exemption is applied from the current and following teaching period onwards. Fee exemptions are not applied retrospectively, unless approved otherwise.** For more information regarding fees, please visit [www.batchelor.edu.au](http://www.batchelor.edu.au) or contact Student Administration.

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## PROOF OF ENROLMENT

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Students will be sent a *VET Enrolment and Fees Invoice* to the postal address provided on this form once their enrolment has been processed by Student Administration.

This can be used by students as Proof of Enrolment for Human Services (Centrelink).

It is a student's responsibility to advise Human Services of their study load, or any changes to their study load, while enrolled with Batchelor Institute.

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## TRAVEL AND ACCOMODATION

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Travelling and accommodated students are required to be fully vaccinated. Students must provide proof of vaccination status or medical exemption. The Student Experience team must sight and record the vaccination status of a student for ease of future reference. Medical evidence will not be retained. For more information, please refer to Batchelor Institute's COVID-19 Safety Management Plan at [www.batchelor.edu.au](http://www.batchelor.edu.au)

OFFICE USE ONLY	
Student ID	
Surname	
Given names	
Course code	

## VET100 - 2022 VET ENROLMENT FORM

The information on this form is collected, reported and stored for the reporting purposes of the National Centre of Vocational Education Research (NCVER) to meet Australian Skills Quality Authority (ASQA) Standards for Total VET Reporting. All information is subject to the Privacy Act.

### SECTION 1 - UNIQUE STUDENT IDENTIFIER

One of the below must be marked:

(a) I am seeking to enrol with Batchelor Institute and have previously provided my existing USI to/ have been issued with a USI by Student Administration - **GO TO SECTION 2**

OR

(b) I am seeking to enrol with Batchelor Institute and have not provided my existing USI to Student Administration. Please complete the following checklist:

- USI: **OR** I have attached Evidence of Identity
- Place of birth (community/suburb):

I authorise Batchelor Institute of Indigenous Tertiary Education to apply for a USI on my behalf pursuant to sub-section 9(2) of the Student Identifiers Act 2014 or for Batchelor Institute of Indigenous Tertiary Education to access and verify my existing Unique Student Identifier through the Registered Training Organisation Portal via [www.usi.gov.au](http://www.usi.gov.au), to enable my enrolment with the Institute to be processed. I also confirm 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-rtoapplies-their-behalf>.

*In accordance with section 11 of the Student Identifiers Act 2014, Batchelor Institute 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.*

### SECTION 2 - ADVANCED STANDING - Complete this section if you are seeking a Credit Transfer or Recognition of Prior Learning.

If you are seeking to Credit Transfer (CT) from previous study, please indicate whether your study was completed at Batchelor Institute of Indigenous Tertiary Education ('the Institute') or another institution.

- |  |  |
|--|--|
| <input type="radio"/> I have studied at the Institute previously (a Senior Lecturer/ Lecturer will advise you on units that count towards this qualification)            | <input type="radio"/> I have studied at another institution and seek Credit Transfer after the time of enrolment. Please complete (within 6 months of starting the course) an Application for Exemption, available at <a href="http://www.batchelor.edu.au">www.batchelor.edu.au</a> and submit to the Institute with a certified copy of your previous studies. |
| <input type="radio"/> I have studied at another institution and seek Credit Transfer at the time of enrolment (Please attach a certified copy of your previous studies). |  |

For Recognition of Prior Learning (RPL), please indicate as appropriate.

- |   |   |
|---|---|
| <input type="checkbox"/> I wish to seek Recognition of Prior Learning (RPL) with the Institute. | <input type="checkbox"/> Please contact me to assist me to complete my RPL application. |
|---|---|

### OFFICE USE ONLY

Date received by S Prog. Date processed by S Prog. E&CF invoice sent (initial)

Processed by (name) Student fee code

Processed by (signature)

Exempt from NCVER Survey

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**SECTION 3 – PERSONAL DETAILS** - All students must complete this section.

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Student number  Single Name only  
Title  Mr  Mrs  Ms  Miss  Dr  Institute Staff  
Surname Gender  Male  Female  
 X (indeterminate/unspecified/intersex)  
Given names Date of birth (dd/mm/yyyy)  
Preferred name (not a nickname) Former surname (if applicable)

Your Customer Registration Number (CRN) (issued by the Department of Human Services) is recorded to administer the Away from Base Funding scheme by Batchelor Institute, in accordance with the Student Assistance Act 1973 <https://www.legislation.gov.au/Details/C2017C00005/Download>

Please provide this at the time of enrolment or once you have applied for ABSTUDY (Full-time or Part-time/Incidental payment(s)) within the first teaching period you are enrolled in for the current year.

CRN:

**What is the address of your usual residence?**

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.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name or community name Street name and type  
Suburb, locality or town  
Flat/unit details State/territory  
Street number Postcode

**What is your postal address (if different from above)?**

Building/property name or community name Street name and type or PO Box/PMB  
Suburb, locality or town  
Flat/unit details State/territory  
Street number Postcode

**What is your workplace address (optional)?**

Employer Name Suburb, locality or town  
Flat/unit details State/territory  
Street name and type Postcode

**Contact detail - If you are travelling to a campus/annexe, you must supply a contact number**

Phone (including area code) Email  
Alternate email  
Mobile Phone

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**EMERGENCY CONTACT** - All students must complete

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Contact name Mobile phone  
Home phone (including area code) Email



## SECTION 6 – STATISTICAL INFORMATION

All students must complete this section for every enrolment submitted to Batchelor Institute, for every year.

### Q1. Citizenship and Residence Status this semester?

- Australian citizen including Australian citizens with dual citizenship
- Permanent Resident
- Temporary Entry Permit including student visa or diplomat or a dependant of a diplomat
- Status other than the above

### Q2. What is the postcode of the suburb or town locality in which you usually live?

- Australia, postcode:

### Q3. Do you speak a language other than English at home?

- 1201  No, English only (go to Question 4)
- Yes. If more than one language, please indicate the one that is spoken most often:

How well do you speak English?

- 1  Very well   2  Well   3  Not well   4  Not at all
- 9700  Sign Language   9701  Auslan
- 9702  Makaton   9799  Other Sign Language

### Q4. In what country were you born?

- 1101  Australia    Other country
- Please provide the suburb/town you were born in/lived in at the time of your birth:

### Q5. Are you of Aboriginal or Torres Strait Islander origin?

- 1  Yes, Aboriginal
- 2  Yes, Torres Strait Islander
- 3  Yes, Aboriginal and Torres Strait Islander
- 4  No, neither Aboriginal nor Torres Strait Islander

### Q6. Of the following categories, which BEST describes your current employment status?

- 01  Full-time employee
- 02  Part-time employee
- 03  Self-employed - not employing others
- 04  Employer
- 05  Employed - unpaid worker in a family business
- 06  Unemployed - seeking full-time work
- 07  Unemployed - seeking part-time work
- 08  Not employed - not seeking employment

### Q7. Are you still attending secondary school?

- No
- Yes. Name of school:

### Q8. In which YEAR did you complete your highest school level?

Year (e.g. 1990)

### Q9. What is your highest COMPLETED school level?

- Completed Year 12
- Completed Year 11
- Completed Year 10
- Completed Year 9 or equivalent
- Completed Year 8 or lower
- Did not go to school

### Q10. Have you SUCCESSFULLY completed any of the following qualifications? If YES, then tick ANY applicable boxes:

- 008  Bachelor Degree or Higher Education
- 410  Advanced Diploma or Associate Degree
- 420  Diploma (or Associate Diploma)
- 511  Certificate IV (or Advanced Certificate/Technician)
- 514  Certificate III (or Trade Certificate)
- 521  Certificate II
- 524  Certificate I
- 990  Other education (including certificates or overseas qualifications not listed above).

### Q11. Do you consider yourself to have a disability, impairment or long term medical condition which is likely to affect your study? Disclosing a disability is Confidential.

- Yes
- No

If yes, then please indicate the areas of disability, impairment or long term conditions.

- Psychological and/or Physiological symptoms
- Intellectual
- Hearing/Deaf
- Vision
- Learning Difficulties
- Medical Condition
- Physical
- Other:
- Acquired Brain Impairment

If you have marked a disability, impairment or long term condition, Student Services may be able to assist you to obtain support or equipment to complete your studies.

Would you like to be contacted and provided with more information on this?

- Yes
- No

### Q12. Of the following categories, which BEST describes your main reason for undertaking this study? (Choose ONE option only)

- 01  To get a job
- 02  To develop existing business
- 03  To start my own business
- 04  To try for a different career
- 05  To get a better job/promotion
- 06  It was a requirement of my job
- 07  I wanted extra skills for my job
- 08  To get into another course of study
- 11  Other reasons
- 12  For personal interest or self-development
- 13  To get skills for community/voluntary work

## SECTION 7 - STUDENT DECLARATION, PRIVACY NOTICE & CONSENT

### Student Declaration

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
3. I agree to be contacted via electronic means whilst I am a student at Batchelor Institute.
4. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
5. I acknowledge that while I am enrolled I will comply with the rules, policies and by-laws of the Institute.
6. I further undertake to pay the prescribed charges (if any) within the time allowed by the Institute for such payment.
7. I agree to indemnify the Institute against all debt collection cost, solicitors' costs and any disbursements incurred as a result of my non-payment of monies owed to the Institute.
8. I understand that the Institute will not disclose the information provided by me on this form to third parties, without my written consent, except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the Institute's Privacy Policy, which is available at [www.batchelor.edu.au](http://www.batchelor.edu.au) or on request.
9. I acknowledge that I have access to, and have read the information supplied in the Institute Student Guide.
10. I authorise Centrelink to confirm with Batchelor Institute of Indigenous Tertiary Education the current status of my Commonwealth Benefit and other details as they pertain to my concessional entitlement. This involves electronically matching details I have provided to the Participant with Centrelink or Department of Veterans' Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit. I understand that this consent, once signed, is effective only for the period I am a customer of Batchelor Institute of Indigenous Tertiary Education. I also understand that this consent, which is ongoing, can be revoked any time by giving notice to the Batchelor Institute of Indigenous Tertiary Education. I understand that if I withdraw my consent, I may not be eligible for the concessions provided by Batchelor Institute of Indigenous Tertiary Education. A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eService's or on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au)
11. I authorise Batchelor Institute of Indigenous Tertiary Education to apply for a USI on my behalf pursuant to sub-section 9(2) of the Student Identifiers Act 2014 or for Batchelor Institute of Indigenous Tertiary Education to access and verify my existing Unique Student Identifier through the Registered Training Organisation Portal via [www.usi.gov.au](http://www.usi.gov.au), to enable my enrolment with the Institute to be processed.
12. I understand that the Institute is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement.
13. I acknowledge that Batchelor Institute of Indigenous Tertiary Education provides integrated support throughout training, and authorise Batchelor Institute to enrol me in support modules as part of the enrolment process or on commencement of training if required.
14. I acknowledge that Batchelor Institute will request proof vaccination status or contraindication (medical exemption) for students who require travel or accommodation by the Institute to attend workshops, and that if this is not provided to the Institute, that travel and/or accommodation services will be restricted. For more information, please refer to Batchelor Institute's COVID-19 Safety Management Plan at [www.batchelor.edu.au](http://www.batchelor.edu.au)

### Privacy Notice

#### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

#### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact Batchelor Institute using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at [www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice).

### Relevant state or territory training authority

The Department of Industry, Tourism and Trade (DITT)

DITT is committed to protecting the privacy of the personal information it collects relating to the officers and entities with whom it engages. Some of these entities include but are not limited to: businesses and associations across industry sectors and their employees, apprentices and trainees, skilled migrant applicants, students, and any other individuals that the department collects personal information from.

For more information about the Department of Industry, Tourism and Trades Privacy Policy please visit - [business.nt.gov.au/publications/policies/privacy-policy](http://business.nt.gov.au/publications/policies/privacy-policy)

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Batchelor Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Batchelor Institutes Privacy Policy can be viewed here - [www.batchelor.edu.au/about/information-act/applications/](http://www.batchelor.edu.au/about/information-act/applications/)

### Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE \*

DATE

*\*Parental/guardian consent is required for all students under the age of 18.*

- Form has been completed and signed
- Proof of Identification or existing USI has been attached (unless previously provided to the Institute)
- Proof of Vaccination status or contraindication (medical exemption) has been attached (for students who require travel or accommodation by the Institute to attend workshops)