

## Enrolment Form (2018)

Please refer to our website [www.minttraining.edu.au](http://www.minttraining.edu.au) for course information and Student Handbook. Please complete all sections of this form and return it with all the supporting documents. **Incomplete forms will not be accepted.** People with disabilities are encouraged to apply.

### Qualification / Course you are applying for?

<input type="checkbox"/> SIT20316 Certificate II in Hospitality	<input type="checkbox"/> SIT30616 Certificate III in Hospitality
<input type="checkbox"/> SIT40416 Certificate IV in Hospitality	<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery
<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/> BSB42015 Certificate IV Leadership and Management
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management	<input type="checkbox"/> BSB50215 Diploma of Business
<input type="checkbox"/> BSB50415 Diploma of Business Administration	<input type="checkbox"/> SIT50416 Diploma of Hospitality Management
<input type="checkbox"/> SIT50316 Diploma of Event Management	<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education & Care
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education & Care	<input type="checkbox"/> CHC62015 Advanced Diploma of Community Sector Management

### Personal Details

(Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Mint Training Pty Ltd to apply for a USI on your behalf, **you must write your name, including any middle names; exactly as written in the identity document** you choose use for this purpose. See next section for a detailed explanation).

<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> <b>Other:</b>
<b>Family Name</b> (Surname)			<b>Middle Name</b>		
<b>Given Name(s)</b>					
<b>Date of birth</b> (day/month/year)			<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
				<input type="checkbox"/> Other (Indeterminate / Intersex / Unspecified)	
<b>Mobile phone</b>			<b>Home Phone</b>		
<b>Email</b>					
<b>Alternate Email</b> (Optional)					
<b>Preferred Contact</b>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email	<input type="checkbox"/> Post/Mail		

### Please provide your Unique Student Identifier (USI)

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From 1 January 2015, we, 'Mint Training Pty Ltd' can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI office for assistance.

If you would like Mint Training Pty Ltd to apply/locate for a USI on your behalf you must authorise us to do so at the end of this enrolment form and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-to-apply-their-behalf>

**We will also need to verify your identity to create your USI. Please provide a copy of one of the forms of identity below.**

**Please ensure that the name written in 'Personal Details' section above is exactly the same as written in the document you provide.**

Australian Driver's licence

Medicare Card

Australian passport

Immi Card

Non-Australian passport (with Australian Visa)

In accordance with section 11 of the *Student Identifiers Act 2014*, Mint Training Pty Ltd 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.

**Usual Residential Address** (Please provide the physical address (street number and name, **NOT a 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 is the official place name or common usage name for an address site, including the name of the building, Aboriginal community, homestead, building complex, agricultural property, par or unbounded address site.

<b>Building/Property Name</b> (if applicable)		<b>Flat/Unit Number</b>		<b>Street or Lot Number</b>	
<b>Street Name</b>			<b>Suburb, Locality or Town</b>		
<b>State/Territory</b>			<b>Postcode</b>		

**Postal address** (If different from above)

<b>Building/Property Name</b> (if applicable)		<b>Flat/Unit Number</b>		<b>Street or Lot Number</b>	
<b>Street Name or PO Box number</b>					
<b>Suburb /Town</b>					
<b>State/Territory</b>			<b>Postcode</b>		

### Emergency Contact

<b>Full Name</b>			
<b>Mobile Phone</b>		<b>Relationship</b>	

### Language and Cultural Diversity

<b>Are you</b>	<input type="checkbox"/> Australia Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Holder of Permanent Humanitarian Visa <input type="checkbox"/> None of the above			
<b>In which country you were born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other ( <i>please specify</i> ):			
<b>City / Town of Birth</b>				
<b>Do you speak language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other ( <i>please specify</i> ):			
<b>How well do you speak English?</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all			
<b>Are you an Aboriginal or Torres Strait Islander origin?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
<b>Do you consider yourself to have a disability, impairment or long term condition?</b>  <i>If you indicated the presence of disability, impairment or long term condition, please select the area(s). (You may indicate more than one. Please refer to Disability supplement for an explanation of the following disabilities):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Hearing <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Other: .....			

### Schooling

<b>What is your highest COMPLETED school level?</b> (tick ONE box only)	<input type="checkbox"/> Completed Year 12 or equivalent <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 10 or equivalent		<input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 8 or below <input type="checkbox"/> Never attended school	
<b>Are you still enrolled in Secondary or Senior Secondary education?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			

### Previous Qualifications achieved

Have you <b>SUCCESSFULLY</b> completed any of the following qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Bachelor degree or Higher degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician)	<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualification not listed above)	

### Employment

Of the following categories, which <b>BEST</b> describes your current employment? ( <i>Tick ONE box only</i> ).	
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee
<input type="checkbox"/> Employed - unpaid worker in family business	<input type="checkbox"/> Self-employed – <b>not</b> employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Unemployed - seeking full time work
<input type="checkbox"/> Unemployed - seeking part time work	<input type="checkbox"/> Not employed – not seeking employment

### Study Reason

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

### Referral

How did you hear about Mint Training?	
<input type="checkbox"/> Internet search / Mint Training Website	<input type="checkbox"/> Existing / Past Student
<input type="checkbox"/> Newspaper / Radio Advertisement	<input type="checkbox"/> Social media (Facebook, Twitter, etc.)
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Employment Service: _____
<input type="checkbox"/> Building signage	<input type="checkbox"/> Other ( <i>please specify</i> ): _____

### Credit Transfer / Recognition of Prior Learning

Would you like to apply for Credit Transfer / Recognition of prior learning (RPL)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, you must complete a Credit Transfer / RPL Application. Please contact us on 1300 130 432 for more information</i>		

### Details of your Employer / Job Services Australia *(if applicable)*

This information is mandatory if your Employer / JSA is responsible for course fees and charges.			
Employer / JSA		Job Seeker ID <i>(if applicable)</i>	
Contact Name			
Email			
Work phone		Mobile Phone	
Business Address			

### Victorian Student Number (VSN) - To be completed by Victorian students up to 24 years of age

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

<b>Please enter your Victorian Student Number</b>  <i>You do not have to answer the following question if you provided your VSN.</i>									
	<b>[Please go to next section if you have provided your VSN]</b>								
<b>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?</b>	<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. <b>[Please go to next section if you answer NO above]</b>								
	<input type="checkbox"/> Yes - I have attended a Victorian school since 2009. <b><i>If yes, please mention the most recent Victorian school attended:</i></b> ..... and / or <input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. <b><i>If Yes, list (up to 3) most recent training organisations with which you have participated in training in Victoria since 2011:</i></b> ..... ..... .....								

## Student Enrolment - Privacy Statement and Declaration

### **PRIVACY NOTICE**

1. Under the *Data Provision Requirements 2012*, Mint Training Pty Ltd is required to collect personal information about you and to disclose that personal information to National Centre for Vocational Education Research Ltd (NCVER).
2. Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Mint Training Pty Ltd for statistical, regulatory and research purposes. Mint Training Pty Ltd may disclose your personal information for these purposes to third parties, including:
  - School - if you are a secondary student undertaking VET, including a school based apprenticeship or traineeship.
  - Employer - if you are enrolled in training paid by my employer.
  - Government departments and authorised agencies.
  - NCVER.
  - Organisations conducting student surveys.
  - Researchers.
3. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
  - Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
  - Facilitating statistics and research relating to education, including surveys;
  - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - Administering VET, including programme administration, regulation, monitoring and evaluation.
4. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt-out of the survey at the time of being contacted.
5. 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)).

### **DECLARATION**

1. I declare that the information I have provided to the best of knowledge is true and correct. I acknowledge that providing any false information and/or failing to disclose any information (including any supporting documents) relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer, particularly if it relates to my eligibility to obtain an offer for Government subsidised training.
2. I consent to the collection, use and disclose of my personal information in accordance with the Privacy notice above.
3. I declare that I have received, read, understood and agree to adhere to the rights and obligations as stated in the Student Handbook.
4. I declare that I have read and understood the course information & its requirements, and other information relating to course fee (including Government contribution, where applicable), materials fee, administration fee, Fee & Refund Policy, Terms & Conditions and privacy as stated on Mint Training's website [www.mintraining.edu.au](http://www.mintraining.edu.au).
5. I acknowledge and understand that it is my responsibility to keep copies of all assessments before submissions and Mint Training Pty Ltd takes no responsibility for submissions lost in transit.

### **If you would like to Mint Training Pty Ltd to apply / locate for a USI on your behalf:**

I [full name] ..... authorise Mint Training Pty Ltd to apply and/or locate pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a Unique Student Identifier (USI) on my behalf for the purpose of issuing a nationally recognised qualification or a Statement of Attainment. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

<b>Applicant's Signature</b>		<b>Date</b>	
Parental / Guardian consent required for all students under the age of 18.			
<b>Name of Parent/Guardian</b>		<b>Relationship</b>	
<b>Parent/Guardian's Signature</b>		<b>Date</b>	