

# ENROLMENT FORM

CHC41015 Certificate IV in Celebrancy



## PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, The Celebrant Institute RTO is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by The Celebrant Institute RTO for statistical, administrative, regulatory and research purposes. The Celebrant Institute RTO may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National 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)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Application for Enrolment	
Which course are you applying for?	<input type="checkbox"/> CHC41015 Certificate IV in Celebrancy
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From:
Have you ever studied with The Celebrant Institute RTO before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for <b>Credit?</b> Further information can be found in the Student Handbook. If YES, a Credit Application Form and certified copies of transcripts from previous qualifications must be provided with your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for <b>Recognition of Prior Learning?</b> Further information can be found in the Student Handbook. If you indicate YES, you will be contacted to discuss this further.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Personal Details			
<b>1. Enter your full name</b> Please record 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 The Celebrant Institute RTO to apply for a USI on your behalf, you must record your name, including any middle names, exactly as written on the identity document you choose to use for this purpose. See section on the USI later in the form for a detailed explanation.			
Family name			
Given name/s			
<b>2. Enter your birth date</b>	Day/month/year:		
<b>3. Gender</b> (Tick ONE box only)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
<b>4. Enter your contact details</b>			
Mobile phone			
Email address			
<b>5. What is the address of your usual residence?</b> Please provide the physical address where you usually reside (street number and name, not post office box) 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 a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site			
Building/property name			
Flat/unit number		Street or lot number (e.g. 205 or Lot 118)	
Street name			
Suburb or town			
State or Territory		Postcode	
<b>6. What is your postal address (if different from above)?</b>			
Building/property name			
Flat/unit number		Street or lot number (e.g. 205 or Lot 118)	
Street name			
Postal information (e.g. PO Box 254)			
Suburb or town			
State or Territory		Postcode	

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Language and cultural diversity	
<b>7. In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify:
<b>8. In which town or city were you born?</b>	
<b>9. Do you speak a language other than English at home?</b> (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify:
<b>10. Are you of Aboriginal or Torres Strait Islander origin?</b> (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

Employment		
<b>11. Of the following categories, which BEST describes your current employment status?</b> (Tick ONE box only)  For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full-time (35 hours or more per week) or part-time employed (less than 35 hours per week)		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	

Schooling		
<b>12. Are you still enrolled in secondary or senior secondary education?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>13. What is your highest COMPLETED school level?</b> (Tick ONE box only)  If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.		
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended or completed any primary or secondary school

Disability	
<b>14. Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to q16

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## Disability

**15. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.** (You may indicate more than one area.)

Please refer to the [Disability supplement](#) at the end of this form for an explanation of the disabilities.

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

## Study reason

**16. Of the following categories, which one BEST describes your main reason for undertaking this course?** (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"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons                    |   |

## Previous qualifications achieved

**17. Have you SUCCESSFULLY completed any of the qualifications listed in question 17?**

- Yes – indicate below in q18  
 No – go to q19

**18. If yes, tick ANY applicable boxes. Choose one of these Prior Education Achievement Recognition Identifiers for any applicable qualification level:**

A – Australian      E – Australian equivalent      I – International

If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. A – Australian      2. E – Australian equivalent      3. I – International

- |  |   |
|--|---|
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Bachelor degree or higher degree                    | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate III (or trade certificate)   |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Advanced diploma or associate degree                | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate II   |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Diploma (or associate diploma)                      | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate I  |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Other education (including certificates or overseas qualifications not listed above) |

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## Unique Student Identifier (USI)

From 1 January 2015, The Celebrant Institute RTO 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> on computer or mobile device.

### 19. Enter your unique student identifier if you already have one.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, 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. 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/>.

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**20. If you do not have a USI, would you like us to apply for a USI on your behalf?**

- Yes – please complete the 'Application for Unique Student Identifier' declaration and q21 below
- No – skip to q22

### Application for Unique Student Identifier (USI)

If you would like The Celebrant Institute RTO to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. Please provide your town/city of birth and ensure that the name written in the 'Personal Details' section at the beginning of this form is exactly the same as written in the document you provide below.

In accordance with section 11 of the *Student Identifiers Act 2014*, The Celebrant Institute RTO will securely destroy personal information 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, unless we are required by or under any law to retain it.

### USI application declaration

I, \_\_\_\_\_, authorise The Celebrant Institute RTO to apply for a USI on my behalf, pursuant to sub-section 9(2) of the Student Identifiers Act 2014.

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>.

**21. We will need to verify your identity to create your USI.** Please provide details for one of the forms of identification below.

#### 1. Australian Driver's Licence

Licence number:

State of issue:

#### 2. Australian Passport

Passport number:

#### 3. Non-Australian Passport

Passport number:

Country of issue:

#### 4. Medicare Card

Medicare card number:

Individual reference number next to your name on card:

Expiry date:

Card colour:  Green  Yellow  Blue

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Next of kin/emergency contact			
<b>22. Provide details of your next of kin or emergency contact.</b>			
This is the person that The Celebrant Institute RTO may need to contact in an emergency during your participation in training. Please ensure that the person named is aware that they have been nominated as an emergency contact and agrees to their details being provided to The Celebrant Institute RTO.			
Name:		Relationship to you:	
Mobile:		Email:	

Victorian Student Number - to be completed by all Victorian students aged up to 24 years									
A Victorian Student Number (VSN) is allocated to all school and VET students <b>up to 24 years of age</b> upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011									
<b>23. Enter your Victorian Student Number (VSN)</b>									
<b>24. 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									
<input type="checkbox"/> Yes - I have attended a Victorian school since 2009				Most recent Victorian school attended:					
<input type="checkbox"/> Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011				List the most recent training organisations at which you have participated in training in Victoria since 2011 (List up to 3 training organisations)					
				1					
				2					
				3					

## VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

### Collection of Your Data

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

The Celebrant Institute RTO 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>.

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### Use of Your Data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by The Celebrant Institute RTO; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

### Disclosure of Your Data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNS is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

### Survey Participation

You may be contacted to participate in a survey conducted by NCVER, The Celebrant Institute RTO's registering body, Australian Skills Quality Authority (ASQA) or a Department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

### Consequences of Not Providing Your Information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

### Access, Correction and Complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact The Celebrant Institute RTO's Privacy Officer in the first instance by writing to [privacy@lifeskillstraining.com.au](mailto:privacy@lifeskillstraining.com.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>.

### VICTORIAN STUDENT DECLARATION AND CONSENT

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

Student Signature:		Date:	
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## DISABILITY SUPPLEMENT

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

### 11 – Hearing/deaf

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

### 12 – Physical

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

### 13 – Intellectual

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

### 14 – Learning

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

### 15 – Mental illness

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

### 16 – Acquired brain injury

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

### 17 – Vision

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

### 18 – Medical condition

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

### 19 – Other

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



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## Student declaration

I declare that:

- I have read all of the information provided on this form and agree to and understand its contents.
- I have completed this form for myself.
- All of the information contained herein is true and correct.
- I have read the Student Handbook and agree to and understand its contents.
- I have read the Course Outline and agree to and understand its contents.
- There is no currently known reason that would prevent me from completing this qualification within the 12-month timeframe specified.

Student Name:

Student Signature:

Date: