Polytechnic Victoria
CRICOS:03969G RTO:45780

ENROLMENT FORM
Domestic Student
www.pv.edu.au

Read this application carefully, complete all sections and ensure that supporting documents are attached. Please write in BLOCK LETTERS using a blue or black pen. Must use Legal Name only – (Please do not use Abbreviated or Alternative given Name)

1. Domestic Student – Fee Source

Fee for service – domestic full fee paying student ☐	Meets VTG eligibility criteria ☐

2. Personal Details

Title:		Gender:	☐ Male ☐ Female	Date of birth: (dd / mm / yyyy)	
Given name:				Other / Middle name:	
Family name:					
Residential address and contact information:			Preferred Contact Method:	☐ Phone ☐ Email ☐ Mail	
Address:					
Suburb/ town:		State:		Post code:	
Mobile number:		Home No:		Work No:	
Email:					

If your postal address is different from the residential address provided, please state it below:

ADDRESS / P.O. BOX:					
SUBURB/ TOWN:		STATE:		POST CODE:	
Country of Birth	☐ Australia	☐ Other - Specify		Town/City of Birth:	

Emergency Contact Details

Contact Name:		Relationship to you:	
Daytime Phone:		Mobile:	

3.Nationality- related information

Are you a citizen of Australia or Permanent resident? ☐ Citizen ☐ Permanent Resident ☐ No			
Are you a Citizen of New Zealand? ☐ Yes ☐ No			
Are you of Aboriginal? ☐ Yes ☐ No	or	Are you of Torres Strait Island origin? ☐ Yes ☐ No	
Is the main language you speak at home English? ☐ Yes ☐ No			
If English is not the language you speak most often, please specify your main language:			
How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all			

4.Select the Course for which you are filling the application

COURSE CODE AND COURSE NAME (Course code / course name - If not sure ask our team member)	
Preferred Start Date:	

Are you enrolling as a trainee/apprentice? ☐ Yes ☐ No

Are you applying for Recognition of Prior Learning (RPL)? ☐ Yes ☐ No

Are you applying for any Credit Transfers from previous studies? ☐ Yes ☐ No

CANDIDATE REFERRAL

Of the following categories, which best describes your main reason for undertaking this course/trainee/apprenticeship? (Tick one box only)

☐	To get a job	☐	It was a requirement of my job
☐	To start my own business	☐	I wanted extra skills for my job
☐	To try for a different career	☐	For personal interest or self-development
☐	To get a better job or promotion	☐	To develop my existing business
☐	To get into another course of study	☐	Other reasons

How did you hear about this course and Polytechnic Victoria Education?					
☐	Employer/Colleague	☐	Expo	☐	Internet
☐	Brochure/Flyer	☐	Polytechnic Victoria Website	☐	Word of Mouth
☐	Newspaper Ad	☐	Training Directory/Guide	☐	Job Network
☐	Advertisement	☐	Website other than Polytechnic Victoria	☐	Other

5.Educational Details

A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like Polytechnic Victoria to consider your employment history in support of your application, please attach your curriculum vitae (résumé). Include English translations if transcript/s is not in English.

What is your highest completed school level?

☐	Did not go to school	☐	Year 8 or below	☐	Year 9 Or Equivalent
☐	Year 10	☐	Year 11	☐	Year 12

In which year did you complete that school level:	
Are you currently attending secondary school?	☐ Yes ☐ No

Since leaving school, have you successfully completed any of the below qualification/s? ☐ Yes ☐ No

If you ticked "Yes", please indicate the level of the qualification/s you have completed below and whether your qualification is: A - Australian, E - Australian Equivalent or I - International.

☐ A ☐ E ☐ I	Certificate I	☐ A ☐ E ☐ I	Certificate II
☐ A ☐ E ☐ I	Certificate III or Trade Certificate	☐ A ☐ E ☐ I	Certificate IV or Advanced Certificate/Technician
☐ A ☐ E ☐ I	Diploma or Associate Diploma	☐ A ☐ E ☐ I	Advanced Diploma of Associate Degree Level
☐ A ☐ E ☐ I	Bachelor Degree or Higher Degree Level	☐ A ☐ E ☐ I	Certificates other than the above

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use. 1. A - Australian, 2. E - Australian Equivalent 3. I - International

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)?	☐ Yes ☐ No	If yes, you must attach a detailed Course or Unit (Subject) syllabus. Or a Statement of Attainment from other RTO
Have you previously been excluded or suspended from Polytechnic Victoria or any other educational institution for academic or non-academic reasons?		☐ Yes ☐ No

6.VICTORIAN STUDENT NUMBER

To be completed by all students up to 24 years old. If over 24, please go to USI Section

Do you have or have you ever been issued a Victorian Student Number (VSN)?

☐ Yes, please specify:		☐ Yes, but I don't know it	☐ No

If you have and have provided your VSN, you do not need to complete Section 6.1 below.

6.1 Have you attended any Victorian school since 2009 or done any training with a vocational education and Training (VET) registered training Organisation or an Adult and Community Education provider in Victoria since 2011?

☐	No- I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
☐	Yes - I have attended a Victorian School since 2009. Most recent school attended:
☐	Yes - I have participated in training at a TAFE or other Training Organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victorian since 2011. (List up to 3 training organisations).

1.		2.		3.	

If yes, institution:

7. UNIQUE STUDENT IDENTIFIER (USI)

As of January 1st 2015, all candidates undertaking VET training in Australia must have a Unique Student Identifier (USI). Do you have or have your ever been issued a USI?

☐ Yes, please specify:		☐ Yes, but I don't know it	☐ No

If you answered "No/Not sure" above, you must complete the details of ONE of the below listed forms of identification in order for Polytechnic Victoria to apply for a USI on your behalf. If this section does not apply to you and you already have an USI, please leave it blank.

☐	Driver's License:	State:		License No.:			
☐	Medicare Card:	Colour: ☐ Green ☐ Blue	Card No:		Expiry date:		Reference No:
☐	Passport (AUS):	Document No.					
☐	Birth Certificate (AU):	Registration State:		*Note: A copy of the birth cert must be provided. Extracts are insufficient			
☐	Certificate of Registration by Decent:	Acquisition date:					
☐	Citizenship Certificate:	Stock No:		Acquisition Date:			
☐	ImmiCard:	Card No:					

8. Employment Details

Which of the following best describes your current employment status? (Tick one box only)

☐	Full-time	☐	Part-time
☐	Self-Employment- Not employing others	☐	Employer
☐	Employed - Unpaid worker	☐	Unemployed- Seeking full-time employment
☐	Unemployed- Seeking part-time employment	☐	Not Employed- not seeking employment

Which of the following classifications best describes your current or most recent occupation? (Tick one box only) Note: If never employed leave blank.

☐	Managers	☐	Professionals	☐	Technicians & Trade Workers
☐	Community & Personal Service Workers	☐	Clerical & Administrative Workers	☐	Sales Workers
☐	Machinery Operators & Drivers	☐	Labourers	☐	Other

Complete 8.1 or 8.2- whichever is applicable to you.

8.1 If unemployed, are you registered with a Job Services Australia provider (JSA)? ☐ Yes ☐ No

If you ticked "Yes" above, please complete the following details:

Provider Name:		Provider Location:	
Agent's Name:		Agents Phone No:	
Agent's Email:			

8.2 If employed, please complete the details of your employment below:

Job Title:		Supervisor/Manager Name:	
Company Name:		Company ABN:	
Company Address:		Postcode:	
Company Phone No:		Company Email:	
How long have you worked with your current employer?	Years:		Months:

Which of the following categories best describes the industry that you work in? (Tick one box only)

☐	Agriculture, Forestry & fishing	☐	Mining	☐	Manufacturing
☐	Electricity, Gas, Water & Waste Services	☐	Construction	☐	Wholesale Trade
☐	Retail Trade	☐	Accommodation & Food Services	☐	Transport, Postal & Warehousing
☐	Information, Media & Telecommunication	☐	Financial & Insurance Services	☐	Rental, Hiring & Real Estate
☐	Professional, Scientific & Technical	☐	Administrative & Support Services	☐	Public Administration & Safety
☐	Education & Training	☐	Health care & Assistance	☐	Arts & Recreation
☐	Other Services				

9. Training And Learning Support

Are you of aboriginal/Torres Strait Island decent and require specific training and learning support? ☐ Yes ☐ No

Do you consider yourself to have a permanent or significant disability and or learning difficulties? ☐ Yes ☐ No

If you ticked "Yes" above, please indicate which disability/ies apply to you:

☐	Hearing/ Deaf	☐	Physical	☐	Intellectuals	☐	Learning	☐	Medical Condition
☐	Mental illness	☐	Vision	☐	Acquired Brain Impairment	☐	Other – Specify:		

TRAINING AND LEARNING SUPPORT

If you feel you have any training or learning needs that require additional support, please write a brief explanation below. You will be contacted by Polytechnic Victoria staff member to discuss this need in further detail.

10. Concession

Do you have a Valid - current card? ☐ Yes ☐ No - If you ticked "Yes" Please indicate below:

☐	Healthcare card	☐	Pensioner Concession card	☐	Job Seekers Concession Card	☐	Veteran's Gold Card

*Note: Holders of current concession cards as listed may be eligible for enrolment fee exemptions.

11. Applicant's declaration

Applicant's declaration:

1) I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2) I acknowledge that failure to disclose my academic record may result in Polytechnic Victoria revoking an offer or terminating my studies at any stage.
3) I authorise Polytechnic Victoria to seek verification of my academic and professional qualifications, and work experience. I understand that Polytechnic Victoria reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4) I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5) I acknowledge that Polytechnic Victoria reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6) I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application.
7) I acknowledge that I have read and understand the description of the courses/s that I am applying for
8) I declare that the information provided in this application and the documentation supporting it is true and complete
9) I declare that my signature is true and correct and matches the signature in my passport.
10) I authorise Polytechnic Victoria to apply for my "Unique Student Identifier" Number on my behalf. I hereby declare that the information provided above is true and correct to the best of my knowledge.

Declaration by applicant:

I (insert full name) _____ understand all of the requirements for the course and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page): _____	Date: (dd/mm/yyyy)
Candidate Print Name:	
Candidate Signature:	Date: (dd/mm/yyyy)

Office Use only

To be completed by a representative of Polytechnic Victoria		Team Member:	
I confirm that the applicant has been informed of eligibility requirements for government subsidised and training under Victorian Training Guarantee, and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.			
Polytechnic Victoria Representative:			
Polytechnic Victoria Representative Signature:		Date:	

Referral Eligibility					
Is the candidate eligible for VTG funding?	☐ Yes ☐ No				
Proof of eligibility provided:	☐ Yes ☐ No				
Proof of concession eligibility provider:	☐ Yes ☐ No ☐ Not Applicable				
Does the candidate need to be issued a USI?	☐ Yes ☐ No				
Enrolment Fee:		Paid Date:		Invoice No.:	
Is payment plan done for candidate if not eligible for VTG funding? ☐ Yes ☐ No ☐ Not Applicable					
Staff Signature:				Date:	

Funding source		
	Meets VTG eligibility criteria	P
	Fee for service – domestic full fee paying students	FF

12. Sending your application:

Please send your application to:

Polytechnic Victoria Pty. Ltd,
Address: 147 Islington st, Collingwood, VIC 3066, AUSTRALIA
Phone: +0 3 9654 7395
email: admissions@pv.edu.au
website: www.pv.edu.au