# QMS105_18 - SHORT COURSE ENROLMENT FORM

**By email or fax:** Complete application form and attach company purchase order or fill in credit card details.
**E** shortcourseenrolments@chisholm.edu.au **F** 03 9238 8555

**By telephone:** Register and pay by credit card.
Monday – Friday, 8.30am – 5pm **T** 1300 244 746

**By mail:** Complete application and attach payment – all cheques and money orders made payable to Chisholm Institute Short Courses, PO Box 684, Dandenong VIC 3175

**In person:** Complete application form and enrol in person at any Chisholm campus. Monday – Friday, 8.30am – 5pm

**Online:** chisholm.edu.au/shortcourses

**Student ID** ☐☐☐☐☐☐☐☐☐☐

## Personal details

Family name: Given names:

Date of birth: / / *NOTE: If under 18, QMS105_35 must be attached* Gender: ☐ Male/Man ☐ Female/Woman ☐ Non-binary ☐ Different term ☐ Prefer not to answer

Are you currently employed by Chisholm Institute? ☐ No ☐ Yes *NOTE: If YES, QMS105_10 must be attached*

Do you have a Unique Student Identifier? ☐ No ☐ Yes, but unknown ☐ Yes, please specify:

## Contact

Email:

Mobile: Home phone: Work phone:

Residential address: State: Postcode:

Postal address: State: Postcode:

## Emergency contact details

Contact name: Relationship: Mobile:

## Course details

| Course name: | Course code: | Start date: / / | Fee: | Campus: |
|---|---|---|---|---|
| Course name: | Course code: | Start date: / / | Fee: | Campus: |

Please read before signing:

## Terms and Conditions

1. Chisholm reserves the right to cancel classes at any time prior to their commencement. If a class is cancelled, students will be advised by SMS and email no later than two days prior to its scheduled commencement date.
2. We require a current mobile and email address to communicate details relating to your application.
3. NO REFUNDS or transfers will be granted on or after commencement date of a course.
4. If you wish to cancel your enrolment you must provide us with written notification to academicadmin@chisholm.edu.au stating your full name and course details
   a. Where your enrolment has been processed and notification of your cancellation is received five business days or more prior to the class commencement a full refund will apply.
   b. Where your enrolment has been processed and notification of your cancellation is received within five business days of the course commencement date a refund minus an administration fee will apply.
   c. Refunds will be issued by EFT and all refunds will be paid to the same person or organisation who paid the fees.
5. If you wish to transfer your enrolment to another date you must provide us with written notification to shortcourseenrolments@chisholm.edu.au stating your full name and course details
   a. Transfer to a new class will be processed where your request for your transfer is received five business days or more prior to the class commencement.
   b. Transfer to a new class will not be processed where your request for your transfer is received within five business days of the course commencement date unless third party supporting documentation can be provided.
   c. If alternative dates are not available funds will remain in the students account.
6. Please note: As a condition of your enrolment you will be required to provide further statistical information upon attendance at your first class.
7. By enrolling in this course you are agreeing you have the minimum entry requirements for this course.
8. Minimum age for enrolment is 16 years unless authorised by the Associate Director or Chief of Education.
9. A USI number is required for assessed courses otherwise a Statement of Attainment cannot be issued.
10. Where applicable, a Statement of Attainment will be issued on the My eQuals digital credentials portal - https://www.chisholm.edu.au/students/current-students/finishing-your-studies/my-equals
11. Information on our privacy policy and student code of conduct - https://www.chisholm.edu.au/students/current-students/policies-advocacy-and-complaints
12. Student training outcomes and results will not be released to an employer unless the employer has funded the training or the student has provided prior written consent.



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## Chisholm Privacy Policy

Your personal information has been collected by Chisholm Institute (ABN 65 335 795 326) or our related bodies corporate ('us', 'we' or 'our'). We collect personal information about you:

- in order to consider your application to enrol in one of our courses;
- if you do enrol in one of our courses, to provide our educational and training services to you, to obtain payment from you for those services and to otherwise administer and manage our relationship with you; and
- for the purposes otherwise set out in our Privacy Policy (available at www.chisholm.edu.au/privacy).

The types of personal information that we collect may include your name, mailing or street address, email address, telephone number and other contact details, age or date of birth, and details of your previous education and qualifications. If you do enrol in one of our courses, we may collect additional personal information about you, including your emergency contact details, your parent/guardian details if you are under 18 years of age, photograph (for student identification purposes) and any student identifier numbers that are allocated to you. We may also collect additional types of personal information about you as set out in our Privacy Policy from time to time.

The personal information that you provide will be collected by or on behalf of us and may be disclosed to third parties that help us deliver our educational and training services (including our business partners, information technology and communications service providers, payment system operators and relevant government departments and education regulators) or as required by law. If you do not provide this information, we may not be able to provide our educational or training services to you, either to the same standard or at all. We may disclose your personal information to recipients that are located outside of Victoria, including to:

- Australian Government agencies and regulators located outside of Victoria but within Australia;
- if applicable, your recruitment agent and other third parties located in your home country (if that is outside of Australia); and
- if you participate in an exchange program, dual enrolment or similar arrangement with one of our international partners, to the relevant overseas educational institution.

Our Privacy Policy explains: (i) how we store and use, and how you may access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint. If you would like any further information about our privacy policies or practices, please contact us via email at privacy@chisholm.edu.au or by post to The Privacy Officer, Chisholm Institute, Po Box 684, Dandenong, Victoria, 3175, Australia. By providing your personal information to us, you consent to the collection, use, storage and disclosure of that information as described in our Privacy Policy and this collection notice.

## National VET Data Policy

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. 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.

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). NCVER is the National VET Data Custodian responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act), the NVETR Act and the *Student Identifiers Regulation 2014*. NCVER may use and disclose your personal information for purposes that include:

- Populating Authenticated VET Transcripts;
- Administration of VET;
- Facilitating statistics and research relating to education, including surveys and data linkage; and
- Understanding the VET market.

NCVER may disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data help in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Registry. 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.

DEWR 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, including,

- 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.

DEWR may be authorised by law to share 'public sector data' with third parties, including under the *Data Availability and Transparency Act 2022* (Cth (DAT Act). 'Public sector data' is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body…" and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

You may receive a student survey from 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.

At any time, you may contact Chisholm Institute's Privacy Officer in the first instance by emailing privacy@chisholm.edu.au 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



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## Victorian Government VET Student Enrolment Privacy Notice / National VET Data Privacy Policy

The Victorian Government, through the Department of Jobs, Skills, Industry and Regions (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**

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

Chisholm Institute provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at http://www.vic.gov.au/training-data-collection

**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, including interaction between the Department and the Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

**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. 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 or a Department-endorsed project, audit or review relating to your training. 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 Chisholm Institute's Privacy Officer in the first instance by email privacy@chisholm.edu.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.djsir.vic.gov.au/privacy

For further information about Unique Student Identifiers, including access, correction and complaints, go to: https://www.usi.gov.au/documents/privacy-notice

*Please note government subsidies do not apply to fee for service short courses.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice and Enrolment Terms and Conditions
I declare that the information that I have provided in my course application to Chisholm Institute is to the best of my knowledge true and correct
I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Signature: Date: / /

### Payment details

☐ Cheque/money order ☐ Company Purchase Order ☐ Eftpos ☐ Cash

If company funded - business name:

Business address:

### Office use only

Receipt #: Payment Processed by – full name: Date paid: / /

This section is to be removed and destroyed after the payment process is completed

Card holder's name: Signature: Date:

☐ Visa ☐ Mastercard Card number: Expiry date: /



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