

# **Enrolment Form**

# **Privacy Notice**

### Why do 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 do 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 do 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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, and 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.



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.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <a href="https://www.ncver.edu.au/privacy">www.ncver.edu.au/privacy</a>.

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

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

### 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 Macedon Ranges Education 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.



# Please contact us at:

Online	www.mymre.com.au	
Phone	(03) 47105966	
Email	contact@exploreeducation	onandtraining.com.au
Visit Us	Opening Hours gam – 5pn 16 Sydney Street Kilmore Victoria 3764	n
QR Code		
Enrolment Details		
Select your course from the o	drop-down list below and ente	er your required start date.
Course Name		Start Date
Choose an item.		14/08/2023
Choose your study mode		
Online/Distance	Classroom	Mixed $\square$



# **Personal Details**

1. Enter your full name\*

Family name (surname)	
First given name	
Second given name (middle)	
luding any middle names. If you ply for a USI on your behalf, you written in the identity docume end of this form for a detailed e	ded when you applied for your Unique Student Identifier (USI), do not yet have a USI and want Macedon Ranges Education to must write your name, including any middle names, exactly nt you choose to use for this purpose. See section on the USI at explanation.
Enter your birth date	
Day/month/year	10/08/2023
Gender (Tick ONE box only)	
Male	
Male   Female	
Female	he spaces provided.
Female   Other	he spaces provided.  Work Phone
Female  Other   Enter your contact details in t	
Female  Other   Enter your contact details in t	



# 5. 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	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

### 6. What is your postal address (if different from above)?

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode



# **Language and Cultural Diversity**

7∙	In which country were you	born?
	Australia	☐ 1101

Other – please specify

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

(If more than one language, indicate the one that is spoken most often)

No, English only	□ 1201
Yes, other – please specify	

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	□ 4	
Yes, Aboriginal	□1	
Yes, Torres Strait Islander	□ 2	☐ 3 (yes to both)

# Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y

No No-Go to question 12



# 11. 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 for an explanation of the following disabilities.

Hearing/deaf	⊠ 11
Physical	□ 12
Intellectual	□ 13
Learning	□ 14
Mental illness	□ 15
Acquired brain impairment	□ 16
Vision	□ 17
Medical condition	□ 18
Other	□ 19

# **Schooling**

# 12. What is your highest COMPLETED school level? (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.

Year 12 or equivalent	□ 12
Year 11 or equivalent	□ 11
Year 10 or equivalent	□ 10
Year 9 or equivalent	□ 09
Year 8 or below	□ 08



						EDUC
	Never att	ended so	:hool	□ 02	-	ed any primary or l education – go to
13. Ar	e you still	enrolle	d in secondary	or senior s	secondary edu	cation?
	Yes	□ Ү				
	No	□N				
Previ	ous qua	alificat	ions achiev	ed		
14. Ha	ve you Sl	JCCESS	FULLY comple	ted any of	the qualificat	ions listed in question 15?
	Yes	□ Ү				
	No	□N	No – go to que 16	stion		
15. If Y	ES, tick /	ANY app	olicable boxes.			
	Bachelor	degree c	r higher degree		□ 008	
	Advance	d diploma	a or associate de	gree	□ 410	

□ 420

□ 511

□ 514

□ 521

□ 524

□ 990

Other education (including certificates or

overseas qualifications not listed above)

Diploma (or associate diploma)

Certificate III (or trade certificate)

Certificate IV (or advanced

certificate/technician)

Certificate II

Certificate I



# **Employment**

16. Of the following categories, which BEST describes your current employment st	tatos
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# (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).

Full-time employee	□ 01
Part-time employee	□ 02
Self employed – not employing others	□ 03
Self employed – employing others	□ 04
Employed – unpaid worker in a family business	□ o5
Unemployed – seeking full-time work	□ o6
Unemployed – seeking full-time work  Unemployed – seeking part-time work	□ o6 □ o7

# Study reason

17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	□ 01		
To develop my existing business	□ 02		
To start my own business	□ o3		
To try for a different career	□ 04		
To get a better job or promotion	□ o5		
It was a requirement of my job	□ o6		



I wanted extra skills for my job	□ o <sub>7</sub>
To get into another course of study	□ o8
For personal interest or self- development	□ 12
To get skills for community/voluntary work	□ 13
Other reasons	□ 11

# 18. Unique Student Identifier (USI)

From 1 January 2015, we Macedon Ranges Education 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 <a href="https://www.usi.gov.au/students/create-your-usi">https://www.usi.gov.au/students/create-your-usi</a> on computer or mobile device.

# 19. Enter your Unique Student Identifier (USI) (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 <a href="https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/">https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/</a>.

Unique Student Identifier (USI)					



### **Terms and Conditions of Enrolment**

You will be required to sign and acknowledge that you have read and understood the following Terms and Conditions of Enrolment as part of the application for enrolment process for all Macedon Ranges Education Courses.

Please read the following Terms and Conditions of your enrolment and indicate your acceptance at the bottom of this form.

### **Enrolment Declaration and Student Privacy Statement**

The Terms and Conditions that apply to the provision of nationally accredited vocational Courses (Qualification, Skill Set, or Unit of Competency) provided to you by Macedon Ranges Education RTO ID:... are set out in this document.

By purchasing, enrolling, or applying to enrol in a nationally accredited vocational education and training Course at Macedon Ranges Education, you accept and agree to the Terms and Conditions in this document.

In consideration of my enrolment at Macedon Ranges Education, and the provision by Macedon Ranges Education of training and education services, learning resources, and student services, I:

#### **Conditions of Enrolment**

- 1. Agree to be bound by all terms and conditions, regulations, policies, procedures, codes, and guidelines of Macedon Ranges Education while I am enrolled as a student of the Institution, including:
  - a. Academic Misconduct Policy and Procedure.
  - b. Access and Equity Policy.
  - c. Complaints and Appeals Policy.
  - d. Copyright Policy and Procedure.
  - e. Credit for Prior Learning Policy and Procedure.
  - f. Cybersecurity Policy.
  - g. Institution IT (Information Technology) Use Policy.
  - h. Privacy Policy.
  - i. Social Media Policy.
  - i. Student Code of Conduct.
  - k. Student Assessment Policy and Procedure.
  - I. Student Grievance Policy and Procedure.
  - m. All terms and conditions as they are provided on the Macedon Ranges Education website.
  - n. All terms and conditions as advised in the Student Information Guide
  - o. Refund Policy and Procedure



- p. Workplace Health and Safety Policy
- 2. Will comply with all lawful directions of Macedon Ranges Education personnel (e.g., emergency situations or Work Health and Safety requirements)
- 3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or general misconduct, may result in Macedon Ranges Education terminating my enrolment or imposing other penalties in accordance with the Macedon Ranges Education Policies and Procedures. Termination and/or other penalties may be exercised at any time during my studies at the Institution.
- 4. Consent to any work I submit for assessment being scanned, copied or used by Macedon Ranges Education or its agents for the purpose of identifying plagiarism and any other academic or research misconduct.
- 5. Agree to participate in and complete any programs or training required by the Macedon Ranges Education.

### **Your Obligations**

By applying to enrol in, enrolling in, or purchasing, a Macedon Ranges Education Course you acknowledge and agree that you:

- 1. Fulfil all requirements as advised by Macedon Ranges Education for entry into the course and are satisfied that you will be able to undertake the key requirements of the Course.
- 2. Have provided full and accurate information to ensure you meet Macedon Ranges Education and Course entry requirements in accordance with the Macedon Ranges Education Enrolment policy and procedure.
- 3. Have read and understood the Course Information Guide, Student Information Guide and related information on the Macedon Ranges Education website.
- 4. Acknowledge and accept that Macedon Ranges Education cannot be held responsible for any technical and other changes or challenges beyond our control such as:
  - i. The operation of the Internet and the World Wide Web, including but not limited to viruses.
  - ii. Any firewall restrictions that have been placed on your network or the computer you are using to access the Virtual Course.
  - iii. Failures of telecommunications links and equipment.
  - iv. Changes to Training Packages including deletion of course and changes to core and elective units of competence or requirements of unit of competence.
  - v. Browser application version issues.



- 5. Are required to progress and complete the Course in the duration advised by Macedon Ranges Education to avoid additional fees.
- 6. Will undertake, attend, and participate in any orientation, workshop, or training required by Macedon Ranges Education from time to time or as scheduled and will complete any assessments.
- 7. Consent to your personal information and study progress being disclosed, in accordance with the Privacy Policy, to relevant government agencies or other parties that may include an employer who has enrolled you and/or paid for your course.
- 8. Will behave with honesty, integrity, and respect while participating in Macedon Ranges Education Courses and in all dealings with Macedon Ranges Education and its staff, students, other participants in the Course, and the general public, in accordance with the Student Code of Conduct.
- 9. Will maintain a satisfactory standard of academic integrity in the participation, and completion, of any Macedon Ranges Education Course undertaken by You, in accordance with the Macedon Ranges Education Academic Integrity policy.
- 10. Have read and understood Macedon Ranges Education policies and procedures as a condition of your enrolment and participation in a Macedon Ranges Education Course.

### Fees and enrolment

- 1. Acknowledge that I am responsible for maintaining my enrolment, and that this includes:
  - a. Being aware of the key dates for my course as set out in the Student Handbook and as provided to me via the VASTO Learner Portal.
  - b. Ensuring that my enrolment is accurately reflected on my learner portal and that any units that I am undertaking to count towards my course requirements are shown on my training plan.
  - c. Enrolling and re-enrolling within the given time frames and in the manner specified.
  - d. Recognising that I am considered enrolled in my course when in each teaching period I am either (i) enrolled in at least one subject; or (ii) have an approved leave of absence.
  - e. Ensuring payment of all fees by the due date, or an extended date as required by the institution on application for a fee date extension; and
  - f. Ensuring that I provide my valid Australian Government issued Unique Student Identifier (USI) on enrolment.
  - g. Ensuring that I provide a certified copy of one of the following identity documents with my application:
    - i. Australian driver's licence (current), learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed.
    - ii. Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted).



- iii. Proof of age or photo identity card (current) issued by an Australian Government agency in the name of the applicant, with a signature and photo.
- 2. Will also be liable for all course fees or other fees or charges as set out in the Student Information Guide as applicable to my enrolment.
- 3. By applying to enrol in, enrolling in or purchasing, Macedon Ranges Education Course, you acknowledge and agree that you:
  - a. Are obliged to pay for the full Fee of the Course once you have signed the enrolment form.
  - b. Accept and understand that the Fees do not include equipment or materials required or any travel or other personal expenses incurred through participation in the Course.
  - c. Accept and understand that the Fees do not include any costs associated with extending your Course duration.
  - d. Have a five (5) calendar day provisional enrolment period to review and confirm the Course meets your needs.
  - e. Are liable for the full Fee of the Course after the five (5) calendar day provisional enrolment period has elapsed if you have enrolled with a payment plan or by full fee payment; and You understand the Course Fee is not refundable unless the Course is fully cancelled by Macedon Ranges Education.
  - f. Will be withdrawn from the Course if payment has not been received in accordance with the above conditions, and you will be confirmed in the Course upon approval of your application and payment of the Course Fee.
- 4. Agree that your login details cannot be shared. In the case that you do share these details with others it may lead to the cancelation of your enrolment
- 5. Will not be eligible for nor receive a refund if you fail to attend or complete the full Course in which you have been enrolled; and
- 6. Will incur additional charges for administration if you lose or damage a certificate issued to you by Macedon Ranges Education and wish for a replacement.
- 7. Acknowledge that there may be academic progress requirements that apply to my enrolment (including those outlined in the Student Admission and Progression Policy and that there may also be course progression or other requirements that apply. I acknowledge that not meeting these requirements may impact my enrolment, this may include restrictions being placed on my enrolment, and my enrolment being suspended or terminated.



### My Personal Details

- 1. Will notify Macedon Ranges Education of any change to my personal details (including changes to my mailing address and contact details) within 48 hours and I acknowledge that Macedon Ranges Education shall not be in any way liable for any matter arising out of a failure to notify the Institution of such changes.
- 2. Acknowledge that a failure to update my personal details will not be an acceptable reason for failing to respond to any correspondence from Macedon Ranges Education as required.
- 3. Declare that all information that I have provided is, to the best of my knowledge, complete, true, and correct.
- 4. Authorise Macedon Ranges Education to obtain information about me from other educational institutions for the purposes of verifying my details and managing my enrolment.
- 5. Understand that Macedon Ranges Education must comply with Australian laws and regulations, including those relating to export controls, and may need to take appropriate actions.

#### Communication, notices, and records

- Acknowledge that Macedon Ranges Education correspondence, including formal notices and other communications, will be issued to me electronically via the email address provided at enrolment in this form and the Learner portal.
- Agree to check my Learner portal and emails on a regular basis, which is at least twice per week, including during breaks or leave periods. This includes making arrangements to access
   Macedon Ranges Education emails while travelling outside of Australia.
- 3. Understand that upon graduation, the details of my qualifications will be included in Macedon Ranges Education's records of graduation and will become a matter of public record.

### **Macedon Ranges Education Obligations and Rights**

- Macedon Ranges Education provides self-paced online/distance and classroom Courses to selfdirected and independent adult learners who are working or seeking work and who want to manage their learning with guidance and support from Macedon Ranges Education staff who are experienced, competent and qualified, and current in industry trends and practices.
- 2. Macedon Ranges Education provides you with key information (Macedon Ranges Education Student Handbook and Macedon Ranges Education Student and Academic Policies and Procedures. These can be located on both our website and via the Learner Portal to support your enrolment and study and recommends all learners refer to the Macedon Ranges Education website: https://www.mymre.com.au, to access these documents.



- 3. Macedon Ranges Education recognises your rights to take action under Australia's consumer protection laws and respects your privacy in accordance with Australia's Privacy Act 1998
- 4. Macedon Ranges Education reserves the right to cancel courses if it is unable to provide them due to any event outside its control. It will endeavour to advise you as soon as possible in the event this occurs. Macedon Ranges Education will refund in full any payments received for any course that it cancels. Macedon Ranges Education will not be liable for any claims arising from course cancellation.
- 5. Macedon Ranges Education reserves the right to change the particulars of its services, including changes to courses, webinars, and programs where circumstances beyond Macedon Ranges Education's control necessitate such changes.
- 6. Macedon Ranges Education reserves the right to change Course Fees at its discretion and will give reasonable notice of any changes to associated Fees and costs that may affect a student's ability to participate in study.
- 7. Macedon Ranges Education has measures in place to ensure students who have prepaid Fees are protected in the event Macedon Ranges Education is unable to continue to offer a Course or ceases to operate as an RTO. In the unlikely event this occurs, Macedon Ranges Education will:
  - a. Support students to continue their Course at another RTO where possible.
  - Support students to transfer to another vocational Course at Macedon Ranges
     Education Refund any unused portion of a prepaid Course a student has enrolled in or already commenced.
  - c. Issue Statements of Attainment for completed unit(s).
  - d. Return any student work where a grade has not been finalised.
- 8. In the event of any breach of this contract by Macedon Ranges Education, the remedies of the Learner or Employer shall be limited to damages that do not exceed the Course Fee.
- 9. Macedon Ranges Education will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by events outside Macedon Ranges Education's reasonable control (Force Majeure Event). A Force Majeure Event includes any act, event, non-happening, omission or accident beyond Macedon Ranges Education reasonable control. Macedon Ranges Education will use reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which obligations may be met despite the Force Majeure Event.
- 10. These Terms and Conditions may be altered, varied or replaced by Macedon Ranges Education from time to time, in its sole discretion.



# **Student Confirmation**

- I have read and understood all information relevant to my enrolment and made available by the Institution, including the Macedon Ranges Education Privacy Policy as provided via the Macedon Ranges Website, the Course Information Brochure, and the Student Information Guide.
- 2. I acknowledge the collection, management, use, and disclosure of my personal information in accordance with the requirements of legislation and the Macedon Ranges Education Privacy Policy.
- 3. I acknowledge that if I decide not to provide any details required in this form then my enrolment will not proceed until such time as the details and information are provided to Macedon Ranges Education.
- 4. I acknowledge that, if I am enrolled in a course run jointly by the Macedon Ranges Education and another partner organisation Macedon Ranges Education may release information about my enrolment and results to the other organisation.
- 5. I acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and will be enforced by Macedon Ranges Education.

Signed	Date
Print Name	



# **Disability supplement**

#### Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

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.

'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 impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment 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.

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.

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.