

Instructions: Unlike our interactive enrolment forms, please print this form, complete all pages and post to Monarch Institute or deliver in person to the address below:

Monarch Institute Administration : Level 10, 10-16 Queen Street, Melbourne, VIC 3000

Name

Phone Email

IMPORTANT:

Please go to the Monarch Institute website to determine your eligibility for Government Funding at www.monarch.edu.au/government-funding

If you are eligible for Government Funding, you are required to do three things:

1. Complete the relevant enrolment form available at www.monarch.edu.au
2. Complete this declaration form and sign with a pen. Please post the completed form or deliver it in person back to Monarch, **AND**
3. Provide Monarch with required evidence that you are a Victorian resident and either an Australian citizen, New Zealand citizen or Australian permanent visa holder and tick the relevant box indicating the evidence you are providing.

The following evidence is acceptable for the purposes of confirming your citizenship or permanent residency :

- an Australian birth certificate (not birth extract) a current Australian passport a current **green** Medicare Card
- a current New Zealand passport a naturalisation certificate
- formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence.

NB: Please note a driver's licence is not acceptable as it does not confirm citizenship.

The following evidence is acceptable for the purposes of confirming Victorian residency:

- Victorian Driver's License Electricity, gas or telephone bill Bank statement issued within the last 6 months
- Lease/rental contract

In regard to your evidence, it must be either:

1. An original delivered in person at Monarch Institute's head office to be sighted by an authorised officer of Monarch Institute at Level 10, 10-16 Queen Street, VIC 3000 or
2. A certified copy of your evidence. Please see the last page of this form to see who can certify your documents. Once certified, it must be posted (not emailed) to the following address:

Government Funding Compliance Officer
Monarch Institute
Level 10, 10-16 Queen Street, VIC 3000

If you are enrolling in a Certificate IV and are eligible for a concession fee please also include certified evidence of this.

Please don't hesitate to contact us on 1300 738 955 if you require any assistance.

1. Which of the following classifications BEST describes your current or recent occupation?

- | | | |
|--|---|--|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Machinery Operators and Drivers | <input type="checkbox"/> Other |

2. Which of the following BEST describes the Industry of your current or previous Employer?

- | | | |
|---|--|---|
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Professional, Scientific and Technical Services | <input type="checkbox"/> Agriculture, Forestry and Fishing |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Public Administration and Safety | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Information Media and Telecommunications | <input type="checkbox"/> Education and Training | <input type="checkbox"/> Electricity, Gas, Water and Waste Services |
| <input type="checkbox"/> Financial and Insurance Services | <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Rental, Hiring and real Estate Services | <input type="checkbox"/> Arts and recreation Services | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Other Services | | |

3. If you are 24 years of age or younger: Enter your VSN (if known) :

If unknown, have you attended a Victorian school since 2009?

- No Yes, and the most recent school attended was:

or have you 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 Yes, and the training organisations are:

1.
2.
3.

To be completed by the student.

Education history

1. The **highest** completed qualification I have completed with an Australian Institution* is:
(Include the full title of the qualification, eg Certificate III in Aged Care)

* Including formal equivalency obtained via an Australian institution for an overseas qualification.

2. **Not including** the course/s you are seeking to enrol in now, how many other government funded courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (Circle number)

3. **Not including** the course/s you are seeking to enrol in now, have you enrolled in any other government funded courses that you are still enrolled in and continue to undertake training at the moment?

0 1 2 3 4+ (Circle number)

4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? **Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.**

0 1 2 3 4+ (Circle number)

Student declaration

I, (student's full name)

Phone

in seeking to enrol in:

(include full title of qualification/s
in which you are seeking to enrol)

declare the following to be true and accurate statements:

- a. I am enrolled in a school, including government, non-government, independent, Catholic or home school.
- b. I am enrolled in the Commonwealth Government's Skills for Education and Employment program.
- c. I am within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison, including: Hopkins Correctional Centre (Ararat), Barwon Prison, Beechworth Correctional Centre, Dame Phyllis Frost Centre, Dhurringile Prison, Langi Kal Kal Prison, Loddon Prison, Marngoneet Correctional Centre, Tarrengower Prison, Metropolitan Remand Centre, Melbourne Assessment Prison, Fulham Correctional Centre; or Port Phillip Prison.

Yes No

Yes No

Yes No

To be completed by the student.

d. I am a person who is detained under the Mental Health Act 1986 (Vic), or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital. Yes No

e. I am a person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one or more of the following youth justice facilities: Yes No

- i) Malmsbury Juvenile Justice Centre;
- ii) Parkville Youth Residential Centre; or
- iii) Melbourne Youth Justice Centre.

These exclusions do not apply to young people on community based orders made under the Children, Youth and Families Act 2005 (Vic) or individuals held in Judy Lazarus Transition Centre who, subject to otherwise complying with the requirements above may be eligible for training subsidised through the Skills First Program as they are able to physically access training outside of a custodial setting without supervision.

f. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Skills First Program.

g. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

>> MUST SIGN

Signed:

Date:

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

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

Monarch Institute 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>.

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 Monarch Institute; 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 or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

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 Monarch Institute's Privacy Officer in the first instance by phone 1300 738 955 or email admin@monarch.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.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>.

>> MUST SIGN

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

Signed:

Date:

Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example 'Pharmacist'.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice

Skills for Education and Employment Program

Eligibility – You may be eligible to be referred to Skills for Education and Employment if you:

- are 15 to 64 years of age
- are registered as a job seeker with the Department of Human Services or an Employment Services Provider
- are not a full-time student, and
- did not enter Australia under a skilled migrant category visa
- Partner Allowance
- Widow Allowance
- Widow B Pension
- Youth Allowance
- Community Development Employment Project Wages (Grandfathered Participants)
- You are a migrant subject to the 104 week waiting period for Centrelink payments
- You are the holder of one of the following Temporary or Provisional Visa Subclasses 309, 310, 820, 826, 850
- You are a holder of a Temporary (Humanitarian Concern) Visa Subclass 786, Class XA
- You are an Australian Citizen or Permanent Resident whose first language is not English

More information can be found at:

www.humanservices.gov.au/customer/services/centrelink/skills-for-education-and-employment