

## Instructions:

Unlike our interactive enrolment forms, please print this form, complete and post to Monarch or deliver in person to the address below: **Monarch Institute Administration, Level 10, 10-16 Queen St, Melbourne, VIC 3000**

Name:	<input type="text"/>	Surname:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

**IMPORTANT** Please go to the Monarch Institute website to determine your eligibility for Government Funding at [www.monarch.edu.au/government-funding](http://www.monarch.edu.au/government-funding) If you are eligible for Government Funding, you are required to do two things:

**1. Complete this declaration form and sign with a pen.**

**AND**

**2. Provide Monarch with required evidence of eligibility** (see acceptable evidence below)

\* document includes evidence of age.

**3. To receive government funding you must either:**

- Deliver this form and evidence documents in person at Monarch Institute's head office.

**OR**

- Post this form and the **original certified copies of your evidence.**  
(Please see the last page of this form to see who can certify your documents.)

**Government Funding Compliance Officer, Level 10, 10-16 Queen Street, Melbourne, VIC 3000**

Note: Documentation must not be emailed

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

## The following evidence is acceptable for the purposes of confirming citizenship:

- |  |   |
|--|---|
| <input type="radio"/> *an Australian birth certificate (not birth extract) | <input type="radio"/> a current green Medicare Card   |
| <input type="radio"/> *a current Australian passport                       | <input type="radio"/> an Australian citizen of descent extract  |
| <input type="radio"/> *a current New Zealand passport                      | <input type="radio"/> formal documentation issued by the Australian DIBP/DoHA confirming permanent residence. |
| <input type="radio"/> a naturalisation certificate                         |   |

## OR if the individual is undertaking training under the Asylum Seeker VET Program:

- a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross

If the document produced from the list above does not include a **date of birth**:

- a current drivers license
- a current learner permit
- a Proof of Age card
- a 'Keypass' card

<b>OFFICE USE ONLY</b>	<p style="text-align: right; color: #00897b;"><b>I have sighted AND retained:</b></p> <p style="text-align: center; color: #00897b;">a copy of the original or certified copy of the above eligibility documents <input type="radio"/></p> <p style="text-align: right; color: #00897b;"><b>OR</b></p> <p style="text-align: center; color: #00897b;">the certified copy of the above eligibility documents <input type="radio"/></p>
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If you are enrolling in a Certificate IV and are eligible for a **concession fee** please also include certified evidence of this.

- Pensioner concession card
- Health care card
- Veterans Gold Card

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

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

### Victorian enrolment questions.

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

- Managers
- Community and Personal Service Workers
- Sales Workers
- Professionals
- Clerical and Administrative Workers
- Technicians + Trade Workers
- Labourers
- Machinery Operators and Drivers
- Other

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

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

**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

## Education history

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

2. This qualification was obtained in:  Australia (after secondary school)  Overseas

3. **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)

4. **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)

5. 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)

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.  No  Yes
- b. I am enrolled in the Commonwealth Government's Skills for Education and Employment program.  No  Yes
- 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.  No  Yes

# Skills First Program Evidence of Student Eligibility and Student Declaration

- 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.Prison, Fulham Correctional Centre; or Port Phillip Prison.  No  Yes
- 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: Malmesbury Juvenile Justice Centre; Parkville Youth Residential Centre; or Melbourne Youth Justice Centre.  No  Yes
- 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:

**OFFICE  
USE ONLY**

Number of courses student is currently eligible for:  1  2

**Training Provider declaration**

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) and the information provided to me by the student in this form I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the following qualification/s

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract and as specified in Section 3.2 of the Guidelines About Determining Student Eligibility and Supporting Evidence:

*(Include full title of qualification/s in which the student is seeking to enrol)*

**Authorised Training Provider delegate:**

Name:  Position:

Signed:  Date:

**Notes**

Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured in the form.

# 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](mailto: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.

Student signature:

Date:

If under 18 years of age.

Parent/guardian signature:

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.

### 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](http://www.humanservices.gov.au/customer/services/centrelink/skills-for-education-and-employment)