



Privacy Statement

Clinton Institute has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at <http://www.clinton.edu.au/privacyPolicy.html> and in our Student Handbook.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at Clinton Institute are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that Clinton Institute may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Clinton Institute.

STUDENT BACKGROUND INFORMATION

The Enrolment Form includes questions about your country of birth, cultural background, disabilities, language spoken at home and current occupation. Clinton Institute is required to collect this information from all students as part of our regulatory registration requirements.

Information from this form will be submitted to government authorities for statistical and research purposes. All of this information is kept strictly confidential and we will not otherwise disclose the information to others without your consent or as required by law.

INTERNATIONAL STUDENT INFORMATION

Clinton Institute is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Immigration and Border Protection and the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- facilitating the monitoring and control of immigration

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers.

ACCESS TO RECORDS HELD BY US

In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this. If you have any concerns about the confidentiality of this information please contact our Privacy Officer at our office.

SURVEYS

You may be contacted by either the National Centre for Vocational Education Research (NCVER) or Clinton Institute's registering body, Australian Skills Quality Authority (ASQA), in order to participate in a survey about your experience as a student of Clinton Institute, course quality and/or vocational outcomes related to your course. If you participate you may choose to keep your responses confidential.

Name and Contact Details

Your Name:			
Mobile:	()	Home/work phone:	()
Title:	Mr Mrs Miss Ms Dr	Email:	
Education agent name:			

Course Details

<input type="checkbox"/> Melbourne Campus	<input type="checkbox"/> Hobart Campus	<p>For package course application, please choose multi options from below:</p> <p><input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery</p> <p><input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management</p> <p><input type="checkbox"/> SIT40422 Certificate IV in Hospitality</p> <p><input type="checkbox"/> SIT50422 Diploma of Hospitality Management</p> <p><input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management</p>
--	---	--

Student Application Form



<input type="checkbox"/> Melbourne Campus	<input type="checkbox"/> Hobart Campus	For package course application, please choose multi options from below: <input type="checkbox"/> BSB50120 Diploma of Business <input type="checkbox"/> BSB50420 Diploma of Leadership and Management <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management <input type="checkbox"/> BSB80120 Graduate Diploma of Management
<input type="checkbox"/> Melbourne Campus	<input type="checkbox"/> Hobart Campus	For package course application, please choose multi options from below: <input type="checkbox"/> CHC33021 Certificate III in Individual Support * <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support *

Melbourne Campus Location: Level 9, 313 La Trobe Street, Melbourne VIC 3000

Hobart Campus Location: Level 4, 169 Liverpool Street, Hobart TAS 7000

Other Workshop or/and Workplacement location please refer to website: www.clinton.edu.au

Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ____/____/____
Have you ever studied with Clinton Institute before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider eligible to apply for a decrease or increase of the amount of your Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information If your answer is Yes, please confirmed if you want to apply for: <input type="checkbox"/> Decreased Amount of Training or <input type="checkbox"/> Increased Amount of Training
Do you wish to apply for Credit ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information
Do you wish to apply for Recognition of Prior Learning ? <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information
Visa details	
Do you already have an Australian Visa that allows you to study here?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type of visa?	<input type="checkbox"/> Subclass 500 <input type="checkbox"/> Other (please specify):

Student Application Form



Personal Details:

1. Enter your full name			
Surname:			
Given names:*			
<i>* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Clinton Institute to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</i>			
2. Date of Birth	__ / __ / ____ (dd-mm-yyyy)	3. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
4. What is the address of your usual residence? <i>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's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i>			
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:	
5. 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:			
Suburb, locality or town:			
State/Territory:		Postcode:	
6. Emergency Contact:			
Contact name:		Relationship:	
Phone:		Email:	
Address:			

Language and cultural diversity

7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
---	---

Student Application Form



8. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only - <u>Go to question 9</u> <input type="checkbox"/> Yes, other, please specify: _____
9. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
10. Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander

Disability

11. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to question 12</u>
12. If yes, please indicate the area of disability, impairment or long term condition (<i>tick as many as apply</i>)	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Vision
<input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Other (Please specify): _____	

Schooling

13. What is your highest COMPLETED school level (<i>tick one box only</i>)	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Never attended school – <u>Go to question 14</u>	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below
<input type="checkbox"/> Year 10 or equivalent	
14. In which YEAR did you complete that school level?	
15. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous qualification achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – <u>indicate below Question 16</u> <input type="checkbox"/> No – <u>Go to Question 17</u>
17. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level. <i>If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</i> 1. A – Australian 2. E – Australian equivalent 3. I – International	
Bachelor Degree or Higher Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate III (or Trade Certificate) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Advanced Diploma or Associate Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma (or Associate Diploma) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate I <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

Student Application Form



Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificates other than the above	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
---	--	-----------------------------------	--

Employment

18. Of the following categories, which BEST describes your current employment status? (Tick one box only)

- | | |
|---|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Employed – unpaid worker in a employment | <input type="checkbox"/> Not employed – not seeking family business |
| <input type="checkbox"/> Self-employed – not employing | <input type="checkbox"/> Unemployed – seeking full-time work others |

Study reason

19. Of the following categories, which BEST describes your main reason for undertaking this course? (Tick one box only)

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

Unique Student Identifier (USI)

From 1 January 2015, Organisation 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

20. Enter your unique student identifier (If you already have one)	_____
21. If you do not have a USI, would you like us to apply for a USI on your behalf?	<input type="checkbox"/> Yes – please provide identification and indicate below <input type="checkbox"/> No

Unique Student Identifier (USI)

If you answered Yes, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

- | | |
|---|---|
| <input type="checkbox"/> Current Driver's License | <input type="checkbox"/> Current Medicare Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Certificate of Registration By Descent | <input type="checkbox"/> ImmiCard |
| <input type="checkbox"/> Non-Australian Passport (with Australian Visa) | <input type="checkbox"/> Australian Birth Certificate |

In accordance with section 11 of the *Student Identifiers Act 2014*, Clinton Institute will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

USI Application Declaration

I authorise Clinton Institute to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature:		Date:	/ /
--------------------	--	-------	-----

Student Application Form



Printed Name:			

Application Checklist

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.

- ☐ Valid passport copy
- ☐ Valid visa (if you have one)
- ☐ High School certificate or other relevant certificates
- ☐ Proof of English Language Proficiency
- ☐ Any other relevant documents to support your application e.g. resume

Student Enrolment Application Declaration

I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update Clinton Institute if this information changes during my enrolment. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Clinton Institute.

I understand that Clinton Institute is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid by my employer. Government departments and authorised agencies Researchers.

Student Signature:		Date:	/ /
Printed Name:			