



Australian Careers Education Pty Ltd

CRICOS No: 03219A RTO No: 22424 | 347-351 Victoria Street, Brunswick, VIC 3056
Phone: +61 3 9380 1414 | Facsimile: +61 3 9380 1811 | Email: admission@ace.vic.edu.au | Website: www.ace.vic.edu.au

ENROLMENT FORM – INTERNATIONAL

This Enrolment Form is for:

- International Students.

Enrolment Method:

- Please check the relevant course information, entry requirements and intake dates available by contacting Australian Careers Education (ACE) Head Office or online at www.ace.vic.edu.au
- Complete this form in its entirety
- Attach all supporting documentation (certified true copy or original) as required, including:
 - Evidence of IELTS score of at least 5.5 or equivalent in an internationally recognised English proficiency test (see ACE’s Student Engagement Prior to Enrolment Policy for further information)
 - Passport
 - Testamurs and/or Statements of Attainment for Nationally Recognised Training qualification(s)
 - Visa Grant Notification
 - Letter of Release (if applicable)
 - OSHC cover (if already obtained)
 - Year 12 (or equivalent) certificate.
- Post, email or hand-deliver to ACE’s Head Office (details above).

NB: ACE may not be able to continue with the processing of your application unless the required information is provided and the student declaration at the end of this document is reviewed and signed.

For indicative course and materials fees and course entry requirements, please refer to the Pre-Enrolment Brochure available online at www.ace.vic.edu.au or at ACE’s Head Office.

SECTION 1: APPLICANT DETAILS

Are you a currently enrolled ACE student? No Yes – please provide ACE Student ID No.: ACE _____

Have you previously applied to study at ACE? No Yes

1. Enter your Unique Student Identifier(USI):

*If you do not have USI number - From 1 January 2015, ACE can be prevented from issuing you with a nationally recognized VET qualification of 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/>.*

If you would like ACE to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/training-organisations/Documents/Privacy-Notice>

I _____ authorise ACE 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>, and NCVER policies, procedures and protocols published on NCVER’s website at www.ncver.edu.au.

Student Signature: _____ **Date:** _____

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other _____
First Name (Legal Given Name) - _____					
Client Family Name (Legal Family Name) - _____					
Middle Name (Legal Middle Name) - _____					
Date of Birth	Day / Month / Year: ____/____/_____				
Gender (tick one box only)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Intersex/Unspecified		
Telephone (incl. area code)	_____	Mobile Number	_____		
Email Address:	_____				



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2. Usual Residence – In Australia (Place where you live/stay)*

- This question refers to the address location and postcode of the suburb, locality or town in which you usually live. 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.

Building / Property Name		Flat / Unit Number	
Street Number (e.g. 5 or Lot 12)		Street Name	
Suburb, Locality or Town		State / Territory	Postcode

3. Postal Address – In Australia - Is your postal address different from the usual address listed above?

No Yes - If answered 'Yes', please complete the information required below:

Building / Property Name		Flat / Unit Number		Street Number	
PO Box OR Roadside Delivery Box		Suburb, Locality or Town			
State / Territory		Postcode			

4. Overseas Residence Address

Building / Property Name		Flat / Unit Number		Street Number	
Street Name		Suburb, Locality or Town			
State / Territory		Postcode		Country	

5. Emergency Contact Details (In Australia)

Name		Relationship	
Address			
Mobile		Email (optional)	

6. Emergency Contact Details (Overseas)

Name		Relationship	
Address			
Mobile		Email (optional)	

SECTION 2: PROGRAM (QUALIFICATION / COURSE) ENROLMENT

7. Which program (qualification/course) are you applying for?

	CRICOS Code	Course Code	Course Name	Duration (incl. holidays)	Fees*(incl. enrolment, tuition and non-tuition fees)
<input type="checkbox"/>	094804G	SIT30816	Certificate III in Commercial Cookery	52 weeks	\$10,000
<input type="checkbox"/>	094805G	SIT40516	Certificate IV in Commercial Cookery	81 weeks	\$15,000
<input type="checkbox"/>	091066F	SIT50416	Diploma of Hospitality Management	74 weeks	\$20,000
<input type="checkbox"/>	086976K	BSB40215	Certificate IV in Business – In Transition	26 weeks	\$6,000
<input type="checkbox"/>	087261D	BSB50215	Diploma of Business – In Transition	52 weeks	\$9,000
<input type="checkbox"/>	088549B	BSB60215	Advanced Diploma of Business – In Transition	52 weeks	\$9,000
<input type="checkbox"/>	091626A	AUR30616	Certificate III in Light Vehicle Mechanical Technology – In Transition	52 weeks	\$10,500
<input type="checkbox"/>	099894E	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26 weeks	\$7,000
<input type="checkbox"/>	099895D	AUR50216	Diploma of Automotive Technology	36 weeks	\$8,000



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* The course fee breakdown is available on ACE's website under 'Courses'

Upfront fee: (Must be answered)

I would like to pay more than half of the fee of above course(s) before the start of the course(s) Yes No
 (a student can pay full fees if they wish to, but they are not required to pay more than 50% up front)

What is your preferred intake date? Month: _____ Year: _____

8. Do you wish to apply for National Recognition (Credit Transfer) / Recognition of Prior Learning (RPL)* from previous study?

Yes – please provide certified copies of official results including unit/subject descriptions

No

*Fees apply for RPL - please refer to the schedule of fees in the 'Fees and Charges Policy' available online.

SECTION 3: VISA, LANGUAGE & CULTURAL DIVERSITY

9. In which country were you born?

Australia Other – please specify: _____

10. Town / City of Birth

Please specify _____

11. Citizenship

Please specify country of citizenship as shown on your passport: _____

12. Passport Number

Expiry Date:

13. Are you currently in Australia? Yes No

If 'yes' state your visa type (e.g. student) visa subclass and expiry date:

Visa Type: _____ Subclass No: _____ Expiry Date: _____/_____/_____

Visa Notification Number: _____

OR

If 'no' in which country will you be applying for an Australian student visa?

Country _____ City _____

14. 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 – go to question 17

Yes, other – please specify: _____

15. How well do you speak English?

Very Well

Well

Not Well

Not at All

16. Do you hold a Certificate of English Proficiency?

Yes

No

If 'yes' to Question 16: Complete this section on Evidence of English Proficiency:

IELTS PTE TOFEL Other – please specify: _____

Score: _____ Test Date: _____/_____/_____

Test Reference Number: _____

If 'no' to Question 16, please provide information regarding qualification/s completed in Australia in the last 2 years which is higher than a Certificate IV:

Name of Institution / RTO / TAFE _____

Name of Course Studied _____

Do you have a Letter of Release from the Institution/RTO/ TAFE? Yes No

Please note that not providing a letter of release in particular circumstances may impact your enrolment. Please refer to the Transfer between Registered Providers Policy available online under 'Policies' for further information.



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SECTION 4: DISABILITY

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

- Yes No – go to question 19

18. Please indicate the areas of disability, impairment or long-term condition:
(This information will assist us determining whether ACE can accommodate your needs)

- | | | | |
|---|--|-----------------------------------|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Physical | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Vision | <input type="checkbox"/> Medical Condition |

Other – please specify _____

If a disability, impairment or long-term condition has been identified above, please complete the Reasonable Adjustment / Special Needs Form (available on ACE's website under 'Forms') and attach to this enrolment form. Upon receipt of a form, Student Support Services Officer will contact you to further discuss your needs and to determine whether ACE will be able to accommodate your needs.

SECTION 5: SCHOOLING

19. What is your highest COMPLETED school level? (Tick ONE box only)

- Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9 or Equivalent
 Completed Year 8 or Lower Never attended school – go to question 22

20. In which YEAR did you complete that school level stated in Question 19? _____

Name of School: _____ Country: _____

21. Are you still attending secondary school? Yes No

SECTION 6: PREVIOUS QUALIFICATIONS ACHIEVED

22. Have you SUCCESSFULLY completed any one of the following qualifications?

- Yes No – go to question 23.

If 'yes', please enter one of these Prior Education Achievement Recognition Identifiers in any applicable qualification level.

A – Australian E – Australian Equivalent I – International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

A – Australia, 2. E – Australian Equivalent, 3. I – International

- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A | E | I | A | E | I |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For the course/s you have elected to enrol into at ACE, do you have any previous experience or qualification?

- No Yes If Yes, please describe further _____

SECTION 7: OTHER DETAILS

23. Agents Details (if no Agent involvement, please write 'Not Applicable')

Agent Name: _____

Agent Contact Details: _____

24. How did you find out about ACE?

- Friends Website/Advertisement Education Agent Other – please specify: _____



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25. Airport Pick Up and Accommodation Services
 (additional charges apply – see pre-enrolment brochure on ACE website: www.ace.vic.edu.au)

I require Airport Pick Up* | Cost: \$150.00 | Yes No
 I require Assistance with Accommodation* | Cost: Varied** | Yes No

If 'yes', please note for how many days/weeks/months/years _____

*Payment options will be outlined in the Offer Letter.

** Accommodation costs vary according to type of accommodation required. Please refer to the Fees & Charges Policy available online under 'Policies' for further information.

SECTION 8: OVERSEAS STUDENT HEALTH COVER (OSHC)

It is compulsory for student visa holders to hold and maintain overseas student health cover.

26. Do you currently hold OSHC? Yes No – go to Question 27.

OSHC Number: _____ Expiry Date: _____/_____/_____

(Please attach a copy of your OSHC to this application)

27. Would you like ACE to organise OSHC for you? Yes No

If 'yes' please specify type of coverage required: Single Family

SECTION 9: EMPLOYMENT STATUS

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

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

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

(Tick ONE box only) – If unemployed go to Question 31.

- | | | |
|--|---|--|
| <input type="checkbox"/> 1 - Managers | <input type="checkbox"/> 4 – Community and Personal Service Workers | <input type="checkbox"/> 7 – Machinery Operators and Drivers |
| <input type="checkbox"/> 2 - Professionals | <input type="checkbox"/> 5 – Clerical and Administrative Workers | <input type="checkbox"/> 8 - Labourers |
| <input type="checkbox"/> 3 – Technicians and Trade Workers | <input type="checkbox"/> 6 – Sales Workers | <input type="checkbox"/> 9 - Other |

30. Which of the following classifications BEST describes the industry of your current or previous employer?

(Tick ONE box only) – If unemployed go to Question 31.

- | | | |
|---|--|--|
| <input type="checkbox"/> A – Agriculture, Forestry and Fishing | <input type="checkbox"/> H – Accommodation and Food Services | <input type="checkbox"/> O – Public Administration and Safety |
| <input type="checkbox"/> B – Mining | <input type="checkbox"/> I – Transport, Postal and Warehousing | <input type="checkbox"/> P – Education and Training |
| <input type="checkbox"/> C – Manufacturing | <input type="checkbox"/> J – Information Media and Telecommunications | <input type="checkbox"/> Q – Health Care and Social Assistance |
| <input type="checkbox"/> D – Electricity, Gas, Water and Waste Services | <input type="checkbox"/> K – Financial and Insurance Services | <input type="checkbox"/> R – Arts and Recreation Services |
| <input type="checkbox"/> E – Construction | <input type="checkbox"/> L – Rental, Hiring, and Real Estate Services | <input type="checkbox"/> S – Other Services |
| <input type="checkbox"/> F – Wholesale Trade | <input type="checkbox"/> M – Professional, Scientific and Technical Services | |
| <input type="checkbox"/> G – Retail Trade | <input type="checkbox"/> N – Administrative and Support Services | |

SECTION 10: STUDY REASON

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



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SECTION 11 : STUDENT DECLARATION

- I certify that the information provided by me on this form is true and complete to the best of my ability.
 - I understand the implications of withdrawing in regard to course failure, liability for course fees/charges and re-admission.
 - I understand that if my application for a student visa is refused by the Department of Home Affairs; in order to obtain a refund of any unspent prepaid fees, I must advise ACE in writing that my application has been refused as soon as possible after being advised. I also understand that ACE will process the refund within 4 weeks of the default date.
 - I understand that if my application for a student visa is refused by Department of Home Affairs, that I will not be entitled to a refund of any unspent prepaid fees if refusal was the reason for one or more of the following acts or omissions by the student that directly or indirectly caused the student to default in relation to the course at the location:
 - The student's failure to start the course at the location on the agreed starting day;
 - The student's withdrawal from the course at that location;
 - The student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course at that location.
 - I understand that ACE may refuse, vary, reverse or terminate my enrolment on the basis of untrue or incomplete information.
 - I am aware that ACE's Educational Policies, Procedures, Handbooks and Forms that are applicable to me as a student are available on ACE's website and at ACE's Head Office.
 - I agree to be bound by the applicable standards of conduct, statutes, regulations, policies and procedures of ACE, including any variations ACE may make from time to time.
 - I am aware that ACE's programs are offered to international students in accordance with the Australian Government Education Service for Overseas Students (ESOS) Act 2000 and I will study full-time on-campus in CRICOS registered programs.
 - I have read and understand my rights and responsibilities as an overseas student on a student visa as per the ESOS framework (as made available on the ACE website: www.ace.vic.edu.au).
 - I understand that ACE may distribute my personal details as indicated in the statement:

"Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law."
 - I authorise ACE to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
 - I am aware that a **non-refundable** enrolment fee of \$200.00 applies.
- I am aware that any course variations will incur an Administration fee of \$300.00 (**non-refundable**)

Applicant's Signature: _____ Date: ____/____/____

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SECTION 12: VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE

Privacy Notice (NCVER)

Under the *Data Provision Requirements 2012*, Australian Careers Education Pty Ltd (ACE) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by ACE for statistical, administrative, regulatory and research purposes. ACE may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). For more information about NCVER's Privacy P

Victorian Government's VET Enrolment Privacy Notice

I understand/acknowledge that:

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

ACE is required to provide the Department with student and training activity data. This includes personal information collected in ACE's pre-enrolment and enrolment forms and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). ACE 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 ACE; 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. 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 ACE's Privacy Officer in the first instance by phone (03) 9380 1414 or email info@ace.vic.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: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>

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

Applicant's Signature: _____ Date: ____/____/____

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SECTION 13: NATIONAL VET DATA POLICY PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation Australian Careers Education Pty Ltd (ACE), will collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How 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 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 the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

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.

If you would like to seek access to or correct your information, in the first instance, please contact Australian Careers Education Pty Ltd (ACE) using the contact details listed below.

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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 **Australian Careers Education Pty Ltd (ACE)** 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 ACE's Privacy Officer in the first instance by phone (03) 9380 1414 or email info@ace.vic.edu.au

I acknowledge that I have read the National VET Data Policy Privacy Notice.

Applicant's Signature: _____ Date: ____/____/____

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For Office Use:

Received enrolment form on date: ____/____/____

Correct and relevant supporting documents attached: Yes No

Enrolment Fee received: : Yes No

Application processed: Yes No

Application processed by: _____

If the student is successful, then an Offer Letter along with the Student Acceptance Agreement will be sent to the student.

Once he or she returns the signed Student Acceptance Agreement and then pays the relevant course fees, a CoE will be issued.