



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: info@ace.vic.edu.au Website: www.ace.vic.edu.au

PRE-ENROLMENT FORM (Domestic)

This Pre-Enrolment Form is for **Domestic Students** who wish to enrol with Australian Careers Education (ACE) either Fee for Service or through the Victorian Government's Skills First Program.

Pre-Enrolment Process:

- Please check the relevant course information, fees and charges, eligibility requirements and entry requirements by contacting ACE Head Office or online at www.ace.vic.edu.au
- Complete this form in its **entirety from Section 1 to Section 8.**
- Attach all supporting documentation (**certified true copy**):
 - Evidence of Australian citizenship/residency or New Zealand Citizen and proof of age
 - One of the acceptable Australian Photo identification: a current drivers licence or A current learner permit or A proof of Age Card or A "Keypass" Card
 - Concession Card if applicable - Health Care Card or Gold Concession Card or Pensioner card etc
 - Testamurs and/or Statements of Attainment for Nationally Recognised Training qualification(s) completed - if applicable

NB: ACE will not be able to assess your application unless the required information is provided and the pre-enrolment declaration has been signed by the applicant.

SECTION 1: EXPRESSION OF INTEREST FOR PROGRAM (QUALIFICATION / COURSE) :- Please Tick

	Course Code	Course Name
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management
<input type="checkbox"/>	SIT30722	Certificate III in Hospitality (Restaurant Front of House)
<input type="checkbox"/>	FBP30421	Certificate III in Bread Baking

SECTION 2: APPLICANT DETAILS

1. 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)			
Middle Name (Legal Middle Name)			
Family Name (Legal Family Name)			
2. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate	3. Date of Birth	____/____/_____ (DD / MM / YYYY)
4. Citizenship/Residency Status	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> New Zealand Citizen		
5. Telephone (Home)		6. Mobile Number	
7. Email Address			



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8. 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.

Building / Property Name		Flat / Unit Number		Street Number	
Street Name					
Suburb, Locality or Town		State / Territory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. 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	
Street Name					
PO Box / Roadside Delivery Box					
Suburb, Locality or Town		State / Territory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SECTION 3: RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER

In line with Standards for Registered Training Organisation (RTO'S) 2015, ACE must take into account a student's prior learning in determining the amount of training they will provide to the student with regards to their existing skills, knowledge and experience.

10 (a) Do you wish to apply for Recognition of Prior Learning (RPL)*?

Yes No

If yes, please select the relevant option/s:

Formal Learning - Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Yes – please provide certified copies of official AQF Qualification including record of results of unit of competencies achieved or a Statement of Attainment

No

Non- Formal Learning - Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business) *

Yes

No

Informal Learning - Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative) *

Yes

No

10 (b) Do you wish to apply for a Credit Transfer?

Yes – please provide certified copies of official AQF Qualification including record of results of unit of competencies achieved or a Statement of Attainment

No

*Fees apply for RPL - please refer to the Fees and Charges page available at www.ace.vic.edu.au.

SECTION 4: SCHOOLING

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

<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 9 or Equivalent
<input type="checkbox"/> Completed Year 8 or Lower	<input type="checkbox"/> Never attended school – go to question 15		

12. In which YEAR did you complete that school level stated in Question 11? _ _ _ _ _

Name of School: _____ Country: _____

13. Are you still attending secondary school? Yes No



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SECTION 5: PREVIOUS QUALIFICATIONS ACHIEVED

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

Yes No – go to question 15.

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: 1st A – Australia. 2nd E – Australian Equivalent. 3rd I – International

A	E	I		A	E	I	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 - Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	514 - Certificate III (or Trade Certificate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	410 - Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	521 - Certificate II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	420 - Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	524 - Certificate I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511 - Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	990 - Certificates other than the above

SECTION 6: STUDY REASON

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

- | | |
|--|---|
| <input type="checkbox"/> 01 - To get a job | <input type="checkbox"/> 02 - To develop my existing business |
| <input type="checkbox"/> 03 - To start my own business | <input type="checkbox"/> 04 - To try for a different career |
| <input type="checkbox"/> 05 - To get a better job or promotion | <input type="checkbox"/> 06 - It was a requirement of my job |
| <input type="checkbox"/> 07 - I wanted extra skills for my job | <input type="checkbox"/> 08 - To get into another course of study |
| <input type="checkbox"/> 09 - For personal interest or self-development | <input type="checkbox"/> 10 - Other reasons |
| <input type="checkbox"/> 11 - To get skills for community / voluntary work | |

SECTION 7: VICTORIAN STUDENT NUMBER

What is your Victorian Student Number (VSN): _____?

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Have you attended any Victorian school since 2009 or 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 - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
- Yes - I have attended a Victorian school since 2009: Name of Victorian school _____ **and / or**
- Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011 List the most recent training organisations with which you have participated in training in Victoria since 2011.

SECTION 8: APPLICANT DECLARATION

- I certify that the information provided by me on this form is true and complete to the best of my ability.
- I have been advised by ACE that I am seeking funds for my enrolment for above qualifications being subsidised by the Victorian and Commonwealth Governments under the Victorian Government's Skills First Program.
- I understand that enrolling in the above qualification, this may affect my future training options and eligibility for further government subsidised training under the Victorian Government's Skills First Program as I am only eligible for 2 government subsidised courses in a calendar year, 2 skill sets in a calendar year, and 2 courses at a time.
- I have been advised by ACE that I may be contacted and requested to participate in a NCVER National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review Pre – Training Review
- I acknowledge that prior to enrolling in the above courses that I would need to be involved in a Pre-Training Review of my current competencies including my literacy and numeracy skills.
- During this review the following will be discussed:
 - * Identifying any competencies that I have previously acquired Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer),
 - * Ascertaining the most appropriate qualification for me to enrol in, including consideration of the likely job outcomes from the development of my new competencies and skills; and Ascertaining that the proposed learning strategies and materials are appropriate for me.
- I accept that ACE will not enrol me in a course that is at an inappropriate level for me.
- I accept that this review must be completed and the outcomes known to me before enrolling me in the course of the best fit for me.
- ACE has explained Recognition of Prior Learning (RPL) and cost involved so that I can make an informed decision whether or not to proceed with the RPL process.
- If I proceed with the RPL process (Non-Formal or Informal Learning) that I will pay for the cost of RPL expenses incurred by ACE as a direct result of processing these two types of RPL. I will make payment at the time I submit evidence for assessment irrespective of whether RPL is granted or not granted.
- I am aware that an enrolment fee, materials fees and gap fee (difference in fees between Victorian Government's Skills First Program funded amount and ACE tuition fees) may apply on my enrolment and I agree to make a payment of such fees at the time of enrolment.

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



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For Office Use Only:

Pre- Enrolment form received by: _____

Date Received: __/__/____

No.	PRE-ASSESSMENT (PRE-ENROLMENT STAGE)	Please circle	
1	Does the applicant meet the residency eligibility requirement?	YES	NO
2	Has the applicant submitted certified true copy of the required documentation as in this pre-enrolment form?	YES	NO
3	Does the applicant meet the physical presence in Victoria or a border region requirement?	YES	NO
4	Has the applicant commenced more than 2 government funded course for 2024?	YES	NO

Note: If any of the above answers are “No” for questions 1-3 & “YES” for question 4 then the applicant is not eligible for government funded training. **Proceed no further** with this assessment process as a Victorian government subsidised training under Victorian Government’s Skills First Program.
Inform applicant for the eligibility outcome and offer Fee for Service.

If all the answers are “Yes” for questions 1-3 & “No” for question 4 applicant is eligible for Victorian Government’s Skills First Program please follow as per below:-

RTO Authorised Delegate declaration:

- I confirm that the applicant has been informed of the eligibility requirements for government subsidised training under the Victorian Government’s Skills First Program, and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.
- I confirm that the above individual satisfies the Victorian Government’s Skills First Program eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Government’s Skills First Program
- I confirm that I have sighted original copies of all evidence (where produced) as indicated above for the applicant and applied the pre-assessment requirements as per Pre-Enrolment form to determine eligibility.

Name _____ Signature _____

Date _____

POST- ASSESSMENT (PRE-ENROLMENT STAGE)

Informed Assessor to conduct Pre-Training Review	YES	NO	(Please circle)
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Name of Assessor _____

Date Informed _____

Informed By _____