

**FOR OFFICE USE ONLY**

Student ID:

aXcelerate:

UID:

## ENROLMENT FORM

**1. Name of Qualification(s) you are applying for:**

1)

2)

**2. Personal Details**

Title

Given Name \*

Family Name (Surname)

\* 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 The Academy of International Education (Australia) 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.

Date of Birth (DD/MM/YYYY)

Gender

Male

Female

Indeterminate / Intersex / Unspecified

Usual Address

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 or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/ Property Name			
Flat/ Unit Number		Street Number	
Street Name			
Town/Suburb			
State/Territory		Postcode	

Postal Address

Same as above

Building/ Property Name			
Flat/ Unit Number		Street Number	
Street Name			
Town/Suburb			
State/Territory		Postcode	

Telephone

Email

Home		Work		Mobile	
		Alternate email (optional):			

**3. Victorian Student Number (if applicable, i.e. age 25 years and under)**

Not Applicable

A. Enter your Victorian Student Number (VSN)




(Go to Question 4 if you provided your VSN)

B. Have you attended any VIC School since 2009 or done any training with a VET registered training organisation or ACE provider in VIC since 2011?

YES (Go to C.)

NO (Go to Question 4)

C. Most recent Victorian school attended/ training organisations participated (List up to 3 training organisations)

  
  


**4. Concession Details (if applicable)**

Not Applicable

Are you a dependent or holder of a current Health Care Card?

Yes

No

CRN:

Benefit code (e.g. LI – Low Income)

Expiry:

**5. Language and Cultural Diversity**

I am,

Australian Citizen

New Zealand Citizen

Permanent Visa Holder

Other

In which country were you born?

Australia

Other, please specify:

In which city were you born? Please indicate:

Do you speak a language other than English at home?

No, English Only

Other, please specify:

Are you of Aboriginal or Torres Strait Islander origin?

1. No

2. Yes, Aboriginal

3. Yes, Torres Strait Islander

## 6. Disability

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

- No  Yes – please select the area(s) in the following list: (You may indicate more than one area)

Please refer to the Disability supplement for an explanation of the following disabilities.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hearing impairment/deaf | <input type="checkbox"/> Physical          | <input type="checkbox"/> Intellectual                                |
| <input type="checkbox"/> Learning                | <input type="checkbox"/> Mental illness    | <input type="checkbox"/> Acquired brain impairment                   |
| <input type="checkbox"/> Vision                  | <input type="checkbox"/> Medical condition | <input type="checkbox"/> Other, please specify: <input type="text"/> |

## 7. Schooling

What is your highest completed school level? (Tick one box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

- |  |  |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 9 or equivalent                            |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 8 or below                                 |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Never attended school – please go to Question 9 |

Are you still attending secondary or senior secondary education?

- Yes  No

## 8. Previous Qualification Achieved

Have you successfully completed any of the following qualifications listed below?

- No  Yes – please tick any applicable boxes

- |   |   |
|---|---|
| <input type="checkbox"/> Bachelor degree or Higher Degree                     | <input type="checkbox"/> Certificate III (or Trade Certificate)   |
| <input type="checkbox"/> Advanced Diploma or Associate degree                 | <input type="checkbox"/> Certificate II   |
| <input type="checkbox"/> Diploma (or Associate diploma)                       | <input type="checkbox"/> Certificate I  |
| <input type="checkbox"/> Certificate IV (or Advanced certificate/ Technician) | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |

## 9. Employment

9.1 Which of the following best describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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

9.2 Which of the following classifications BEST describes your current or recent occupation? (Select ONE box only).

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

9.3 Which of the following classifications BEST describes the Industry of your current or previous Employer? (Select ONE box only)

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

## 10. Study Reason

Which of the following categories best describes your reasons for enrolling in this qualification/course?

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                   | <input type="checkbox"/> Requirement of my job                 |
| <input type="checkbox"/> Develop my existing business   | <input type="checkbox"/> Need extra skills for my job          |
| <input type="checkbox"/> Start my own business          | <input type="checkbox"/> Enter a different course of study     |
| <input type="checkbox"/> Start a different career       | <input type="checkbox"/> Personal interest or self-development |
| <input type="checkbox"/> Find a better job or promotion | <input type="checkbox"/> Other reasons                         |

## 11. Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Do you wish to apply for RPL for any units of study within your chosen course?

- Yes  
 No

Are you eligible for CT?

- Yes  
 No

## 12. Unique Student Identifier (USI):

From 1 January 2015, The Academy of International Education (Australia) 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 a computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

- I have my USI  
 I would like to create my own USI  
 I would like TAIE to create my USI on my behalf (Go to section 12A)

Enter your Unique Student Identifier (USI):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorisation to verify your USI:  I hereby authorise The Academy of International Education (Australia) to verify the provided USI on my behalf.

## 12A. USI Application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like The Academy of International Education (Australia) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted in this form so that we can apply for a USI on your behalf.

I [FULL NAME]  authorise The Academy of International Education (Australia) 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 (which may include sensitive information) pursuant to the information detailed at: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>, and NCVET policies, procedures and protocols published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)

Town/City of Birth:

(Please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below (numbered 1 to 8) and ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Driver's License	
State:	License Number:

2. Medicare Card	
Medicare Card Number:	Card Colour:
Individual Reference Number:	Expiry Date(MM/YYYY):

3. Australian Passport	
Passport Number:	

Non-Australian Passport (with Australian Visa)	
Passport Number:	Country of Issue:

6. ImmiCard	
ImmiCard Number:	

7. Citizenship Certificate	
Stock Number:	Acquisition Date (DD/MM/YYYYY):

8. Certificate Of Registration By Descent	
Acquisition Date (DD/MM/YYYY):	

In accordance with section 11 of the Student Identifiers Act 2014, The Academy of International Education (Australia) 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.

## 13. Privacy Statement

### 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

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

The Academy of International Education (Australia) 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 The Academy of International Education (Australia); 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 The Academy of International Education (Australia)'s Privacy Officer in the first instance by [privacy@taie.com.au](mailto:privacy@taie.com.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>.

#### Unique Student Identifier

If you do not already have a Unique Student Identifier (USI) and you want The Academy of International Education (Australia) to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, The Academy of International Education (Australia) will provide to the Registrar the following items of personal information about you: Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document, your date of birth, as it appears, if shown, in the chosen document of identity, your city or town of birth, your country of birth, your gender and your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver license, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask *The Academy of International Education (Australia)* to make an application for a student identifier on your behalf, *The Academy of International Education (Australia)* will have to declare that *The Academy of International Education (Australia)* has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that The Academy of International Education (Australia) to has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
  - Applying for, verifying and giving a USI;
  - Resolving problems with a USI; and
  - Creating authenticated vocational education and training (VET) transcripts;

- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - The purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - Education related policy and research purposes; and
    - To assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - Researchers for education and training related research purposes;
  - Any other person or agency that may be authorised or required by law to access the information;
  - Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
  - Will not otherwise be disclosed without your consent unless authorised or required by or under law.

#### Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<http://usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar at:

Privacy Officer, Office of the USI Registrar

Postal Address: GPO Box 9839, Canberra ACT 2601

Email: [usi@industry.gov.au](mailto:usi@industry.gov.au)

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- A failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how The Academy of International Education (Australia) collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to The Academy of International Education (Australia)'s privacy policy which can be found at [www.taie.com.au](http://www.taie.com.au)

The Academy of International Education (Australia)'s Privacy Policy is also available in our Student Handbook, at each The Academy of International Education (Australia) office location and provided on request. This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

#### 14. Acknowledgements and Declarations

Please read the following points and acknowledge your agreement below.

- I have read, acknowledge and agree to the terms described in the above Privacy Statement
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- I agree to be bound by all rules and regulations of The Academy of International Education (Australia) and to abide by The Academy of International Education (Australia) Policy & Procedures.
- I have received and read the Student Handbook.
- I consent to The Academy of International Education (Australia) to publish photos of myself for the purpose of marketing and advertising.
- I agree to pay all fees and charges applicable to, and arising from, this enrolment (please refer to Statement of Fees at time of enrolment).
- Although The Academy of International Education (Australia) will endeavour to run all courses and classes as promoted, I acknowledge the right of the Institute to cancel or amalgamate classes if necessary.
- I authorise The Academy of International Education (Australia), or its agent, in the event of my illness or any accident that befalls me while I am at the Institute or during any Institute organised activity, and if my next of kin cannot be contacted within a reasonable time, to seek ambulance, medical, or surgical treatment at my cost.
- I declare that the information I have provided to the best of my knowledge is true and correct.

Student Signature:

Date:

 /  /



**SKILLS FIRST PROGRAM – EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM**

**SECTION A – EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE**

**TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER – DO NOT LEAVE ANY SECTIONS BLANK**

I confirm that in relation to:  
(*student's full name*):

I have **SIGHTED one** of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract)   | <input type="checkbox"/> Current Australian Passport   |
| <input type="checkbox"/> Current New Zealand Passport   | <input type="checkbox"/> Australian Citizenship certificate  |
| <input type="checkbox"/> Current <b>green</b> Medicare card   | <input type="checkbox"/> Australian Citizenship by descent extract   |
| <input type="checkbox"/> A proxy declaration for individuals in <b>exceptional circumstances</b> as per Clauses 2.16 – 2.20 of these Guidelines                 | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="checkbox"/> a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross |  |

By **EITHER**:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [*where it is possible to do so, and in accordance with Clause 2.2(b)(iii) of the Guidelines About Determining Student Eligibility and Supporting Evidence*]; OR

**AND** I have **RETAINED one** of the following:

- a copy of the original or certified copy; OR
  - the certified copy; OR
  - evidence as set out in Clause 2.2(iii) of these Guidelines [*where verified through the DVS*]; OR
- OR

**AND** if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also **SIGHTED** and **RETAINED** a copy of **ONE** of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> current drivers licence | <input type="checkbox"/> 'Keypass' card |
| <input type="checkbox"/> current learner permit  | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Proof of Age card       |   |

**SECTION B – EDUCATION HISTORY**

**TO BE COMPLETED BY THE STUDENT – DO NOT LEAVE ANY SECTIONS BLANK – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DO NOT UNDERSTAND A QUESTION**

**Education history**

Q1. What is the highest qualification (not including secondary or high school) that you have COMPLETED, or EXPECT TO COMPLETE at the time the training you are applying for is scheduled to start?

*(include code and full title of qualification if possible, eg Certificate III in Aged Care. If you have not completed any qualification, write 'not applicable')*

Q2. How many other government funded courses have you enrolled in that will start in the same calendar year as the course/s you are applying for now? (DON'T include the course/s you are applying for now. DO include other course/s at this and other training providers you've enrolled in, but haven't started yet).

0      1      2      3      4+ (circle number)

Q3. **Not including** the course/s you are applying for now, how many other **government funded** courses are you doing at the moment?

0      1      2      3      4+ (circle number)

Q4. In your lifetime, how many government funded courses have you started (commenced) that are at the same level as the one you are applying for now? If you are applying for a course on the Foundation Skills List, tick 'not applicable'.

0      1      2      3      4+ (circle number)       not applicable

**STUDENT DECLARATION**

I, (print your full name):

In seeking to enrol in (write the code and full title of the qualification/s):

**Declare the following to be true and accurate statements:**

- I **AM / AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school (circle the appropriate response)
- I **AM / AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program (circle the appropriate response)
- I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Government 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
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire

**SIGNED:**

**DATE:**



**SECTION C – TRAINING PROVIDER DECLARATION**

**TO BE COMPLETED BY THE TRAINING PROVIDER – DO NOT LEAVE ANY SECTIONS BLANK**

**Number of Courses Student is currently eligible for:**     0                       1                       2

**Eligibility exemption granted:**                                       YES                       NO

Based on:

- discussion with the student;
- the evidence I have sighted (and retained a copy of) in **Section A**; and
- the information provided to me by the student in **Section B** of 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:  
*(write the code and full title of the qualification/s in which the student is seeking to enrol)*

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 Clause 2.21 of the Guidelines About Determining Student Eligibility and Supporting Evidence.

I acknowledge that as the Training Provider’s authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed Sections A and B and have confirmed they have been completed in full.

**Authorised Training Provider Delegate:**

Name:

Position:

Signed:

Date:

**NOTES**

Use this section to record additional detail, relevant eligibility information, including information used by the Training Provider to verify the student’s eligibility that is not captured in Sections A or B.

**If there are no notes, write N/A**