APPLICATION FORM – GOVERNMENT FUNDED TRAINING PROGRAM (GFTP)
SKILLS FIRST PROGRAM (SFP)

(AUSTRALIAN CITIZENS OR PERMANENT RESIDENTS, RESIDING IN VICTORIA, MUST BE 18 YEARS OLD TO ENROL)

PERSONAL DETAILS (PLEASE FILL USING CAPITAL LETTERS)

VSN (Victorian Student Number)  USI (Unique Student Identifier)

Title  Mr  Ms  Miss  Other

Gender (Sex)  Male  Female  Other

Date of Birth  DD / MM / YYYY

Legal First Name  Legal Last Name

Country of Birth  City of Birth

RESIDENTIAL ADDRESS (Where you “usually live” - cannot be P.O. BOX) – Must reside in Victoria

Building/Property Name  Flat/Unit Number

Street/Lot Number  Street Name

Suburb/Locality/Town  State; Postcode

Personal Mobile  Work Phone

Personal E-mail  Work E-mail

POSTAL ADDRESS (If different from Residential Address)

Building/Property Name  Flat/Unit Number

Street/Lot Number  Street Name

Suburb/Locality/Town  State; Postcode

IN CASE OF EMERGENCY

Name  Relationship

Mobile  Phone

NATIONALITY / CITIZENSHIP DETAILS

In which country were you born?  Australia  Other (please specify) ________________________________

Australian Permanent Resident (PR)  Australian Citizen  Other (please specify) ________________________________

Passport Number  Driver’s License Number (State of Issue)  Medicare Card Number

Expiry Date:

If you want VIT to apply for your USI number, you must provide a copy of the ID card. Once the application is submitted, the ID copy will be destroyed.

CURRENT WORKPLACE / BUSINESS DETAILS

Organisation Name

Street Number  Street Name

Suburb  State; Postcode

Office Phone  Fax

Business Owner Name

VIT Representative Name
**HOW DID YOU HEAR ABOUT VIT?**

- [ ] Friend
- [ ] VTAC
- [ ] Website
- [ ] Advertisement
- [ ] Representative

**LANGUAGE AND CULTURAL DIVERSITY**

Do you speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often)

- [ ] No, English only
- [ ] Yes, other (please specify):

How well do you SPEAK English?

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

How well do you READ English?

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

How well do you WRITE English?

- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at All

Are you of Aboriginal or Torres Strait Islander origin?

- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander

Are you of Asylum Seekers and Victims of Human Trafficking applicant?

- [ ] No
- [ ] Yes (Referral Form is supplied – Yes / No)

**DISABILITY**

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

- [ ] No
- [ ] Yes

(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area.

Please attach documentation describing your disability, impairment or long-term condition in more detail.)

- [ ] Hearing/Deaf
- [ ] Physical
- [ ] Intellectual
- [ ] Learning
- [ ] Mental Illness
- [ ] Vision
- [ ] Medical Condition
- [ ] Acquired Brain Impairment
- [ ] Other: __________________________________________________

**EMPLOYMENT STATUS**

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

- [ ] Full-time Employee
- [ ] Part-time Employee
- [ ] Self Employed - Not Employing Others
- [ ] Employer
- [ ] Employed - Unpaid Worker in a Family Business
- [ ] Unemployed - Seeking Full-time Work
- [ ] Unemployed - Seeking Part-time Work
- [ ] Not Employed - Not Seeking Employment

**SCHOOLING**

Are you still attending Secondary School?

- [ ] No
- [ ] Yes

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

In which YEAR did you complete the above school level? ____________________________________________

Name of school: ___________________________  Country / State: _________________________________

Are you enrolled in a school (excluding a School Based Apprentice / Trainee) and undertaking accredited Vocational Education and Training (VET) that has been arranged by the school?  

- [ ] No
- [ ] Yes

Note: If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Skills First Program.
PREVIOUS QUALIFICATION(S) ACHIEVED

Have you successfully completed any of the following Qualifications? □ No □ Yes (Tick any applicable boxes)

☐ Bachelor Degree or Higher Degree  ☐ Associate Degree  ☐ Advanced Diploma
☐ Diploma or Associate Diploma  ☐ Certificate IV (or Advanced Certificate, Technician)
☐ Certificate III (or Trade Certificate)  ☐ Certificate II  ☐ Certificate I

☐ Certificates Other Than the Above (please specify): _____________________________________________________

Where: ☐ Australia  ☐ International, specify country:

Has the Qualification been formally assessed in Australia? □ No □ Yes

If ‘Yes’, what is the Australian Equivalent Qualification: _____________________________________________________

If more than one Qualification, please specify:

____________________________________________________________________________________________________

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

☐ To get a job  ☐ To develop my existing business  ☐ To start my own business
☐ To get a better job or promotion  ☐ It was a requirement of my job  ☐ I wanted extra skills for my job
☐ To get into another course of study  ☐ For personal interest/self-development  ☐ To try for a different career
☐ Other Reasons (please specify): ___________________________________________________________________

JOB / EMPLOYMENT SERVICES PROVIDER DETAILS – if applicable

Are you connected with a Job Services Australia Provider? □ Yes □ No

If yes, please complete details here:

Provider Name: ………………………………………………..  Provider Location: …………………………………………….
Case Managers Name: ………………………………………………  Telephone: … …………………………………………..
Email: …………………………………………………………………….  Fax: ………… …………………………………..

Copy of Job Seeker Referral Form to be retained by VIT: □ Yes □ No

On enrolment, a copy of this Referral Form must be returned to the Job Seeker’s referring agency.

Has this been done?: □ Yes □ No

CONCESSION CARD HOLDERS & FEE WAIVERS – Applicable for CERTIFICATE IV & BELOW COURSES

Do you hold (or are you a dependant or spouse of the holder of) any of the following Concession Cards? □ Yes □ No

a. Health Care Card issued by the Commonwealth;  OR  b. Pensioner Concession Card; or

c. Veteran’s Gold Card;  OR  d. An alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines

If Yes - 1. Please provide a copy of the Concession Card for record purposes

2. Your Tuition Fee will be reduced to 20% of the Listed Tuition Fee (Prescribed Text Book fees & Learning Materials fees still apply as normal)

Are you an Indigenous student under the Indigenous Completions Initiative? □ Yes □ No

Are you a participant in the Commonwealth Government’s Community Development Employment Program and/or Access Program? □ Yes □ No
### COURSE SELECTION AND PAYMENT TERMS

**Application Fee:** $199.00 per course (Application fee is non-refundable)

**Delivery Mode:** C = Classroom; B = Blended

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Listed Tuition Fee</th>
<th>Conc. Tuition Fee</th>
<th>Prescribed Text Books</th>
<th>Learning Materials</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Commercial Cookery (SIT30816) (Apprentice)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$680.00</td>
<td>$150.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate III in Patisserie (SIT31016) ^ (Traineeship OR Non-Traineeship)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$680.00</td>
<td>$150.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate IV in Commercial Cookery (SIT40516) ^ (Apprentice OR Non-Apprentice)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$880.00</td>
<td>$200.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate IV in Patisserie (SIT40716) ^ (Traineeship OR Non-Traineeship)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$880.00</td>
<td>$200.00</td>
<td>C B</td>
</tr>
<tr>
<td>Diploma of Information Technology Networking (ICA50415)</td>
<td>$7,736.50</td>
<td>$1,547.30</td>
<td>$1,580.00</td>
<td>$150.00</td>
<td>C B</td>
</tr>
<tr>
<td>Course in Preliminary Spoken and Written English (10361NAT)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$99.00</td>
<td>$50.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate I in Spoken and Written English (10362NAT)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$99.00</td>
<td>$50.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate II in Spoken and Written English (10363NAT)</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$99.00</td>
<td>$50.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate III in EAL (Further Study) 22255VIC</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$580.00</td>
<td>$75.00</td>
<td>C B</td>
</tr>
<tr>
<td>Certificate IV in EAL (Further Study) 22258VIC</td>
<td>$199.00</td>
<td>$39.80</td>
<td>$580.00</td>
<td>$75.00</td>
<td>C B</td>
</tr>
</tbody>
</table>

**Total Course Fee**

Total Tuition Fee Collected: $ __________  Outstanding Fee: $ __________

Prepayment is required. The following payment options are available:

- **Cash**
- **EFTPOS**
- **Cheque** *
- **Money Order** *
- **EFT** **

* Made out to VIT (Victorian Institute of Technology)
** Deposit into ANZ Bank, 420 St Kilda Road, Melbourne, Victoria, 3004
BSB Number: 013 423; Account Number: 3493 60535; Account name: “Victorian Institute of Technology Domestic Students Trust Account”

- **Credit Card:  □ Visa**
- **□ MasterCard**

Card Number: _____________________________

Expiry Date: _____________________________

Amount: AU$ ____________________________

A receipt will be issued within 10 working days.

### REFUND POLICY

1. A cooling-off period of ten (10) working days applies.
2. Application fee is non-refundable beyond the cooling-off period.
3. If a student withdraws by written notice, at any time prior to the commencement of training, a full refund of all Listed Tuition fees and Learning Material fees, paid by or on behalf of the student, will be refunded.
4. If a student withdraws by written notice, at any time after the commencement of training, a pro-rata refund will be granted of all paid Listed Tuition fees only, in proportion to those scheduled nominal hours not yet undertaken.
5. If the course is cancelled by VIT, a full refund of the paid Listed Tuition Fee and the pro-rata portion of any paid Learning materials fees that have not been used in the program, will be refunded.
6. If the course is cancelled by VIT or a student withdraws from the course, any already supplied Prescribed Text Book purchases remain the property of the student. Any paid fees of any Prescribed Text books which have not yet been supplied, will be refunded.
7. A written request for a refund must be lodged by the student for the consideration of a refund.
8. Refunds may be granted in other circumstances at the discretion of the CEO.
TERMS AND CONDITIONS

Privacy Statement:
I understand that VIT (Victorian Institute of Technology) is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires VIT (Victorian Institute of Technology) to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed, please contact VIT (Victorian Institute of Technology) by sending an email to info@vit.edu.au.

Declaration:
1. I acknowledge and agree to the terms described in the privacy statement.
2. I declare that the information I supplied on this form is correct and complete.
3. I have read and understood VIT’s policies on “Fees and Charges”, “Refund”, “Complaints and Appeals”, “Re Assessment” and other policies that are published on the VIT’s website and in the Student Handbook.
4. I understand that VIT reserves the right to discontinue or alter any course, subject, unit of competency, class, fee, admission requirement, staffing or other arrangement without prior notice. VIT reserves the right to cancel or not offer a program. If any program is cancelled or not offered, VIT will refund all tuition fees in accordance with VIT refund policy.
5. VIT reserves the right to charge the student additional tuition fees for the remaining units of competency if there are changes to Skills First Program funding rates.
6. VIT reserves the right to use your name/your company name, feedback, comments and pictures obtained during the course for VIT’s future promotional activities, unless you direct otherwise in writing prior to the commencement of the course.
7. This agreement does not remove the right to take action under Australia’s consumer protection laws.

USI (Unique Student Identifier): From 1 January 2015, VIT (Victorian Institute of Technology) 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/. If you would like VIT (Victorian Institute of Technology) 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 http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf.

I authorise VIT (Victorian Institute of Technology) 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/Documents/Privacy-Notice.pdf.

Applicant’s Signature: ____________________________ Date: _______________

Please submit your application form to VIT by EMAIL, FAX, POST or IN PERSON

OFFICE USE ONLY

Course 1: ____________________________ Course 2: ____________________________

☐ Traineeship + SFP ☐ Apprenticeship + SFP ☐ Apprentice + SFP ☐ SFP only ☐ SFP only

☐ Blended Training ☐ Classroom Based Training

AAC Representative: ____________________________

☐ Copy of JSA Referral Form Received & Filed ☐ Copy of JSA Referral Form Returned to JSA

☐ Asylum Seekers Referral Form Received & Filed ☐ Concession/Fee Waiver Evidence Received & Filed

Notes:

Application Form - GFTP - VET

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Managed By: Manager Marketing and Admissions

Authorized By: CEO