

ENROLMENT FORM (Govt. funded)

<input type="checkbox"/> VIC Skills First <input type="checkbox"/> QLD Funding <input type="checkbox"/> ACT Funding <input type="checkbox"/> South Australia Funding	
<i>Note to the Prospective student: Please complete all the fields of this form.</i>	
Intended Qualification	
Preferred Course Start Date	
Preferred Study Load	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Preferred Study Mode	<input type="checkbox"/> Classroom <input type="checkbox"/> Blended Learning
Do you wish to apply for Recognition Prior Learning (RPL), Recognition of Current Competence (RCC) or Credit Transfer (CT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> RPL <input type="checkbox"/> RCC <input type="checkbox"/> CT (Please contact Admin for relevant forms and submit with supporting documents)
Surname* (Legal Family Name)	
Given Name* (Legal Given Name)	
Preferred Name	
*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 MILCOM 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 USI further down this document for a detailed explanation.	
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other or non-disclosed
DATE OF BIRTH	(DD/MM/YYYY): / /
Email	
Alternative Email	
Contact Telephone/ Mobile Number	
HOME ADDRESS	
What is the address location and postcode of the suburb, locality or town in which you usually live? Note this address must match the address registered on your Unique Student Identifier (USI) Portal. If your current residential address is different from the one listed on your USI profile, you must update your USI portal immediately.	
Building Name: _____ Unit Number: _____ Street Number: _____ Street Name: _____ Suburb/Town: _____ State: _____ Postcode: _____	
POSTAL ADDRESS	
If same as residence, tick 'as above' <input type="checkbox"/> As above	

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Building Name: _____ Unit Number: _____ Street Number: _____	
Street Name: _____ Suburb/Town: _____ State: _____ Postcode: _____	
EMPLOYER DETAILS	<i>*Employer details are only required to be completed if you are completing a traineeship or apprenticeship through your employer OR your employer is assisting with your fees OR your training is at work</i>
Employer Legal Name	
Employer ABN / ACN No	
Employer Address:	
Building Name: _____ Unit Number: _____ Street Number: _____	
Street Name: _____ Suburb/Town: _____ State: _____ Postcode: _____	
Employer Telephone	
Employer Mobile	
Employer Email	
<u>EMPLOYER DECLARATION</u>	
I agree to abide by the employer responsibilities and conditions of the traineeship/apprenticeship and MILCOM Terms and Conditions.	
Employer Name: _____	
Employer Signature: _____ Date: / /	
FOR APPRENTICESHIP/TRAINEESHIP STUDENTS	
Australian Apprenticeship Support Network (AASN) Provider Name	
Contact Person:	Contact Number:
LANGUAGE AND CULTURAL DIVERSITY (Tick the appropriate boxes)	
Country of Birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify _____
Town/City of Birth	
Citizenship	
Residential Status in Australia	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> No, but I hold a VISA, (please specify visa class and attach a copy): _____
Are you an international student on student visa? (Tick the appropriate boxes)	<input type="checkbox"/> No <input type="checkbox"/> Yes (You are NOT ELIGIBLE . Please contact MILCOM for further Enrolment options)
Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander Origin, mark both "Yes" boxes)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

LANGUAGE IDENTIFIER (Tick the appropriate boxes)	
Do you speak a language other than English at home? (if more than 1 language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other (please specify): _____
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
Language, Literacy and Numeracy (LLN)	
<p>If you are enrolling for a full qualification, you will be required to take MILCOM's LLN Online Test set for the level of qualification that you have chosen to undertake. <i>Please complete the Online LLN Robot test on MILCOM website www.milcom.edu.au .</i></p>	
<p>Our courses in ICT require you to have clear colour vision. Do you have any issues with colour blindness?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (You are not eligible for this course)</p> <p>ISHIHARA Test http://www.colour-blindness.com/colour-blindness-tests/ishihara-colour-test-plates/</p> <p>Result: Pass <input type="checkbox"/> Fail <input type="checkbox"/></p> <p>Conducted by _____ Date _____</p>	
EMPLOYMENT (Tick the appropriate boxes)	
<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><input type="checkbox"/> Full-time employee <input type="checkbox"/> Employed - unpaid worker in a 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"/> Self-employed -employing others <input type="checkbox"/> Not employed - Not seeking employment</p>	
<p>Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) (if never employed, skip this question)</p> <p><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 – Laborer <input type="checkbox"/> 9 – Other</p>	
<p>Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) (If never employed, skip this question)</p> <p><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 and Waste Services <input type="checkbox"/> E – Construction <input type="checkbox"/> F – Wholesale Trade <input type="checkbox"/> G – Retail Trade <input type="checkbox"/> H – Accommodation and Food Services <input type="checkbox"/> I – Transport, Postal and Warehousing <input type="checkbox"/> J – Information Media and Telecommunications <input type="checkbox"/> K – Financial and Insurance Services <input type="checkbox"/> L – Rental, Hiring and Real Estate Services</p>	

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- | | |
|--|--|
| <input type="checkbox"/> M – Professional, Scientific and Technical Services | <input type="checkbox"/> N – Administrative and Support Services |
| <input type="checkbox"/> O – Public Administration and Safety | <input type="checkbox"/> P – Education and Training |
| <input type="checkbox"/> Q – Health Care and Social Assistance | <input type="checkbox"/> R – Arts and Recreation Services |
| <input type="checkbox"/> S – Other Services | |

SCHOOLING (Tick the appropriate boxes)

What is your highest COMPLETED school level? (tick ONE box only)

<input type="checkbox"/> Completed Year 12 or	<input type="checkbox"/> Completed Year 11 or	<input type="checkbox"/> Completed Year 10 or
<input type="checkbox"/> Completed Year 9 or equivalent	<input type="checkbox"/> Completed Year 8 or lower	<input type="checkbox"/> Never Attended School

In which year did you complete that school level? _____

Are you still attending secondary school? Yes No

Name of last / current secondary school attended: _____

PREVIOUS QUALIFICATION ACHIEVED (Tick the appropriate boxes)

Have you SUCCESSFULLY completed any of the following qualifications? Yes No

- | | |
|---|---|
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 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 Certificate IV (or Advanced Certificate /Technician) | |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificates Other than Above | |

(If Yes, please select **one** of these Prior Education Achievement Identifier to **any** applicable qualification level and attach qualification certificate /evidence)

A – Australia

E – Australian Equivalent

I – International

International qualification has been assessed and recognized in Australia No Yes

Qualification Assessed & Recognized: _____

Attached is the copy of my international qualification

DISABILITY (Tick the appropriate boxes)

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

Yes No

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

- Hearing/Deaf
 Learning
 Vision
 Physical
 Mental Health Condition/Mental illness
 Medical Condition
 Intellectual
 Acquired Brain Impairment
 Other

Please note: If you have a disability, you will need to discuss with the Course Advisor the suitability of the course before your enrolment is accepted.

EMERGENCY CONTACT

Emergency Contact Name

Relationship

Mobile

Email

STUDY REASON (Tick the appropriate boxes)		
<p>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> To get a job <input type="checkbox"/> For personal interest or self-development <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"/> Other reasons (please specify) _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> To get a better job or promotion <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 </td> </tr> </table> <p>Do you have any special learning needs?</p> <input type="checkbox"/> Yes (Discuss your requirement with the BD/Trainer or the Admin staff of MILCOM) <input type="checkbox"/> No	<input type="checkbox"/> To get a job <input type="checkbox"/> For personal interest or self-development <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"/> Other reasons (please specify) _____	<input type="checkbox"/> To get a better job or promotion <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 job <input type="checkbox"/> For personal interest or self-development <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"/> Other reasons (please specify) _____	<input type="checkbox"/> To get a better job or promotion <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	
<p>Do you have digital capability (sufficient computer skills) to take online training for any part of the course?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No (Discuss your requirement with the BD/Trainer or the Admin staff of MILCOM)		
UNIQUE STUDENT IDENTIFIER (USI)		
<p>Who needs a USI and why? All students doing nationally recognised training need to have a Unique Student Identifier (USI). If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.</p> <p>Do you have a Unique Student Number?</p> <input type="checkbox"/> YES Please provide your USI Number: _____ <input type="checkbox"/> NO Please log-in and create your USI number - https://www.usi.gov.au/students/create-your-usi		
VICTORIAN STUDENT NUMBER (VSN) (Applicable for VICTORIAN STUDENTS ONLY)		
<p>A Victorian Student Number (VSN) was allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.</p> <p>Have you attended a Victorian school since 2009 or done any training with a Victorian Education and Training organisation or as Adult and Community Education provider in Victoria since 2011?</p> <input type="checkbox"/> Yes Enter your nine-digit VSN: □□□ □□□ □□□ <input type="checkbox"/> No <input type="checkbox"/> I provide MILCOM Institute with permission to use the supplied VSN number as applicable during my studies.		
TERMS AND CONDITIONS		
<p>Qualification subject commencement and completion You must successfully complete and be deemed competent in all units in the qualification you are enrolling within the maximum time identified in your training plan/agreement from the initial enrolment. Upon completion of all units you will be issued with the appropriate AQF Certificate. Should you not complete the qualification you will be issued with a Statement of Attainment listing the units you have successfully completed.</p> <p>Assessments Results can be expected within ten (10) working days of receipt of the assessment. Assessments will be graded as “competent” or “not yet competent”. Assessments marked “not yet competent” will be returned to you for the necessary sections to be completed or corrected. Assessment appeals will be dealt with as per the MILCOM policy and procedure.</p>		

Recognition of Prior Learning (RPL)

Applications must be made by requesting and completing an RPL Kit and submitting together with appropriate supporting evidence prior to enrolment. You will be informed as soon as possible whether the application has been successful, unsuccessful or whether further information is required. You will be awarded a 'competent' or 'not yet competent' result from the evidence provided. Please refer to the Course Info on the MILCOM website.

Credit Transfers

Credit Transfer recognises competencies gained through formal study and previously acquired skills and knowledge. Please provide any previous Certificates and/or Statements of Attainments to which Credit Transfers can be applied.

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 more information in relation to how student information may be used or disclosed please contact MILCOM Institute on phone 1300 369 320 or email training@milcom.edu.au.

Fee & Charges

MILCOM's Tuition Fee Schedule is available at www.milcom.edu.au. It is subject to change. Your individual tuition fee Skills First will vary depending on the course you are enrolling in and concessions that may apply to your individual circumstances. Before enrolling into your course, you will be provided with your individual tuition quote (Statement of Fees), based on the above-mentioned circumstances.

Refund Policy

Please refer to the Statement of Fees (For Skills First) on the website www.milcom.edu.au

COURSE CANCELLATIONS AND REFUNDS FOR QLD FUNDED STUDENTS ONLY

Student Fees for programs funded by the Queensland Government may be paid on behalf of the student by the student's employer or another third party. The employer should refer to the MILCOM Training Services Agreement for information regarding refunds under this agreement. Students who are responsible for paying their own student contribution fees, are invoiced for the necessary fees, and are required to pay the invoiced fees prior to the commencement of training. If a student withdraws from the course, the student is entitled to a full refund of student contribution fees paid for any unit of competency that has not commenced at the time of the cancellation of enrolment. Students may be eligible for a proportional refund if they withdraw after commencing a unit of competency. Please contact the Administration Manager for further information regarding refunds.

PRIVACY NOTICE**Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

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.

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 your RTO 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>.

Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

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 Milcom Institute 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

Phone: 1300 369 320

Email: training@milcom.edu.au

<https://milcom.edu.au/policies/>

Victorian Government VET Student Enrolment Privacy Notice (For Victorian Funded Students only)

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

Milcom Institute is required to provide the Department with student and training activity data. This includes personal information collected in the Milcom enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Milcom Institute 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, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student

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 Milcom’s Privacy Officer in the first instance by phone 1300 369 320 or training@milcom.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/documents/privacy-notice>.

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

[STUDENT SIGNATURE] [DATE]

[PARENT/GUARDIAN SIGNATURE*] [DATE]

**Parental/guardian consent is required for all students under the age of 18.*

STUDENT DECLARATION

- 1) I understand that in order to enrol in this course, I am an Australian Citizen, Australian permanent resident, have the necessary visa and work permits or are a New Zealand citizen;
- 2) Under the Data Provision Requirements 2012, MILCOM Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
I understand that my personal information (including the personal information contained on this enrolment form and my training activity data) may be used or disclosed by MILCOM Institute for statistical, regulatory and research purposes. MILCOM Institute may disclose my personal information for these purposes to third parties, including:
 - apprenticeship or traineeship;
 - Employer – if I am enrolled in training paid by my employer;
 - Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and Researchers.
- 3) I understand that information provided by me on this form may be sent to the relevant State and Commonwealth government agencies, and I consent to that use;
- 4) I have read, and I understand the information provided to me about the course in which I have enrolled including course content, fees and charges and the fees and circumstances relating to any reassessment;
- 5) I understand the circumstances under which I am entitled to a Statement of Attainment;
- 6) I understand that based on industry requirements and demand, my Training Plan might be updated from time to time during my entire course of enrolment in the qualification with MILCOM;
- 7) I agree to adhere to all MILCOM Institute and State and Australian Government training policies;

- 8) I understand I can begin up to two government-subsidised courses in one year if eligible (for VIC – Skills First student only);
- 9) I understand that to access funding, I must be enrolling in a course that is higher than any qualification I currently have (for VIC – Skills First student only);
- 10) I confirm that I have been offered the option of Credit Transfer and Recognition of Prior Learning;
- 11) I understand as a student enrolling for ACT Funding I can enrol in one Skilled Capital Qualification at a time and that to access funding, for a certificate II level Skilled Capital qualification I must not have completed a certificate III or higher (excluding foundation skills qualifications) or have suffered changed circumstances which impact my ability to undertake training and/or work, such as ill health.
- 12) I understand that MILCOM has a formal enrolment process to ascertain my suitability and eligibility to participate in this course respective to the relevant state’s funding requirement; and
- 13) I further understand that MILCOM makes the enrolment decision based on the Pre-training Review (PTR) interview (for VIC – Skills First, ACT Funding and FFS students ONLY), the information and supporting evidence I supply towards my eligibility into a funded training place, the mandatory Language, Literacy and Numeracy (LLN) assessment outcome, and other formal course pre-requisites that may apply depending on the course I apply for;
- 14) I understand that my enrolment into this course is **NOT** complete until MILCOM Institute is satisfied that all enrolment criteria required for this course are fulfilled and as a result I received a confirmation of enrolment notice from MILCOM Institute;
- 15) I acknowledge and agree to the terms described in this privacy statement and cancellation policy and refund policy and declare that the information provided in this form is, to the best of my knowledge true, correct and complete at the time of my enrolment/application;
- 16) I declare that the information I have provided to the best of my knowledge is true and correct;
- 17) If MILCOM receives a request from my Employer, I give permission for a copy of my Certificate/Statement of Attainment to be sent to my Employer
 Yes No Name of Employer _____
- 18) Your assessor may take photos of you in class that will help to show competency for certain skills demonstrated in the training sessions. These photos might also be used in advertising material of our website and other social media. If you agree to MILCOM using your photo in the above manner, tick this box and complete the Media release form in your pre-training pack, and provide it to MILCOM’s course adviser.
 YES, I agree to MILCOM using my photo, or a photo showing me, to be used for assessment purposes and/or promotional material. I have completed the MILCOM Media Release form to that effect.
 NO, I do not agree to MILCOM using my photo.
- 19) I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Student Name: _____ **Student Signature:** _____ **Date:** ___/___/___
Guardian Details (to be completed where applicant is under 18 years of age):

Name: _____ **Guardian Signature:** _____ **Date:** ___/___/___

HOW DID YOU HEAR ABOUT MILCOM INSTITUTE? (Please tick)

- Employer
- Current MILCOM Student
- Social Media (e.g. Facebook, Instagram)
- Advertising
- Online search (e.g. Google)
- Website

ENROLMENT FORM (Govt. funded)

		<input type="checkbox"/> Job Network / Agent	<input type="checkbox"/> Industry association
EVIDENCE SUBMISSION WITH ENROLMENT FORM	Please return this application for Enrolment form to MILCOM Institute. Please make sure that you include the following documentation in the form prescribed by MILCOM Institute when you submit this form (please tick):		
	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Australian Citizenship/ Permanent Residency Evidence (E.g. Australian Passport, visa, Green Medicare card etc.) (originals or certified copies required) 2. <input type="checkbox"/> Photo ID (originals or certified copies required) 3. <input type="checkbox"/> Proof of Victorian Residency (e.g. Driving license, communication from Centrelink) 4. <input type="checkbox"/> Proof of Queensland Residency (e.g. Driving license, Health care card if seeking Concessional Fee) 5. <input type="checkbox"/> Proof of ACT Residency (e.g. Driving license, Health care card etc.) 		
STATE SPECIFIC ADDITIONAL FORMS FOR COMPLETION OF ENROLMENT (Please tick)			
VIC – Skills First	QLD Funding	ACT Funding	SA Funding
<input type="checkbox"/> LLN Result <input type="checkbox"/> Pre- Training Review <input type="checkbox"/> Skills VIC Declaration	<input type="checkbox"/> LLN Result <input type="checkbox"/> Pre- Training Review <input type="checkbox"/> Student Declaration	<input type="checkbox"/> LLN Result <input type="checkbox"/> Pre- Training Review	<input type="checkbox"/> LLN Result <input type="checkbox"/> Participant Agreement <input type="checkbox"/> Commencement form
OFFICE USE ONLY			
Application received by			
Date received			
Date Enrolment is accepted, and student is entered on SMS			