



Vision International College

Distance Education Bible College

Enrolment Form



Christian Ministry and Theology

Certificate III and IV Diploma and Advanced Diploma

Graduate Certificate and Graduate Diploma

2022

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.

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.

Vision International College Enrolment Form

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>.

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 Vision International College 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
- <https://visioncolleges.edu.au/vic-privacy-policy/>
- Principal@visioncolleges.edu.au
- Phone: Aus 02 96032077 Intn'l +61 2 96032077

For more information about NCVER's Privacy Policy go to:
<https://www.ncver.edu.au/privacy>.

Personal details

1. Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)

First given name

Second given name (middle)

* 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 [name of RTO] 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.

2. Enter your birth date

Day/month/year

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3. Gender (Tick ONE box only)

Male

Female

Other

4. Enter your contact details

Home phone _____

Work phone _____

Mobile _____

Email address _____

Alternative email address (optional) _____

Facebook _____

skype _____

5. What is the address of your usual residence?

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 is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name

Flat/unit details

Street or lot number (e.g. 05 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Language and cultural diversity

6. In which country were you born?

Australia	<input type="checkbox"/> 1101
Other – please specify	

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/> 1201
Yes, other – please specify	

7. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes)

No 4

Yes, Aboriginal 1

Yes, Torres Strait Islander 2 3 (yes to both)

Disability

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

Yes Y

No N **No – Go to question 12**

9. If you indicated the presence of a disability, impairment or long-term condition, 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.

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Schooling

10. 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.

Year 12 or equivalent	<input type="checkbox"/>	12
Year 11 or equivalent	<input type="checkbox"/>	11
Year 10 or equivalent	<input type="checkbox"/>	10
Year 9 or equivalent	<input type="checkbox"/>	09
Year 8 or below	<input type="checkbox"/>	08
Never attended school	<input type="checkbox"/>	02
Never completed any primary or secondary level education – go to question 14		

11. Are you still enrolled in secondary or senior secondary education?

Yes Y

No N

Previous qualifications achieved

12. Have you SUCCESSFULLY completed any of the qualifications listed in question 13?

Yes Y

No N **No – go to question 16**

13. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>	008
Advanced diploma or associate degree	<input type="checkbox"/>	410
Diploma (or associate diploma)	<input type="checkbox"/>	420
Certificate IV	<input type="checkbox"/>	511
Certificate III	<input type="checkbox"/>	514
Certificate II	<input type="checkbox"/>	521
Certificate I	<input type="checkbox"/>	524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	990

Employment

14. Of the following categories, which 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).

- | | |
|---|-----------------------------|
| Full-time employee | <input type="checkbox"/> 01 |
| Part-time employee | <input type="checkbox"/> 02 |
| Self employed – not employing others | <input type="checkbox"/> 03 |
| Self employed – employing others | <input type="checkbox"/> 04 |
| Employed – unpaid worker in a family business | <input type="checkbox"/> 05 |
| Unemployed – seeking full-time work | <input type="checkbox"/> 06 |
| Unemployed – seeking part-time work | <input type="checkbox"/> 07 |
| Not employed – not seeking employment | <input type="checkbox"/> 08 |

Study reason

15. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- | | |
|--|-----------------------------|
| To get a job | <input type="checkbox"/> 01 |
| To develop my existing business | <input type="checkbox"/> 02 |
| To start my own business | <input type="checkbox"/> 03 |
| To try for a different career | <input type="checkbox"/> 04 |
| To get a better job or promotion | <input type="checkbox"/> 05 |
| It was a requirement of my job | <input type="checkbox"/> 06 |
| I wanted extra skills for my job | <input type="checkbox"/> 07 |
| To get into another course of study | <input type="checkbox"/> 08 |
| For personal interest or self-velopment | <input type="checkbox"/> 12 |
| To get skills for community/voluntary work | <input type="checkbox"/> 13 |
| Other reasons | <input type="checkbox"/> 11 |

Unique Student Identifier (USI)

From 1 January 2015, we, Vision International College 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly on computer or mobile device at <https://www.usi.gov.au/students/create-your-usi/>.

16. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Before creating a USI on behalf of a student, with their permission, use the 'Existing USI Search' tool to determine whether the student has an existing USI. For details, see the Existing USI Search/Locate USI information on the USI website at

<https://www.usi.gov.au/training-organisations/using-usi-registry-system/existing-usi-search-locate-usi/>.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at:

<https://www.usi.gov.au/about/forms-id/birth-certificate-australian/>

Alternatively, you may wish not to include 'birth certificate' in your form.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us *Vision International College* 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 at the end of this form so that we can apply for a USI on your behalf.

Iauthorise Vision International College 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>.

Town/City of Birth _____

(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).

Please ensure that the name written in ‘Personal Details’ section is exactly the same as written in the document you provide below.

1. Australian Driver’s License

State: _____ License Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green Expiry date ____/____/____

(format MM/YYYY) (month/year)

Yellow Blue Expiry date ____/____/____

(format DD/MM/YYYY) (day/month/year)

3. Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

Passport number _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____

Acquisition date ____/____/____

(day/month/year)

8. Certificate of Registration by Descent

Acquisition date ____/____/____

(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] 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.

Advice to RTOs: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.

Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

Privacy Statement & Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that my RTO [insert RTO name] is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys.
- Researchers.

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

[STUDENT SIGNATURE]

[DATE]

[PARENT/GUARDIAN SIGNATURE*]

[DATE]

Digital signatures are accepted by Vision International College

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

NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Enrolment

Unless otherwise indicated the I am enrolling into the Christian Ministry and Theology Program

Award Level	Emphasis
Certificate III	
Certificate IV	
Diploma	
Advanced Diploma Graduate	
Graduate Certificate	
Graduate Diploma	

Undergrad Fees

Enrolment \$85.00

Subject Fees:

Certificate III \$195.00

Certificate IV \$285.00

Diploma \$315.00

Advanced Diploma \$350.00

Graduate Fees

Enrolment \$150.00

Subject Fees:

Graduate Certificate \$450.00

Graduate Diploma \$450.00

Postage: \$15.00 Anywhere within Australia only

I want to apply for Austudy/Abstudy/Youth Allowance, please send me the Centrelink letter.

I understand that these allowances are available to eligible Australian students only and Vision Colleges has no control over the approval of the allowance

Advanced Standing

Vision Colleges encourages students to apply for advanced standing in the form of Academic Transfer or Recognised Prior Learning (RPL).

Send me information on Advanced Standing options.

Payment Details

Credit Card Type Visa, Mastercard, AMEX

Credit Card Number

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Name on Card:

Expiry Date: Mth: Year:

Security Num. on back of card:

Signature:

Date: (DD/MM/YYYY):

To submit your form

1. Email the application and payment details to Principal@visioncolleges.net or
2. Post the form to Vision Colleges, PO Box 84, Macquarie Fields, NSW, 2564 Australia.

If paying by Cheque or Postal Note make them payable to Vision Colleges send with the application.

Direct Credit

Payments within Australia Bank: Westpac Bank

Account name: Vision Christian College

BSB:032 372

Account: 183705

Contact Vision Colleges

Principal: Rev. Dr Denis Plant, principal@visioncolleges.net
Registrar: Jacky Muleya, registrar@visioncolleges.net
Telephone: 02 9603 2077

Web site <http://www.visioncolleges.edu.au>

General Contact: contacts@visioncolleges.net

Postal Address

Vision International College
PO Box 84
Macquarie Fields
NSW 2564
Australia

Street Address:

Vision International College
4 Arnold Street
Lumeah
NSW 2560
Australia

Important Notes

ID Photo

1. Include 2 passport photo's with your application signed on the back with the statement "I certify that this is a true likeness of (your name)" and endorsed by a referee.
2. If submitting an electronic photo (jpg) it must be accompanied with a statement "I certify that this is a true likeness of (your name)" and endorsed by a referee.

Referee must:

- be an Australian citizen who is 18 years of age or over
- have known the applicant for at least 12 months
- not be related to the applicant by birth, marriage, de facto or same sex relationship
- not live at the applicant's address
- possess a current (unexpired) Australian passport that was issued with at least two years validity OR have been on the Australian electoral roll at their current address for the past 12 months; Affix your photos below this line, both signed, one face up the other face down

Vision International College Enrolment Form

To assist the staff of Vision Colleges to better help you and provide you with the support you may need in your studies, please respond to each of these questions.

1. Why do you want to study with Vision Colleges? Minimum of 50 words

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2. What do you expect to achieve when you finish your studies with Vision Colleges? Minimum of 50 words

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3. Tell us about your ministry background and experience.

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Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 — Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 — Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 — Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 — Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that

cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Contact Vision Colleges:

PO Box 84, Macquarie Fields. NSW,
ABN 29835302417 Provider No. 90862
2564 Ph (61) 02 96032077

Web: www.visioncolleges.edu.au Em: contact@visioncolleges.net