

Student Number _____

Data Processing Officer _____

Enrolment Date _____

Course Start Date _____

SF - Standard

SF - Concession

Fee for Service

ENROLMENT APPLICATION FORM 2020

CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE)

CPP40307

A. Student Details

Given names (legal given names) _____

Informal Name _____

Surname (legal family name) _____

Date of Birth DD / MM / YYYY

Gender Male Female

Indeterminate/Intersex/Unspecified

Unique Student Identifier

All new or continuing students undertaking nationally recognised training require a USI. Your USI must be obtained before your enrolment can be finalised. You can apply for your USI at usi.gov.au

My USI is: _____

When reporting your USI to the REIV, please take care when providing us the exact 10 space alpha-numeric identifier clearly so as to avoid delays to your enrolment.

Victorian Student Number (VSN - to be completed by all students aged up to 24 years)

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

I have a VSN. The number is: _____
(No more questions if you provided your VSN.)

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (No more questions if you tick this box)

Yes – I have attended a Victorian school since 2009.
Most recent school attended: _____

AND / OR

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

1. _____

2. _____

3. _____

Contact details

Home phone Work Phone Mobile Phone

Email Address

Alternative Email Address (optional)

Usual Residence Address (Please provide the physical address where you usually reside)

Building Name Unit Detail

Street Number Street

Suburb State Postcode

Postal Address (if different from above)

PO Box Building Name Unit Detail

Street Number Street

Suburb State Postcode

Emergency Contact

Name Mobile Phone Relationship

B. Demographics

EMPLOYMENT STATUS

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

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

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

If never employed go to question 4.

- | | |
|--|---|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Community and Personal Service Workers |
| <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Machinery Operators and Drivers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Other | |



3. Which of the following classifications BEST describes the Industry of your current or previous Employer?

- | | |
|--|---|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Electricity, Gas, Water and Waste Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Accommodation and Food Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Information Media and Telecommunications |
| <input type="checkbox"/> Financial and Insurance Services | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Professional, Scientific & Technical Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Public Administration and Safety | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Arts and recreation Services |
| <input type="checkbox"/> Other | |

SCHOOLING

4. Are you still attending secondary school? No Yes
5. 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

COUNTRY OF BIRTH

6. In which country were you born?
- Australia Other, please specify _____

PREVIOUS QUALIFICATION ACHIEVED

7. Have you SUCCESSFULLY COMPLETED any of the following qualifications?
- No Yes.... If YES, then tick ANY applicable boxes below for qualification and where obtained

Yes	Qualification	Achieved in Australia	Australian Equivalent	Overseas Qualification
	Bachelor Degree or Higher Degree			
	Advanced Diploma or Associate Degree			
	Diploma (or Associate Diploma)			
	Certificate IV (or Advanced Certificate/Technician)			
	Certificate III (or Trade Certificate)			
	Certificate II			
	Certificate I			
	Certificates other than above			

LANGUAGE DIVERSITY

8. 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 Yes, other – Please specify _____

DISABILITY

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

No – go to question 11 Yes

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

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical
<input type="checkbox"/> Learning	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Vision	<input type="checkbox"/> Mental illness
<input type="checkbox"/> Medical condition	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Other	

INDIGENOUS STATUS IDENTIFIER

11. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

STUDY REASON

12. Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick one box only)

To get a job To develop my existing business To start my own business
 To try for a different career 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 program of study
 For personal interest or self-development Other reasons

C. Delivery program

Delivery option

Please select from one of the delivery options below:

C = Classroom Delivery T = Traineeship

If classroom based, please choose from the following intakes-

Intake 1

Evening Class

Commencement Date: 28 January 2020

First 3 units will be delivered over the following evenings from 6pm to 9.30pm

Tuesday 28 January 2020* to Friday 31 January 2020

Monday 3 February 2020 to Thursday 6 February 2020 6pm to 9.30pm

Monday 10 February to Tuesday 11 February 2020 6pm to 9.30pm

Remaining 21 units - 10 March 2020 6pm to 9.30pm (Tuesday and Thursday) 6pm to 9.30pm

* **Please note:** starting on Tuesday 28 January as Monday 27 January is a public holiday

Intake 2

Day Class (Tuesday)

Commencement Date: 17 February 2020

First 3 units will be delivered from Monday to Friday 17 February 2020 to 21 February 2020 9am to 5pm

Remaining 21 units - every Tuesday, 1 day a week 3 March 2020 9am to 5pm

Intake 3

Day Class (Thursday)

Commencement Date: 18 May 2020

First 3 units will be delivered from Monday to Friday 18 May 2020 to 22 May 2020 9am to 5pm

Remaining 21 units - 4 June 2020 every Thursday 1 day a week 9am to 5pm

Intake 4

Evening Class

Commencement Date: 27 July 2020

First 3 units will be delivered over the following evenings from 6pm to 9.30pm

Monday 27 July 2020 to Thursday 30 July 2020

Monday 3 August 2020 to Thursday 6 August 2020

Monday 10 August 2020 to Tuesday 11 August 2020

Remaining 21 units - 8 September 2020 6pm to 9.30pm (Tuesday and Thursday) 6pm to 9.30pm

Intake 5

Day Class (Wednesday)

First 3 units will be delivered from Monday to Friday 24 August 2020 to 28 August 2020 9am to 5pm

Remaining 21 units - 2 September 2020 every Wednesday 1 day a week from 9am to 5pm

All course close off 2 weeks prior to the course start date or when capacity has been reached.

Unit Delivery options

We have the following delivery options available:

Training Required (TR) These are the units that the student or trainee wishes to pursue.

Credit Transfer (CT) This is the automatic granting of any unit/s that was completed where the unit has exactly the same code & title, even if it is not from the same qualification/course. If you wish to apply for Credit Transfer, please tick the appropriate unit(s) below and provide evidence via a qualification and the academic transcript or statement of attainment.

Recognition of Prior Learning (RPL) If you wish to apply for RPL, please refer to our website as an application process applies.

Enrol in selected unit(s) only *(Please tick the desired units delivery option below)*

Cluster	CODE	Unit Title	TR	CT	RPL
Agent Representative	CPPDSM4080A	Work in the Real Estate Industry			
	CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work			
	CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work			
Agency Practice	CPPDSM4009A	Interpret legislation to complete agency work			
	CPPDSM4015B	Minimise agency and consumer risk			
	CPPDSM4005A	Establish and build client-agency relationships			
	CPPDSM4056A	Manage conflict and disputes in the real estate industry			
Property Presentation	CPPDSM4018A	Prepare and present property reports			
	CPPDSM4003A	Appraise property			
Listing & Marketing	CPPDSM4011A	List property for lease			
	CPPDSM4012A	List property for sale			
	CPPDSM4013A	Market property for lease			
	CPPDSM4014A	Market property for sale			
Property Sales	CPPDSM4022A	Sell and finalise the sale of property by private treaty			
	CPPDSM4001A	Act as a buyer's agent			
Auctions	CPPDSM4019A	Prepare for auction and complete sale			
	CPPDSM4004A	Conduct auction			
Property Management	CPPDSM4010A	Lease property			
	CPPDSM4016A	Monitor and manage lease or tenancy agreement			
	CPPDSM4049A	Implement maintenance plan for managed properties			
Present at Tribunals	CPPDSM4020A	Present at tribunals			
Records & Finances	BSBSMB406	Manage small business finance			
	BSBRKG304	Maintain business records			
	CPPDSM4006A	Establish and manage agency trust accounts			

Funding selection

Recently, Victoria's training and TAFE system was overhauled through **Skills First**. This funding program supports the courses that are most likely to lead to employment. Under **Skills First**, subsidised training is available to eligible students.

For further information on Victorian Government Funding eligibility, visit:

skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx

* All students will undergo an eligibility assessment during the pre-training review. Victorian Government Funding is only available for full qualification or RPL enrolments.

Applicants wishing to enrol in single unit(s) only must pay full fee for service tuition fees.

Please select ONE funded option:

FFS = Fee for Service (Not eligible for Skills First Funding) **SF = Eligible for Skills First Funding**

Concession Fees

Eligible concession card holders who are applying to access Skills First government funding are eligible for a concession on tuition fees. Applicants must first meet the eligibility criteria for Skills First funding and hold one of the following cards or is a dependant spouse or child of the card holder:

- Health Care Card issued by the Commonwealth
- Pensioner Concession Card
- Veteran's Gold Card
- An alternative card or concession eligibility criterion approved by the Minister

Will you be applying for a concession fee?

No Yes before enrolment we will need to sight a valid and current card, please have this available.

TERMS AND CONDITIONS

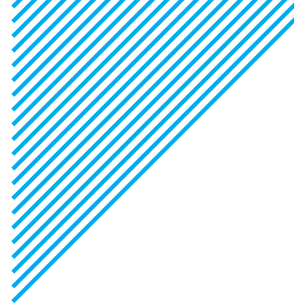
D. Privacy notices

Please refer to the REIV Privacy Policy reiv.com.au/privacy-policy

Under the Data Provision Requirements 2012, The REIV is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by The REIV for statistical, regulatory and research purposes. The REIV may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.



Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at ncver.edu.au).

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

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

REIV provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: 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 REIV's training team in the first instance by phone on 9205 6666 or e-mail qualifications@reiv.com.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to education.vic.gov.au/Pages/privacypolicy.aspx

E. Policies and Procedures

FEES, CHARGES, REFUNDS

For the latest information regarding fees, refunds and additional fees please visit: reiv.com.au/fees

COMPLAINTS AND APPEALS

For full details of the REIV complaints and appeals process please visit: reiv.com.au/complaints-and-appeals

STUDENT DECLARATION:

I declare that:

- The details set out in this application are true and correct.
- I have read and understand the policies and procedures at: reiv.com.au
- I have downloaded and read the REIV Student Handbook
- I am eligible to study in Australia as either an Australia citizen or a resident on a visa that allows me to study with a provider who is NOT CRICOS approved. For more information on visas and studying in Australia please go homeaffairs.gov.au/Trav/Visa-1
- I will complete my studies entirely within the state of Victoria and will notify the REIV if this no longer applies via qualifications@reiv.com.au
- I will inform the REIV of any changes in my contact details including my email address via qualifications@reiv.com.au
- I have access to the internet and a printer.

Student Signature: _____

Date: _____

TO ENROL

Please forward your completed enrolment application form to:

EMAIL: qualifications@reiv.com.au

POST: REIV Training Department
PO Box 443
Camberwell VIC 3124

Please note that your enrolment will not be considered complete until you undergo a core skills assessment and a pre-training review. You will be contacted to set these up, so be sure your email and telephone details are accurate.