

# ENROLMENT APPLICATION FORM 2020-21

Please select one from the options listed below:

- Agent's Representative Course (For individuals who do not hold any real estate qualifications) [CPP41419 Certificate IV in Real Estate Practice](#)
- Full qualification for an Estate Agent's Licence (For individuals who do not hold any real estate qualifications) [CPP41419 Certificate IV in Real Estate Practice](#) **AND** [CPP51119 Diploma of Property \(Agency Management\)](#)
- Qualification for an Estate Agent's Licence (For individuals who have completed CPP41419 Certificate IV in Real Estate Practice) [CPP51119 Diploma of Property \(Agency Management\)](#)

CPP41419 Certificate IV in Real Estate Practice

CPP51119 Diploma of Property (Agency Management)

## A. Student Details

Mr Miss Mrs Ms

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](http://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.*

I give permission to the REIV to look up or create USI on my behalf through their Student Management System.

### 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

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Email Address

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Alternative Email Address (optional)

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**Residential Address (Please provide the physical address where you reside)**

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Building Name                      Unit Detail

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Street Number                      Street

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Suburb                      State                      Postcode

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**Postal Address (if different from above)**

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PO Box                      Building Name                      Unit Detail

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Street Number                      Street

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Suburb                      State                      Postcode

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**Emergency Contact**

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Name                      Mobile Phone                      Relationship

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**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

**Year Completed**

**Place of Completion**

**COUNTRY OF BIRTH**

6. In which country were you born?

- Australia   
  Other, please specify \_\_\_\_\_

Place or Town of birth

**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	Year Completed
	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 \_\_\_\_\_

How well do you speak English?

Very Well     Well     Not Well     Not at all

### 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     Yes, both

### 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     To get skills for community/voluntary work
- Other reasons

### C. Delivery program

#### Delivery option

Please select from one of the delivery options below:

Online (Blended)       Workplace Traineeships       Classroom Delivery (Currently unavailable)

#### 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.

Have you completed Agent's Representative Course?

Yes      No

Which year have you completed Agent's Representative Course?

Are you applying for Recognition of Prior Learning (RPL)?

Yes      No

#### 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](https://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.

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.

**(Office Use Only)**

Please select ONE payment option.

**L=Traineeship**

**P= Non-traineeship**

**SF= Eligible for Government Funding**

**FFS = Fee for Service (Not Eligible for Government Funding)**

**TERMS AND CONDITIONS**

**D. Privacy notices**

Please refer to the REIV Privacy Policy [reiv.com.au/privacy-policy](http://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](http://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](http://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](mailto: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](http://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](http://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](http://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](http://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](http://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](mailto: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](mailto: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](mailto: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.*

#### OFFICE USE ONLY

Student Number \_\_\_\_\_

Data Processing Officer \_\_\_\_\_

Enrolment Date \_\_\_\_\_

Course Start Date \_\_\_\_\_

SF - Standard

SF – Concession

Fee for Service

