



**Application Form 2019**  
( Domestic Students)

**Select the AQF Level qualification:**

Agent Representative Program

**Intake Month:**

**PERSONAL DETAILS**

**1.** Family Name (Surname):

Given Names:

**2.** Date Of Birth (Day/Month/Year):

**3.** Gender (Tick ONE box only)  Male  Female

**4.** What is the address of your usual residence?

Line 1:

Line 2:

Suburb, Locality Or Town:

State/Territory:  Postcode:

**5.** Email Address:

**6.** Mobile Number:

**LANGUAGE AND CULTURAL DIVERSITY**

**7.** In which country were you born?

Australia  Other – *please specify*

**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 – *Go to question 10*

Yes, other – *please specify*

**9.** How well do you speak English?

Very well  Well  Not well  Not at all

**10.** 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

**DISABILITY**

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

Yes  No – *Go to question 13.*

**12.** 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*)

Hearing/deaf  Physical  Intellectual

Learning  Mental illness

Acquired brain impairment  Vision

Medical condition  Other

(If yes, please contact RTO Manager)

**SCHOOLING**

**13.** What is your highest COMPLETED school level? (*Tick ONE box only*)

Year 12

Year 11

Year 10

Year 9 or below

Never attended school– *Go to question 17*

**14.** In which YEAR did you complete that school level?

**15.** In which COUNTRY did you complete that school level?

**16.** Are you still enrolled in secondary school?  Yes  No

**PREVIOUS QUALIFICATIONS ACHIEVED**

**17.** Have you SUCCESSFULLY completed any of the following qualifications?

Yes

No – *Go to question 20*

**18.** If YES, then tick ALL applicable boxes

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 the above

**19.** Please indicate in which COUNTRY did you complete the qualifications:

**EMPLOYMENT**

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

Full-time employee  Part-time employee

Self employed – not employing others

Employer  Employed – unpaid worker in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

**STUDY REASON**

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

To get a job  To develop my existing business

To start my own business  To 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 course of study

For personal interest or self-development

To get skills for community/voluntary work  Other reasons

## STUDENT IDENTIFICATION NUMBERS

22. Enter your Victorian Student Number (VSN) to be completed by all students aged under 25:

23. (USI) Enter your Unique Student identifier:   
<https://www.usi.gov.au/>

24. Have you attended any Victoria School since 2009 or had any training with a Vocational Education and training (VET) registered training organisation provider or an Adult and community education provider in Victoria since 2011?

- Yes – I have attended a Victoria School since 2009  
 Yes – I have attended TAFE or Private provider for Vocational Education and Training  
 No – I have not attended a Victoria School since 2009 or a TAFE or VET training provider since the beginning of 2011

If **YES** – Please list most recent Victorian School Attended:

If **YES** – Please list most recent Vocational Education and Training Provider Name:

## NATIONALITY

25. Country of citizen:   
Passport No.:

## EMERGENCY DETAIL OF NEXT OF KIN

26. Contact Person Name:   
Relation:  Phone No:

## RPL/CREDIT TRANSFER

27. Are you seeking recognition of prior learning (Please tick)  
 Yes  No

(if you ticked "yes" you will need to contact MIV RPL assessor / training support manager for RPL application and other details)

Are you seeking Credit transfer?

Yes  No

(If you ticked "yes" you will need to provide certified copies of transcripts, course outlines and subject descriptions for each unit of competency.)

## 28. How did you hear about this course?

Website  Newspaper  Google Ad  Friend

Agent:  Other:

## PRIVACY STATEMENT

Under the Data Provision Requirements 2012, Mercury Institute of Victoria 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 Mercury Institute of Victoria for statistical, administrative, regulatory and research purposes. Mercury Institute of Victoria may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## TERMS AND CONDITIONS

The date you agree to these terms & conditions is considered the Agreement Date. By accepting this Agreement you:

1. Agree to comply with Mercury Institute of Victoria's (MIV) student Policies & procedures as indicated in the MIV Student Handbook.
2. Confirm that you fulfil all entry requirements in which you are enrolling;
  - a. Agree to pay all requisite fees associated, and
  - b. Upon receipt of the Course Fee if applicable, MIV agrees to:
    - supply you with initial course materials for your course;
    - provide you with access to the online student portal if applicable;
    - provide you with access to learning and administrative support;
    - grade your assessments; and
3. The Course Fee does not include:
  - a. postage of any assessments or other materials by you to MIV or
  - b. any materials that are listed as "Computer Requirements" or "Additional Requirements" for your course on the MIV website. Please note that, depending on your particular course, you may need to provide your own equipment in addition to the course materials at your own expense.
4. On successful completion of all assessments and the full payment of the Course Fee if applicable, MIV will issue you appropriate certification for your course.
5. MIV may make changes to your course, course materials and the MIV Student Policies and Procedures as reasonably required.
6. A \$50 fee for re-issuance of a Certificate, Qualification or Statement of Attainment applies. See the MIV Student Handbook for more details about miscellaneous fees.
7. The course material that MIV provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of MIV or a nominated third party. You may not reproduce any part of the course materials without the prior written consent of MIV.
8. The maximum duration of your course is specified on MIV's website. In the event that you do not complete the course within the maximum duration, your enrolment expires without refund. If you wish to extend your course beyond the course expiry date, you must apply before your visa duration finishes for extension of your study.
9. MIV reserves the right to cancel a course prior to the course commencement date. In this rare circumstance you are entitled to a full refund (or pro-rata adjusted refund) or transfer of funds to another future course. In this event, you will be given your preferred option. If a refund is requested MIV will refund the fees within four weeks of the course cancellation.

## Enrolment Declaration

I, , agree that by signing this declaration:

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature:

Date: