

# **TAFE Students - How do I complete my enrolment checklist**

my Student Centre | [mysc.federation.edu.au](https://mysc.federation.edu.au) | 1800 FED UNI

## Completing your Enrolment Checklist

In order to be eligible to enrol you must first complete your Enrolment Checklist. The checklist can be completed online in my Student Centre.

The completion of the enrolment checklist is an important step in your enrolment process.

The enrolment checklist contains questions the University needs to ask you before you are able to enrol into our programs.

**Important:**

Ensure that you save your changes for each checklist item before returning to the main checklist.

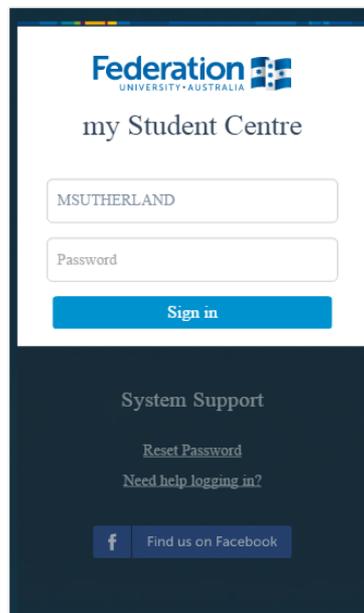
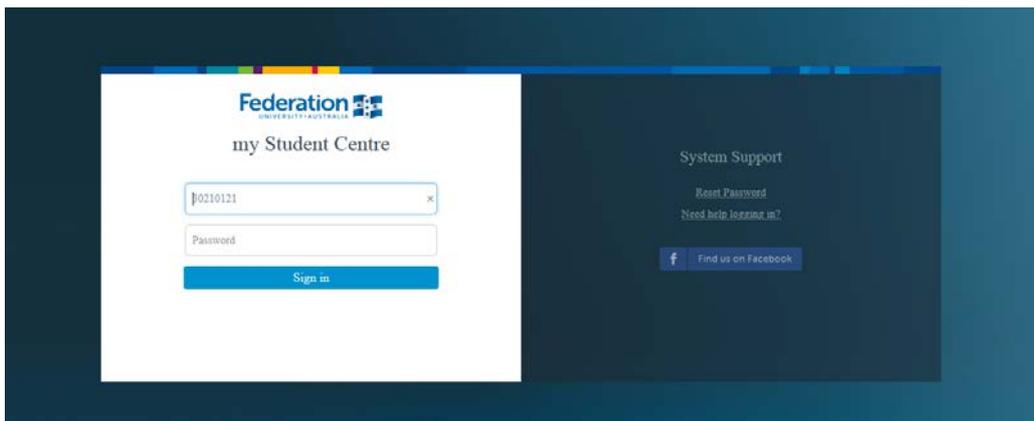
All checklist items must be completed in order. As you complete one checklist item, the next checklist item will become available for you to click on.

The checklist can be partially completed and saved if you need to follow up on any of the information.

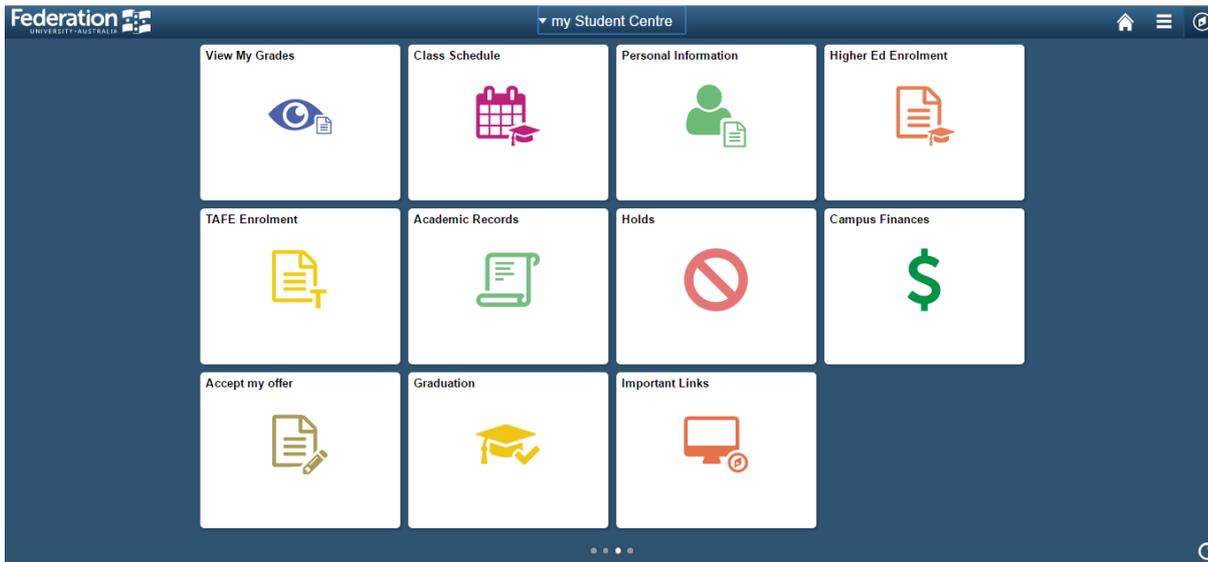
### Step 1: Login to my Student Centre by going to [mySC.federation.edu.au](https://mySC.federation.edu.au)

1. Enter your **User ID** number (student ID) and **Password**, then select the sign in button.

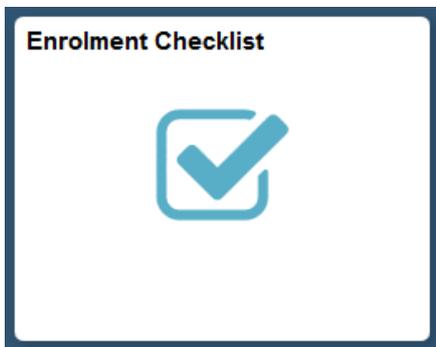
If you are having trouble logging into my Student Centre please contact the Service Desk on [servicedesk@ballarat.edu.au](mailto:servicedesk@ballarat.edu.au) or 5327 9999. Below is both a desktop and mobile device log in view.



2. Once you have logged on you will see your homepage.



3. Click on the **Enrolment Checklist** tile.



## Step 2: Completion of TAFE Disclaimer

This is an example of an enrolment checklist.

<b>Enrolment Checklist</b>	
<i>The following checklist must be completed before you are able to enrol.</i>	
Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.	
To Do Item	Item Status
1 <a href="#">Complete the TAFE Disclaimer</a>	Awaiting Review
2 Complete your eCAF if required	Awaiting Review
3 Check your address details	Awaiting Review
4 Check your telephone numbers	Awaiting Review
5 Check your email addresses	Awaiting Review
6 Check your emergency contact information	Awaiting Review
7 Complete your statistical details	Awaiting Review

1. Click on the [Complete the TAFE Disclaimer](#) link
2. Read the Privacy Statement and Disclaimer information carefully
3. Scroll to the bottom of the page

4. Choose the appropriate option from the **Employer/Sponsor Release Authority** drop down field

**I acknowledge that I have read and agree to the terms described in this Privacy Statement and Disclaimer and:**

- I agree to abide by the Legislation, Policies, Procedures, Standards of Conduct and rules of Federation University Australia;
- I agree to pay all fees and charges applicable to, and arising from, this enrolment;
- I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment and/or an incomplete application may result in a withdrawal of any offer, and/or cancellation of enrolment at Federation University Australia, particularly if it relates to my eligibility for government subsidised training;
- I understand that it is my responsibility to provide all relevant and required documentation;
- I declare that the information provided to Federation University Australia is to the best of my knowledge true, correct and complete at the time of my enrolment/application;
- I consent to use and disclosure of the information in this enrolment checklist for the purpose and in the circumstances described above.

**Releasing my enrolment information to an employer or sponsoring organisation**  
(All students must select one option below)

- I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or sponsoring organisation.
- If you are an apprentice or trainee the University is obligated to release details regarding your enrolment to your employer as part of your Training Agreement Contract.\*

**Employer/Sponsor Release Authority:**

[RETURN TO CHECKLIST](#) [I ACCEPT](#)

5. Click the [I ACCEPT](#) button

6. You are redirected to the checklist and the TAFE Disclaimer checklist item is now marked as complete and the next item is available to you.

**Enrolment Checklist**

*The following checklist must be completed before you are able to enrol.*

Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.

To Do Item	Item Status
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5 Check your email addresses	Awaiting Review
6 Check your emergency contact information	Awaiting Review
7 Complete your statistical details	Awaiting Review

### Step 3: Submission of electronic Commonwealth Assistance Form (eCAF)

This checklist item will not display for all TAFE Students. You will only see this checklist item if you are eligible for VET FEE-HELP.

**Before completing the VET FEE-HELP Assistance form you must read the VET FEE-HELP Information booklet.** (see attached link)

<http://studyassist.gov.au/sites/studyassist/HelpfulResources/Documents/2014%20VET%20FEE-HELP%20booklet.pdf>

1. Click the [Complete your eCAF if required](#) link

Read the information on this page carefully, before proceeding.

**Electronic Commonwealth Assistance Forms**

Please select an action below to view or submit a Commonwealth Assistance Form for your program(s).

Academic Program	Status	CAF Type	Action	
CHC50908	Diploma of Children's Services (Early childhood education and care)	Active in Program	VET FEE-HELP	<a href="#">Submit</a>

**Please Note:**  
 Students are only required to complete a **FEE-HELP** or **VET FEE-HELP** eCAF if they wish to apply for a FEE-HELP and VET FEE-HELP loan.  
 If you wish to apply for a FEE-HELP or VET FEE-HELP loan please complete your eCAF now by clicking on the **SUBMIT** button.  
 If you do not wish to apply for a FEE-HELP or VET FEE-HELP loan please continue the enrolment checklist by pressing the 'Return to Checklist' button.

[RETURN TO CHECKLIST](#)

2. If you do not wish to apply for VET FEE HELP, click the [RETURN TO CHECKLIST](#) button and the system will mark this checklist item as completed for you.
3. If you wish to apply for VET FEE HELP, click the [Submit](#) link instead to be able to complete the electronic application form



**Australian Government**

Department of Industry  
Innovation, Science, Research  
and Tertiary Education

**Request for  
VET FEE-HELP assistance**

**1296A**

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You must:

- complete this form if you are requesting VET FEE-HELP assistance for all or part of your VET tuition fees for your VET course(s) of study;
- ensure that you **complete each question** that is relevant to you, including ticking the relevant boxes. Your form **will not be valid** unless each question is completed correctly; and
- submit the completed form **on or before the census date for the first unit(s) of study for which you are requesting VET FEE-HELP assistance.**

**IMPORTANT:** this form is valid for your whole VET course of study unless you cancel your request for VET FEE-HELP in writing to your VET provider. However, you will only be entitled to VET FEE-HELP assistance for a particular VET unit of study if you remain eligible and have sufficient FEE-HELP balance. You must advise your VET provider if you do not have enough FEE-HELP balance to cover your VET tuition fees.

4. Some of the answers on this form are prepopulated with the information you have provided during the application process.
5. Read the form carefully and check that the details are correct, then scroll down on the page
6. Answer question 9 and read the other sections on this form carefully
7. Question 11: provide your Tax file number, if you do not have a Tax file number yet, you will not be able to complete the electronic version of this form. You will have to apply for a Tax file number at the Tax office and complete the paper application form instead.

9. Do you have, or have you had a VET FEE-HELP and/or a FEE-HELP debt?

Yes ▷ Please read item 10  
 No ▷ Go to item 11

10. This section only applies if you have, or had, a VET FEE-HELP and/or a FEE-HELP debt. By signing this form you declare that you agree to ALL of the statements below.

- I understand, over my lifetime, the amount of VET FEE HELP assistance **AND** FEE-HELP assistance that I access must not exceed the **FEE-HELP limit**;
- I understand it is my responsibility to declare to each VET provider, higher education provider and Open Universities Australia if I am enrolled with more than one VET provider, higher education provider, or with Open Universities Australia.
- I understand it is my responsibility to inform all my VET providers, higher education providers and Open Universities Australia (if I am enrolled with more than one) that I am approaching my FEE-HELP limit. I will notify each provider of how much VET FEE-HELP assistance and/or FEE HELP assistance I wish to access for each VET unit of study.

11. Tax file number (TFN):

Your VET provider is authorised under the Higher Education Support Act 2003 (the Act) to collect your TFN. It is not an offence not to provide your TFN. However, you will not be able to obtain VET FEE-HELP assistance for the amount of your VET tuition fees that remain unpaid on the census date unless you give your VET provider, on or before the census date, either your TFN or a Certificate of application for a TFN from the Australian Taxation Office (ATO), stating that you have applied for a TFN

**Note:** as TFNs are usually provided within 28 days of application, it is essential that you apply early to ensure you have your TFN on or before the census date. For more information on requesting a TFN visit [www.ato.gov.au](http://www.ato.gov.au) or phone **13 28 61** between 8.00am and 6.00pm (EST), Monday to Friday.

Your VET provider is authorised to retain your TFN information only for the purpose of reporting details of your VET FEE-HELP assistance to the ATO. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken.

8. Scroll down further on this page

12. By submitting this form, you:

• **declare that:**

- you have read the VET FEE-HELP information booklet and are aware of your obligations if you receive VET FEE-HELP assistance; and
- the information on this form is complete and correct and you can produce documents to verify this if required.

• **request that:**

- the Commonwealth lend you the amount of the VET tuition fees for the units in your course outstanding at the census date and to use the amount so lent to pay the fees outstanding to your VET provider on your behalf.

• **understand that:**

- if you are a full fee-paying student, a loan fee of 20% will be applied to the amount of VET FEE-HELP assistance provided. If you are a subsidised student in a State or Territory that has implemented subsidised VET FEE-HELP arrangements, a lesser loan fee may apply. The loan fee will be included in your VET FEE-HELP debt. You should contact your VET provider for more information;
- you will repay to the ATO the amount that the Commonwealth has loaned to you (plus the loan fee if applicable). These repayments will be made in accordance with Chapter 4 of the Act when your income reaches a certain level, even if you have not completed your studies;
- your debt with the Commonwealth will remain if you withdraw or cancel your enrolment after the census date but that your debt may be removed by your VET provider in special circumstances;
- your HELP debt will be indexed annually in line with the Act;
- you will not be able to obtain VET FEE-HELP assistance for VET unit(s) of study if you do not meet the requirements;
- you will no longer be able to obtain VET FEE-HELP assistance when the total amount of VET FEE-HELP and FEE-HELP assistance you have obtained reaches the FEE-HELP limit as set out in the Act;
- you are able to cancel this request, in writing, at any time, with your VET provider, and that it will no longer apply from that time. However, this must be done by the census date, otherwise you will have a debt to the Australian Government that you are legally required to repay;
- your personal information will be stored by the Department of Education, Employment and Workplace Relations in order to administer your Commonwealth assistance and may be shared for this purpose with the ATO and the Department of Industry, Innovation, Science, Research and Tertiary Education;
- if your eligibility for VET FEE-HELP changes you must notify your VET provider;
- the authority to collect the information on this form is contained in the Act;
- the information may not otherwise be disclosed without your consent unless authorised or required by law; and
- giving false or misleading information is a serious offence under the Criminal Code Act 1995.**

I have read each of the statements above, agree to them and/or declare that they are true:

9. Read the **declaration** and select 'Yes' from the drop down menu to confirm that information is correct

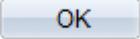
10. Click the 'Submit Form'  button.

11. When the form is successfully submitted, the system will display this message

Message

Your Commonwealth Assistance Form has been successfully submitted. (29002,8)

You may print a copy for your records by using the print functionality within your browser software. Alternatively, you can access your form in a read-only format at any time from the Commonwealth Requirements menu in Self Service.

12. Click on the  button

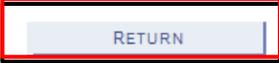
13. You will see a confirmation on the bottom of the page of when the form was submitted

14. Click on the  button

**I have read each of the statements above, agree to them and/or declare that they are true:** Yes ▾

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Form submitted: 27/08/2014 11:59:16



15. Click on the [View](#) link if you wish to view the submitted form

**Electronic Commonwealth Assistance Forms**

Please select an action below to view or submit a Commonwealth Assistance Form for your program(s).

Academic Program	Status	CAF Type	Action
CHC50908 Diploma of Children's Services (Early childhood education and care)	Active in Program	VET FEE-HELP	<a href="#">View</a>

**Please Note:**  
Students are only required to complete a **FEE-HELP** or **VET FEE-HELP** eCAF if they wish to apply for a FEE-HELP and VET FEE-HELP loan.  
If you wish to apply for a FEE-HELP or VET FEE-HELP loan please complete your eCAF now by clicking on the **SUBMIT** button.  
If you do not wish to apply for a FEE-HELP or VET FEE-HELP loan please continue the enrolment checklist by pressing the 'Return to Checklist' button.



16. Click on the  button to return to the checklist

## Step 4: Check your address details

You are required to confirm the address the University has on record for you.

### Enrolment Checklist

*The following checklist must be completed before you are able to enrol.*

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To Do Item	Item Status
1 <a href="#">Complete the TAFE Disclaimer</a>	Complete
2 <a href="#">Complete your eCAE if required</a>	Complete
3 <a href="#">Check your address details</a>	Awaiting Review
4 <a href="#">Check your telephone numbers</a>	Awaiting Review
5 <a href="#">Check your email addresses</a>	Awaiting Review
6 <a href="#">Check your emergency contact information</a>	Awaiting Review
7 <a href="#">Complete your statistical details</a>	Awaiting Review

1. Click on the [Check your address details](#) link

### Students can have different address types:

**Home:** is the address at which you usually live when you are not at University. For example, the Australian town or city you moved from to study at the University.

**Mailing:** is the Australian address to which all communications from the University should be mailed to.

**Campus:** is the Australian address at which you are living during your time of study.

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	1234 Sturt Street ALFREDTON, VIC, 3350	<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

[RETURN TO CHECKLIST](#)

2. Use the [edit](#) button to correct an address if necessary
3. Click on the [ADD A NEW ADDRESS](#) button to add an address, if required

- You will be asked on the next screen to choose which type of address you wish to add

Please select the type of address you would like to enter:

Campus  
This is the address of where you are living while you are studying at FedUni.

Home  
This is the address of where you are living while you are not studying at FedUni.

Mailing  
This is the address where your FedUni mail will be directed. This may be the same as your other addresses, or a PO Box address.

*Please note: PO Box addresses can only be entered if you select 'Mailing' above.*

- Select the address type and click the  button

Please select the type of address you would like to enter:

PO Box  Street Address

Country: Australia [Change Country](#)

Address Type: Mailing

Building Name:

Unit/Flat Number:

PO Box Number:

Street Number:

Street Name:

City/Suburb:

State:  Postcode:

- If you are entering a Mailing address, you need to select whether it is a PO Box address or a Street address.
- Enter the address and click on the  button, the system will populate the State and Postcode fields automatically

8. Click the **SAVE** button and on the next page click the **OK** button

**Addresses**

**Add a new address**

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Add a new address**

1234 Sturt Street [Edit Address](#)

ALFREDTON, VIC, 3350

**Address Types**

Home \*

Mail

Campus

Date new address will take effect: 27/08/2014  (example: 31/12/2000)

**SAVE**

9. The new address type has been added. Continue adding more address types, if required.

**Addresses**

View, add, change or delete an address.

Address Type	Address	
Home	1234 Sturt Street ALFREDTON, VIC, 3350	<b>edit</b>
Mail	1234 Sturt Street ALFREDTON, VIC, 3350	<b>edit</b>

**ADD A NEW ADDRESS** **RETURN TO CHECKLIST**

10. Use the **edit** button to correct an address, if necessary
11. Click the **RETURN TO CHECKLIST** button, if no further changes are required

## Step 5: Check your telephone numbers

You are required to confirm the telephone numbers the University has on record for you.

### Enrolment Checklist

*The following checklist must be completed before you are able to enrol.*

Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.

	To Do Item	Item Status
1	<a href="#">Complete the TAFE Disclaimer</a>	Complete
2	<a href="#">Complete your eCAF if required</a>	Complete
3	<a href="#">Check your address details</a>	Complete
4	<a href="#">Check your telephone numbers</a>	Awaiting Review
5	Check your email addresses	Awaiting Review
6	Check your emergency contact information	Awaiting Review
7	Complete your statistical details	Awaiting Review

1. Click on the [Check your telephone numbers](#) link

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile ▼	0402184500		<input type="checkbox"/>	<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER
RETURN TO CHECKLIST

SAVE

2. Confirm your phone numbers, if possible ensure that an Australian mobile number and an Australian home number are provided.
3. Use the ADD A PHONE NUMBER button to add a phone number, if necessary
4. Click the RETURN TO CHECKLIST button, if no further changes are required

## Step 6: Check your email addresses

You are required to confirm the email addresses the University has on record for you.

Enrolment Checklist	
<i>The following checklist must be completed before you are able to enrol.</i>	
Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.	
To Do Item	Item Status
1 <a href="#">Complete the TAFE Disclaimer</a>	Complete
2 <a href="#">Complete your eCAF if required</a>	Complete
3 <a href="#">Check your address details</a>	Complete
4 <a href="#">Check your telephone numbers</a>	Complete
5 <a href="#">Check your email addresses</a>	Awaiting Review
6 Check your emergency contact information	Awaiting Review
7 Complete your statistical details	Awaiting Review

1. Click on the [Check your email addresses](#) link

Email Addresses			
Enter your email addresses below.			
If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.			
*Email Type	*Email Address	Preferred	
Campus	john@federation.edu.au	<input checked="" type="checkbox"/>	<a href="#">delete</a>
Home	john@hotmail.com	<input type="checkbox"/>	<a href="#">delete</a>
<a href="#">ADD AN EMAIL ADDRESS</a>		<a href="#">RETURN TO CHECKLIST</a>	
<a href="#">SAVE</a>			

2. Check your email addresses and correct them, if necessary

**Important:**

Your Federation University email (Campus) will be your 'preferred' email address. The University will use this email for all University related communication, e.g. invoices.

You must check your FedUni email regularly.

- Use the **ADD AN EMAIL ADDRESS** button to add an email address, if necessary
- Click the **RETURN TO CHECKLIST** button, if no further changes are required

## Step 7: Check your emergency contact information

You are required to provide emergency contact details to the University.

Enrolment Checklist		
<i>The following checklist must be completed before you are able to enrol.</i>		
Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.		
	To Do Item	Item Status
1	<a href="#">Complete the TAFE Disclaimer</a>	Complete
2	<a href="#">Complete your eCAF if required</a>	Complete
3	<a href="#">Check your address details</a>	Complete
4	<a href="#">Check your telephone numbers</a>	Complete
5	<a href="#">Check your email addresses</a>	Complete
6	<a href="#">Check your emergency contact information</a>	Awaiting Review
7	Complete your statistical details	Awaiting Review

- Click on the [Check your emergency contact information](#) link
- Click on the **ADD AN EMERGENCY CONTACT** button
- Complete the Emergency Contact details form

### Emergency Contact Detail

\*Contact Name

\*Relationship

**Contact's Address**

Same Address as Individual    Address Type

Country

Address  
1234 Sturt Street  
ALFREDTON, VIC, 3350

**Contact's Phone**

Same Phone as Individual

Phone     Extension     Country

**Other Telephone Numbers**

*Phone Type	Phone Number	Extension	Country	
Work	0345678909	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

[Return to Emergency Contacts Summary](#)

- Click the  button and on the next page click the  button
- The next page will show a summary of your emergency contact details

### Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	<a href="#">Julie Miller</a>	Parent	0345678909			<input type="button" value="edit"/>	<input type="button" value="delete"/>

- Click the  button, if no further changes are required

## Step 7: Complete your statistical details

You are required to provide statistical information to the University.

Enrolment Checklist	
<i>The following checklist must be completed before you are able to enrol.</i>	
Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.	
To Do Item	Item Status
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2 <a href="#">Complete your eCAF if required</a>	Complete
3 <a href="#">Check your address details</a>	Complete
4 <a href="#">Check your telephone numbers</a>	Complete
5 <a href="#">Check your email addresses</a>	Complete
6 <a href="#">Check your emergency contact information</a>	Complete
7 <a href="#">Complete your statistical details</a>	Awaiting Review

1. Click on the [Complete your statistical details](#) link

**CITIZENSHIP/RESIDENCY**

Q1. Your current citizenship/residency status is: Australian Citizen  
*To change your citizenship status, please forward documentary evidence to Student Administration at your relevant campus.*

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**LANGUAGE AND CULTURAL DIVERSITY**

Q2. Are you of Aboriginal or Torres Strait Islander origin? 4  Torres Strait Islander origin but not Aboriginal

Q3. In which country were you born? AUS  Australia

Q4. If you were **not** born in Australia, what year did you arrive in Australia? **You do not have to complete this question**

Q5. What language do you speak at home? **You do not have to complete this question**

Q6. How well do you speak English? Very Well

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**STATISTICAL DATA**

**TAFE STATISTICAL DATA**

[Complete your TAFE Statistical Data](#) Awaiting Completion

2. Some answers to the questions are already prepopulated based on previously provided information, check the information and complete the remaining questions
3. Proceed and click on the [Complete your TAFE Statistical Data](#) link

4. Read and complete questions 7 - 16 on the page

**DISABILITY**

Q7. Do you consider yourself to have a disability, impairment or a long term medical condition?  Yes  No

If yes, please select area(s) below:

Type of Impairment		
1	<input type="checkbox"/>	<input type="checkbox"/>

Q8. Would you like to receive advice on support services, equipment and facilities which may assist you with your disability, impairment or medical condition?  Yes  No

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**CURRENT LOCATION**

Q9. Is the address below your current residential address?

Address Type	Address	
Campus	4 Sturt street BALLARAT, VIC, 3350	<input type="button" value="EDIT"/>

Is the address below your current postal address?

Address Type	Address	
Mailing	4 Sturt street BALLARAT, VIC, 3350	<input type="button" value="EDIT"/>

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**SCHOOL EDUCATION**

Q10. What is the highest level that you have completed at school?

What year did you complete that level?

Q11. Do you still attend Secondary School?  Yes  No

If yes, what is the name of your school?

If yes, what is your current year level?

**PREVIOUS QUALIFICATIONS COMPLETED**

Q12. Have you successfully completed any of the following qualifications? If yes please select one of the prior education achievement recognition identifiers for any applicable qualification level:

- A - Australian
- E - Australian Equivalent
- I - International

*(If you have multiple achievements for any one qualification please use the above priority order to determine which identifier to use)*

*If the fields below have already been completed, please confirm that qualifications entered below are correct.*

Certificate I:

Certificate II:

Certificate III:

Certificate IV:

Diploma or Associate Diploma:

Advanced Diploma/Assoc Degree:

Bachelor Degree/Higher Degree:

Vocational Graduate Diploma:

Vocational Graduate Cert:

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I can confirm that the above fields have been completed accurately

What year did you complete your highest qualification?  **You do not have to complete this question**

EMPLOYMENT

13. Which of the following best describes your current employment status? Part-time employee

14. Which of the following classifications BEST describes the industry of your current or previous Employer? (Select ONE item only).  
If unemployed please go to Question 16

- Employer Industry**
- Agriculture, Forestry and Fishing
  - Mining
  - Manufacturing
  - Electricity, Gas, Water and Waste Services
  - Construction
  - Wholesale Trade
  - Retail Trade
  - Accommodation and Food Services
  - Transport, Postal and Warehousing
  - Information Media and Telecommunications
  - Financial and Insurance Services
  - Real Estate and Rental Services
  - Professional, Scientific and Technical Services
  - Administrative and Support Services
  - Public Administration and Safety
  - Education and Training
  - Health Care and Social Assistance
  - Arts and recreation Services
  - Other Services

15. Which of the following classifications BEST describes your current or recent occupation? (Select ONE item only).  
If unemployed please go to Question 16.

- Occupation**
- Manager
  - Professional
  - Technicians and Trades Workers
  - Community and Personal Service Workers
  - Clerical and Administrative Workers
  - Sales Workers
  - Machinery Operators and Drivers
  - Labourers
  - Other

**REASON FOR ENROLLING**

Q16. Of the following categories, which best describes your main reason for undertaking this Program/Apprenticeship/Traineeship?  ▾

*By clicking the NEXT button you are confirming that the above information is correct.*

5. Click the  button to proceed to the next statistical page

6. Answer question 17 in your enrolment checklist

**VICTORIAN STUDENT NUMBER**

Q17. Do you have a Victorian Student Number?  Yes  No

If yes, please provide (if known)

If no, 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 Community Education provider in Victoria since 2011?

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

Yes - I have attended a Victorian school since 2009.

**Most Recent School Attended:**

- I have participated in training at TAFE or other training organisations since the beginning of 2011.

List the most recent training organisations which you have participated in training in Victoria since 2011 (List up to three training organisations):

**TAFE Training Institution 1**

**TAFE Training Institution 2**

**TAFE Training Institution 3**

7. If you are eligible for government funding you will see the Victorian Training Guarantee section. Read the questions and statements on this page very carefully, this can impact on your government funding.

If the information you have previously provided is correct, select '**I agree with the Declaration**' from the drop down list on the bottom of the page.

**VICTORIAN TRAINING GUARANTEE - STUDENT DECLARATION**

*In seeking to enrol in the following qualification: Diploma of Children's Services (Early childhood education and care)*

**I declare that the information shown in the student declaration below was provided by me to Federation University Australia on 05-Dec-2014 to assess my eligibility to access government funded training.**

**Note:** If you are enrolling in more than one government funded program you are required to complete a 2nd declaration.

The highest qualification I currently hold is?   
(include full title of qualification e.g. Certificate III in Aged Care)

Not including the program/s you are seeking to enrol in now, **how many** other government subsidised programs have you enrolled to undertake this year?  
(include training you have enrolled in to undertake at this and other training providers but not yet started.)

Not including the program/s you are seeking to enrol in now, **how many** other government subsidised programs are you undertaking training at the moment?

In your lifetime, **how many** government subsidised programs have you started (commenced) that are at the same level as the program level/s listed below which you are applying for now?  
(if you are seeking to enrol in a program on the Foundation Skills list, please select 'Foundation'.  
[Click here to refer to the Victorian Guarantee website for a list of Foundation Skills programs.](#))

I am /  I am not enrolled in a school, including government, non-government, independent, Catholic or home school.

I am /  I am not enrolled in the Commonwealth Government's Skill for Education and Employment program.

I understand that my enrolment in the above qualification(s) **may be subsidised** by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification may affect my future training options and eligibility for further subsidised training under the Victorian Training Guarantee.

8. If you wish to review some of the statistical information you have provided, you can use the  button to return to one of the previous pages.

9. If you are ready to submit the statistical information click the  button

The system will then direct you to the very first statistical page

**CITIZENSHIP/RESIDENCY**

Q1. Your current citizenship/residency status is: Australian Citizen  
*To change your citizenship status, please forward documentary evidence to Student Administration at your relevant campus.*

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**LANGUAGE AND CULTURAL DIVERSITY**

Q2. Are you of Aboriginal or Torres Strait Islander origin? 4  Torres Strait Islander origin but not Aboriginal

Q3. In which country were you born? AUS  Australia

Q4. If you were **not** born in Australia, what year did you arrive in Australia? **You do not have to complete this question**

Q5. What language do you speak at home? **You do not have to complete this question**

Q6. How well do you speak English? Very Well 

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**STATISTICAL DATA**

**TAFE STATISTICAL DATA**

[TAFE Statistical Data](#) Completed

DONE. RETURN TO CHECKLIST

10. Click on the DONE. RETURN TO CHECKLIST button to return to the checklist

Congratulations, you have successfully completed your Enrolment Checklist.

If you wish to proceed with your enrolment now, click on the SUBMIT CHECKLIST button and the system will direct you to the pages where you can enrol into your chosen program.

For assistance with the online enrolment process, please refer to the 'Guide to online enrolment' document available on the FedUni web site.

**Enrolment Checklist**

*The following checklist must be completed before you are able to enrol.*

Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.

	To Do Item	Item Status
1	<a href="#">Complete the TAFE Disclaimer</a>	Complete
2	<a href="#">Complete your eCAF if required</a>	Complete
3	<a href="#">Check your address details</a>	Complete
4	<a href="#">Check your telephone numbers</a>	Complete
5	<a href="#">Check your email addresses</a>	Complete
6	<a href="#">Check your emergency contact information</a>	Complete
7	<a href="#">Complete your statistical details</a>	Complete

SUBMIT CHECKLIST