CONFIRMATION OF ENROLMENT FORM

1. STUDENT INFORMATION – Applicant to complete

<table>
<thead>
<tr>
<th>Student Name: First/Given Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>

Previous OR other names (if applicable):

<table>
<thead>
<tr>
<th>Address: Street Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Town:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number: Home:</th>
<th>Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

2. COMPLETION OF THIS SECTION IS OPTIONAL – Please tick if applicable

I identify as being:

- [ ] Aboriginal
- [ ] Torres Strait Islander
- [ ] Disability, Impairment or Long Term Condition
- [ ] Non-English Speaking Background

3. PRODUCTIVITY PLACES PROGRAM – Eligibility(Copies of original documents must be kept on file)

Residency (for individuals presenting to the RTO other than ESP participants)

I am an Australian Citizen or Permanent Resident and I have provided evidence of this

<table>
<thead>
<tr>
<th>Evidence Collected (One required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Birth Certificate</td>
</tr>
<tr>
<td>Australian Passport</td>
</tr>
<tr>
<td>Naturalisation Certificate</td>
</tr>
<tr>
<td>Green Medicare Card</td>
</tr>
<tr>
<td>Visa</td>
</tr>
</tbody>
</table>

Age/Identity

I am of working age, 15 years and above, and I have provided evidence of my age

<table>
<thead>
<tr>
<th>Evidence Sighted (One required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
</tr>
<tr>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Current Drivers Licence</td>
</tr>
<tr>
<td>Proof of Age Card</td>
</tr>
</tbody>
</table>
Date of birth

Prior Education/Qualifications
I have achieved:

- a Year 12 qualification or equivalent;
- a vocational certificate;
- Diploma;
- Advanced Diploma;
- Degree or higher qualification;
- No qualifications.

4. APPLICANTS CIRCUMSTANCES – Applicant MUST complete

1. I am a job seeker who is:

☐ Referred by an ESP

Evidence Collected (All are required)

☐ Documented correspondence from ESP
☐ CRN
☐ Job Seeker ID

ESP Contact Name and Number:

Name:
Phone:

2. I am a job seeker who is:

☐ An income support recipient

☐ A CDEP participant

☐ Not studying or in the workforce, but intending to seek paid employment

☐ In an above category prior to entering into an Australian Apprenticeship (for commencements on or after 1 April 2008)

Evidence Collected (All are required for each group)

☐ Income Statement from Centrelink
☐ CRN

☐ Documented correspondence from CDEP
☐ CRN

☐ Signed Statutory Declaration

☐ Training contract with employer
☐ Signed Statutory Declaration
If you are an individual in group 2 i.e. a job seeker not registered with an ESP please state if you are one or more of the following:

- a person who left school prior to year 12 and has no other formal qualifications
- an ‘at risk’ year 12 school leaver
- an Indigenous Australian
- an Australian born South-Sea Islander
- an ex-offender
- a homeless person
- a person with a disability or disabilities
- a person who has participated in the Work for the Dole
- a person who has been out of the workforce for one year or more
- a sole parent
- a mature age job seeker (45 years +)
- all other job seekers

5. QUALIFICATION DETAILS – To be completed by the RTO

| Course name: |  |
| RTO NTIS ID: | 6372 |
| RTO Name: | Hospitality Training Australia |
| Location of training: | Level 4, 250 Collins Street, Melbourne 112 Peel Street (adjacent to Queen Victoria Market) |
| Contact Name: Chantelle Franks | Phone Number: 1300 659 557 |

| Attendance (please select): | full-time | × part-time | distance | mixed-mode |
| Prerequisites satisfied: | ☐ |

| Recognition of prior learning: | % |
| Outcome of assessment of recognition of prior learning: |  |
| Credit transfer: | % |
| Units recognised through credit transfer: |  |
| Expected commencement date: |  |
| Expected completion date: |  |
| Training timetable: |  |
6. STATUTORY DECLARATION – To be completed by the applicant

I

[address]

[occupation]

make the following declaration under the Statutory Declarations Act 1959

1. I am not in receipt of additional or separate funds under any other Australian Government or State and Territory Government program in relation to the training that will be covered by the Productivity Places Program.
2. I am currently not studying full time and I am not currently in the workforce.
3. I am seeking or intending to seek paid employment or self employment after completing the qualification.

(cross out the following statement if you are not an Australian Apprentice).
I was a job seeker prior to entering into my Australian Apprenticeship

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature of person making the declaration:

Declared at: (place) on (day) of (month) (year)

Before me (Authorised Person, see over), i.e. – JP, Pharmacist, Police Officer

Authorised persons signature:

Full Name:

Address:

Qualification:

Note 1  A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the Statutory Declarations Act 1959 may be made before –

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in Part 2 of the Statutory Declarations Regulations 1993
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- A statutory declaration under the Statutory Declarations Act 1959 may be made before – (Continue)
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in Part 2 of the Statutory Declarations Regulations 1993
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy
7. PRIVACY NOTICE – To be completed by the applicant

The Australian Government allocates training places for participants to undertake qualifications under the Productivity Places Program. Hospitality Training Australia has been approved to deliver a qualification which participants will be entitled to undertake under the Productivity Places Program which is funded by the Australian Government. The personal information you provide on this form will be collected and used by Hospitality Training Australia for the purposes of:

- assessing your eligibility for the Productivity Places Program;
- if you are eligible to participate in the Productivity Places Program, all aspects of enrolment, administration and delivery of the qualification; and
- advising your employment service provider (if appropriate) of your participation and attendance in training.

Hospitality Training Australia may also collect and disclose your personal information to the Australian Government's Department of Education, Employment and Workplace Relations (DEEWR) and other Australian Government agencies, including but not limited to Centrelink, for the purposes of:

- DEEWR confirming your eligibility for a training place;
- informing DEEWR that you have enrolled in an approved qualification;
- informing DEEWR of your completion, non completion or withdrawal from an approved qualification;
- reporting to DEEWR’s Ministers and other Member’s of Parliament on the Productivity Places Program;
- monitoring the service given by Hospitality Training Australia to you and your satisfaction with the Productivity Places Program; and
- DEEWR generally administering the Productivity Places Program.

Hospitality Training Australia and DEEWR may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

I confirm I have read and understood the above information and consent to the stated uses of my personal information.

Name: 

Signature: 

Date: 
### 8. APPLICANT DECLARATIONS – Please acknowledge by ticking boxes and signing below

- [ ] I have read, understood and signed the Privacy Notice stating how my personal information can be used and I have completed the Statutory Declaration
- [ ] I have been fully informed of Hospitality Training Australia Policy and Procedures
- [ ] I have been fully informed about the qualification to be undertaken
- [ ] I have received and read the attached information regarding Complaints and Rights and Responsibilities

I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:

Signature:

Date:

### 9. RTOs DECLARATION – Please acknowledge by ticking boxes and signing below

- [ ] I have gathered all the required evidence and copies of the evidence supplied are on file
- [ ] I have undertaken a literacy/numeracy assessment of the applicant and they have the ability to undertake the qualification
- [ ] I am satisfied that the applicant meets the enrolment requirements for the qualification.
- [ ] I have assessed the applicants’ capacity to benefit from the training (for non ESP participants).

I declare that, to the best of my knowledge, the information on this form is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:

Signature:

Date: