The purpose of this form is to ensure The Gordon obtains parent / guardian endorsement of all enrolments for students under the age of 18.

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| **APPLICANT’S Details**  |
| **Full Name** |  |  |   |   |   |   |   |   |   |   |
| **Legal Given Name/s** | **Legal Family Name** | **Date of Birth** |

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| **DETAILS SHORT COURSE/S TO BE UNDERTAKEN** |
| **Course Code/Title**  |       |

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| **GUARDIAN / CARER CONTACT DETAILS**  |
| **DETAILS** | **PRIMARY ADULT CONTACT** |  |
| **First Name** |       |
| **Surname** |       |
| **Full Address**  |       |
| **Work Phone Number** |       |
| **Mobile** |       |

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| **STUDENT ENROLMENT PRIVACY NOTICE, ACKNOWLEDGEMENT AND DECLARATION** |
| **VICTORIAN GOVERNMENT’S 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 Collection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).**Collection of your data**The Gordon is required to provide the Victorian Government with student and training activity data. This includes personal information collected in the Gordon’s enrolment form and unique student identifiers such as the Victorian Student Number (VSN) and the Commonwealth Unique Student Identifier (USI). The Gordon provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines available at <http://www.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. A student’s USI may be used for specific VET purposes including the verification of student data provided by the Gordon: the administration and audit of VET providers and programs: education-related policy and research purposes: and to assist in determining eligibility for training subsidies. **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 VSN’s is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USI’s in accordance with 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 that 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. **Further information**For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx> For more information in relation to how student information may be used or disclosed please contact The Gordon’s Privacy Officer on 5225 0529 or email foi@gordontafe.edu.au. |

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|  **PARENT/GUARDIAN ENDORSEMENT ACKNOWLEDGEMENT AND DECLARATION** |
| * I/we agree for my Child to be enrolled into the course nominated on this form.
* I/we declare that the information provided to The Gordon is to the best of my knowledge true, correct and complete.
* I/we are aware that classes and courses may not be conducted if sufficient numbers of students have not enrolled.
* I/we agree that in case of an accident or illness where my child requires medical treatment, staff will call an ambulance and I will be responsible for ambulance fees and medical costs involved.
* I/we understand that the information that I/we have provided must be kept up to date throughout the period of enrolment.
* I/we agree to pay all fees and charges applicable to and arising from my Child’s enrolment. I/we understand interest and penalty charges on any outstanding fees payable to the Gordon and if I default in payment of any invoice when due, will indemnify the Gordon from and against all costs and disbursement incurred by the Gordon in pursuing the debt including legal costs on an indemnity basis and the Gordon’s reasonable collection agency costs.
* I/we understand that the Gordon may be required to disclose my child’s enrolment details to the Department of Education and Training (Victoria) consistent with statutory requirements.
* I/we agree to participate in monitoring meetings to ensure that any concerns that I/we or Institute staff have, may be openly discussed and actioned.
* I/we acknowledge that I/we have read the Victorian Governments Enrolment Privacy Notice
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| **\*Primary Carer** | **Signature** | **Date** |

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**Send the completed form to the relevant Student Application and Enrolment Officer (SAEO) to be attached to the Student’s file in the Gordon student management system**