

Enrolment Application Form

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](#)
- Qualification for an Estate Agent's Licence (For individuals who have completed CPP41419 Certificate IV in Real Estate Practice) [CPP51122 Diploma of Property \(Agency Management\)](#)

CPP41419 Certificate IV in Real Estate Practice

CPP51122 Diploma of Property (Agency Management)

A. Student Details

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not have a USI and want Real Estate Institute of Victoria to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Mr Miss Mrs Other

Given Legal First Name

Given Legal Middle Name

Surname (Legal Family Name)

Date of Birth DD / MM / YYYY

Gender

Male

Female

Applicants must be 18 years and over to enrol

Indeterminate/Intersex/Unspecified

Contact details

Home phone

Work Phone

Mobile Phone

Email Address

Alternative Email Address (alternative optional)

Usual Residence Address (Please provide the physical address where you usually reside)

Building Name

Flat/Unit Number

Street Number

Street Name

Suburb

State

Postcode

Postal Address (if different from above)

PO Box

Building Name

Flat/Unit Number

Street Number

Street Name

Suburb

State

Postcode

Emergency Contact

Name

Mobile Phone

Relationship

Unique Student Identifier

From 1 January 2015, we the Real Estate Institute of Victoria can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

All new or continuing students undertaking nationally recognised training require a USI. Your USI must be obtained before your enrolment can be finalised.

My USI is: _____

I do not have a USI. I agree to create a USI and provide this information to the REIV without delay.

Victorian Student Number

(To be completed by all students aged up to 25 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?

Yes – My VSN is: _____

(Go to Section B Demographics)

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (Go to Section B Demographics)

Yes – I have attended a Victorian school since 2009.

Most recent Victorian 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. _____

B. Demographics

EMPLOYMENT STATUS

1. 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

Self Employed - employing others

Employed - unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

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.

Managers

Professionals

Technicians and Trade Workers

Community and Personal Service Workers

Clerical and Administrative Workers

Sales Workers

Machinery Operators and Drivers

Labourers

Other

3. Which of the following classifications BEST describes the Industry of your current or previous Employer?

- | | |
|---|--|
| 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 | Rental, Hiring and Real Estate Services |
| Professional, Scientific & Technical Services | Administrative and Support Services |
| Public Administration and Safety | Education and Training |
| Health Care and Social Assistance | Arts and recreation Services |
| Other Services | |

SECONDARY EDUCATION

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, or lower | Completed year 8 or lower | Never attended school |

COUNTRY OF BIRTH

6. In which country were you born?

Australia Other, please specify _____

Town of birth? _____

7. What is your citizenship status?

- Australia Citizen Permanent Resident Visa Holder including Humanitarian Visas
 - Please contact us to discuss your eligibility for this course

PREVIOUS QUALIFICATION ACHIEVED

8. 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 _____				

9. Did you achieve any of these qualifications while still attending secondary school?

No Yes, Please list qualification name and code

LANGUAGE DIVERSITY

10. 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

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

No – Go to Question 13 Yes

12. If Yes, please indicate the areas of disability, impairment or long-term condition:
(You may indicate more than one area)

Hearing/Deaf	Physical
Learning	Intellectual
Vision	Mental Health Condition
Medical condition	Acquired brain impairment
Other	

INDIGENOUS STATUS IDENTIFIER

13. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

Yes, Aboriginal Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander No, neither Aboriginal nor Torres Strait Islander

STUDY REASON

14. 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

PROGRAM DELIVERY MODE

Please select from one of the delivery options below: Classroom Face-to-Face

Workplace Training (Traineeship) Blended - Trainer led online sessions

Self-paced - Online

15. Have you completed Agent's Representative Course? No Yes

16. If Yes, indicate the AR course completed

CPPDSM4007A, CPPDSM4008A, CPPDSM4080A.

CPP41419 Certificate IV in Real Estate Practice

17. If YES, which year did you completed Agent's Representative Course? _____

Credit Transfer and Recognition of Prior Learning

REIV complies with National Recognition under the AQTF, however we would always recommend that the student inquires with the BLA as to the acceptance of credit transfers for registration purposes.

Credit Transfer (CT): This is the automatic granting of any unit/s that was completed where the unit has exactly the same code and title, even if it is not from the same qualification/course. If you wish to apply for Credit Transfer, 'please tick the 'yes' box below and provide evidence via a qualification and the academic transcript or statement of attainment.

18. Are you applying for Credit Transfer.

No Yes. Evidence it to be provided. A qualification award, statement of attainment or USI transcript

Recognition of Prior Learning (RPL): Recognition of prior learning is an assessment process assesses an individual's learning (including formal, informal and non-formal learning) to determine the extent to which that individual has achieved the learning outcomes for partial or completion of a qualification.

The applicant must provide all evidence to support the RPL application process.

19. Are you applying for Recognition for Prior Learning (RPL)?

No Yes. Please refer to our website as an application process applies.

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:

<https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

* 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
- An alternative card or concession eligibility criterion approved by the Minister
- Veteran's Gold Card

20. 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.

TERMS AND CONDITIONS

C. Privacy notices check notices

Please refer to the REIV Privacy Policy reiv.com.au/privacy-policy

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

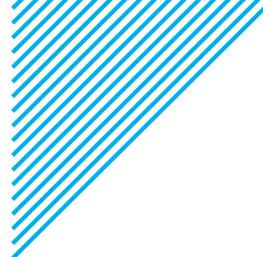
How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Department of Employment and Workplace Relations Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.



The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

Department of Employment and Workplace Relations is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the Department of Employment and Workplace Relations will handle your personal information, please refer to the Department of Employment and Workplace Relations VET Privacy Notice at <https://www.dewr.gov.au/>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the REIV to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

VET Data Use Statement

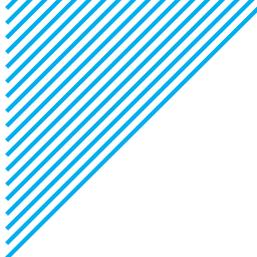
Under the Data Provision Requirements 2012 and National VET Data Policy Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

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

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.



VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (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: DJSIR website: www.djsir.vic.gov.au

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 training@reiv.com.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, Department of Jobs, Skills, Industry and Regions website: <https://djsir.vic.au>

E. Policies and Procedures

FEES, CHARGES, REFUNDS

For the latest information regarding fees, refunds and additional fees please visit: 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

STUDENT DECLARATION:

I declare and agree:

- The details set out in this application are true and correct.
- I have read and understand the policies and procedures at: 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 New Zealand 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
- I will complete my studies entirely within the state of Victoria and will notify the REIV if this no longer applies via training@reiv.com.au
- I will inform the REIV of any changes in my contact details including my email address via training@reiv.com.au
- I have access to the internet and a printer.
- I have read and agree to pay all fees relating to my course.
- I understand my course has a set duration and I may be required to pay an extension fee.
- I agree to submit assessments as least monthly.
- I will not plagiarise any work and submit it as my own, nor will I cheat and copy other peoples work. Cheating or plagiarising may result in termination of my enrolment.
- I have read the complaints and appeals policy and process outlined on the website.
- I consent to the REIV using a Digital Verification Service to authenticate my identification
- I authorise the REIV to access my personal information for the purpose of creation and/or verification of my USI
- I acknowledge I have read the Victorian Government's VET Student Privacy Notice, and the privacy notices outlined in this enrolment form and on the REIV website.
- I understand if there is any breach of contract it may result in termination of my enrolment and negate any entitlement to a refund.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at Australian Government USI, and NCVER policies, procedures and protocols published on NCVER's website.

I confirm acknowledgement of the privacy notice as a prerequisite for online enrolments.

21. COMMENCING PROGRAM COHORT IDENTIFIER STUDY REASON

Would you describe yourself as belonging to any of the following cohorts? You can select up to 3 cohorts.

Asylum Seeker Learner facing financial stress Head Start apprentice/trainee

Retrenched worker Jobs Victoria Employment Network client

A learner with literacy, numeracy and digital literacy needs Reconnect Program student

Veteran Woman returning to work Automotive supply chain worker

No specific cohort

22. How did you hear about us?

REIV Website REIV Social Media Search engine results (Google, Bing etc)

Referral from someone I know Referral from a Real Estate Agency

Referred by one of REIV Partners – AHA, Barry Plant, and others

Other: Specify _____

TO ENROL

Please forward your completed enrolment application form to:

EMAIL: 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.

ADDITIONAL INFORMATION: THIRD-PARTY SERVICES

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

I acknowledge and agree to share contact details with Ezypay Payment Subscription Services for the purpose of making payments more efficient and secure.

Student Signature:

Date:
