



Intended Program of Study			
Program Code & Name			
Personal Details			
Enter your full name			
Title	Given name	Middle name(s)	Surname
Preferred Name		Date of Birth (dd/mm/yyyy)	Gender
Contact information			
Home phone (including area code)		Work phone	Mobile number
Email address		Email address (alternative)	
Preferred contact method			External Code
<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Post	
Emergency contact information			
Emergency contact name	Relationship to you	Emergency phone	Emergency Mobile
Residential address (e.g., Where you usually reside, rather than any temporary address you have for work etc.)			
Building/Property name	Flat/Unit #	Street number (e.g., 5 or Lot 12)	
Street name and type	Suburb/Locality or Town	State/Territory	Postcode
Postal address (only if different from above)			
Building/Property name	Flat/Unit #	Street number	P.O. Box #
Street name and type	Suburb/Locality or Town	State/Territory	Postcode



Unique Student Identifier

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In providing my USI, I confirm TMG College Australia is authorised to collect, use, and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*

If you do not have a USI, you can create your own USI at the USI website www.usi.gov.au

Language and Cultural Diversity

Are you an Australian Citizen or Permanent Resident?

<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident of Australia	<input type="checkbox"/> Other:
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Nationality

Please indicate if you are a Special Category Visa Holder

Visa Type	Visa Number	Visa Effective Date	Visa Expiry
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In which country were you born?

Town of Birth

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

Are you Aboriginal or Torres Strait Islander origin?

No	Yes, Aboriginal
Yes, Both	Yes, Torres Strait Islander

Disability

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes, please indicate below (you may indicate more than one)
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- | | |
|----------------|---------------------------|
| Hearing/Deaf | Acquired brain impairment |
| Physical | Vision |
| Intellectual | Medical condition |
| Learning | Other |
| Mental Illness | Unspecified |

Concession Eligibility

Please confirm any concession eligibility
(Tick if applicable) Please note that proof is required, please attach to enrolment form.

<input type="checkbox"/> No	<input type="checkbox"/> Yes, please indicate below
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- Commonwealth Health Care Card; or dependant of person holding this card
- Pensioner Concession Card; or dependant of person holding this card
- Veterans Gold Card
- Other alternative Concession option approved by minister

Are you a job seeker registered with job active provider?

No (go to next question)	Yes, please specify Job seeker ID:
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Job active Provider Name	Contact Person	Contact Phone
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Other Initiatives

Do you have evidence to support any of the listed initiatives / Options that may determine your eligibility



No		<input type="checkbox"/> Yes, please indicate below	
Commonwealth Health Care Card; or dependant of person holding this card Pensioner Concession Card; or dependant of person holding this card Veterans Gold Card Other alternative Concession option approved by minister			
Employment			
Please specify your employment status – of the following categories, which BEST describes your employment status at the time of enrolment (Tick one box only)			
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others		<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	
Employment Details (if applicable)			
Enter your employment information – at the time of enrolment			
Employer's name	Your position	Payroll ID	
Employer's Contact information			
Employer's contact name		Employer's phone number (including area code)	
Employer's email address			
Employer's ABN			
Employer's address			
Building/Property name	Flat/Unit #	Street number (e.g., 5 or Lot 12)	
Street name and type	Suburb/Locality or Town	State/Territory	Postcode



Industry (if applicable)

Which of the following classifications BEST describes the industry of your current or previous Employer?

(Tick one box only, if unemployed, go to next question)

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

Occupation

Which of the following classifications BEST describes the industry of your current or recent occupation?

(Tick one box only)

- | | |
|---|---------------------------------|
| Managers | Sales Workers |
| Professionals | Machinery Operators and Drivers |
| Technician and Trade Workers | Labourers |
| Community and Personal Services Workers | Other |
| Clerical and Administration Workers | |

Schooling

Which is your highest COMPLETED school level?

(Tick one box only)

- | | |
|-------------------|--------------------------------|
| Completed Year 12 | Completed Year 9 or equivalent |
| Completed Year 11 | Completed Year 8 or lower |
| Completed Year 10 | Never attended school |

In which year did you complete the school level?

Enter year:

Are you still attending Secondary School?

(Tick one box only)

- | | |
|--------------------------------|---------------------|
| Not attending secondary school | At secondary school |
|--------------------------------|---------------------|



Previous Program Achieved

Have you SUCCESSFULLY completed any of the following program?

- No (go to next section)
- Yes (if yes, please provide program details below)

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one of program, use the following priority order to determine which identifier to use:

A – Australian E - Australian Equivalent I - International

Program Name	Year Completed	A/E/I
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- Bachelor's 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**
- Certificate other than the above**

Recognition for Prior Learning / Credit Transfer

We will recognise all programs issued by another Registered Training Organisation. If you wish to apply for Recognition for Prior Learning (RPL) or Credit Transfer (CT), you are required to fill out the appropriate details and a Compliance Officer will assess your application.
(N.B. You are required to submit all the necessary documentation to support your CT or RPL request. Application and supporting documents will be only accepted within three weeks of enrolment)

Do you wish to apply for Recognition for Prior Learning or Recognition for Current Competency?

- No (go to next section)
- Yes, please specify below

Subjects

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Do you wish to apply for Credit Transfer?

- No (go to next section)
- Yes, please specify below

Subjects



Notes

Victorian Student Number (Victorian participants only)

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If you have entered your VSN you can skip the question below and go to the next section

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?

- No – I have not attended Victorian school since 2009 or a TAFE or other VET training provider since beginning of 2011
- Yes – I have attended a Victorian school since 2009
Enter name of most recent Victorian school attended:
- Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the 3 most recent training organisations with which you have participated in Victoria since 2011:

Victorian Government VET Student Enrolment Privacy Notice



I understand that:

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 Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

This RTO is required to provide the Department with student and training activity data. This includes personal information collected in the enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). This RTO 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 this RTO; 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 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 us.



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 further information about Unique Student Identifiers, including access, correction, and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

Privacy Notice

Under the Data Provision Requirement 2012, TMG College Australia 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), may be used, or disclosed by TMG College Australia for statistical, administrative, regulatory and research purposes. TMG College Australia may disclose your personal information for these purpose to:

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

Personal information that has been disclosed to the 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 programme 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. Please note 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>



Study Reason

Of the following categories, which BEST describes your main reason for undertaking this program?

- | | |
|----------------------------------|--|
| To get a job | I wanted extra skills for my job |
| To develop my existing business | To get into another course of study |
| To start my own business | For personal interest or self-development |
| To try for a different career | To get skills for community/voluntary work |
| To get a better job or promotion | Other reasons |
| It was a requirement of my job | |

Special Requirements

Getting to know you

What skills do you hope to gain from undertaking this program?

What benefits do you think this program will provide you personally and professionally?

What areas of work / study are you interested in and what are your career goals, expected outcomes and aspirations in your chosen industry?

What employment positions do you consider the training might lead to?

What further study opportunities do you wish to pursue and how will this training be relevant?

What is your preferred learning style?

- Visual Learner
- Auditory Learner
- Kinesthetic Learner

What is your preferred Delivery Mode?

- Classroom mode
- Blended mode
- Workplace based (please ensure that you have specified the employment details)
- Apprenticeship/Traineeship (please ensure that you have specified the employment details)

Do you confirm you are aware of the program duration, timetable, nature, and requirements of the program including your own time commitment to complete the program in the available delivery mode?

- YES



NO

Do you consider that you have the required computer skills to complete the program and have access to the necessary technology?

YES
NO

Are you / have you worked or volunteered in an area related to your intended area of study? Please specify your prior skills and experience and provide details of your prior employment / voluntary work?

YES
NO

Is there any additional support that you require or anything that might prevent you from progressing through the training and assessment program including in respect of training material, technology, and brochures? (For example: social, cultural, physical injuries) oral language barrier etc?

Virtual classroom / E-book

I have been made aware and understand that this training will be conducted via blended learning, including TMG College Australia's Virtual Classroom and Face to Face Classroom Attendance

I understand that as part of my enrolment, TMG College Australia will provide my student resources in electronic format including eBooks.

I understand that should I want a hard copy of any student resource provided to me by TMG College Australia, this will be at my own expense.

LLN Robot Requirement

I understand that prior to my enrolment being accepted and processed by TMG College Australia, I will be required to undertake and completed a Language, Literacy & Numeracy and Digital Literacy Assessment.

I agreed to complete this Language, Literacy and Numeracy Assessment through LLNRobot, which is licensed to TMG College Australia by the Learning Resources Group.

I understand that TMG college Australia will provide me access to LLNRobot at no cost. I confirm that I will undertake this assessment myself with no assistance.

I confirm that should I require LLN support to complete my chosen Program, TMG College Australia will prepare an Individual Learner Support Plan for me. I confirm that I will complete this Individual Learner Support Plan as part of my chosen program

Document Verification

I understand that I am required to undertake a document and identity verification as a requirement of my enrolment.

I agree to undertake the verification of my identity and/or eligibility documents and that if I do not



complete this process, my enrolment will not be processed.	
I am aware that TMG College Australia will provide me access to this service at no cost to me.	
I agree to TMG College Australia using a third-party identity verification service to confirm my identity and eligibility for state / federal government funding as applicable.	<input type="checkbox"/>
I understand that this service may compare my student eligibility records against Government records, this is a secure system, operated By Verifi Identity Services Ltd (ABN 87 633 254 538).	<input type="checkbox"/>
I confirm that I am authorised to provide the personal details presented and I consent to my information being passed to and checked with the document issuer, official record holder, a credit bureau and authorised third parties for the purpose of verifying my identity and address.	<input type="checkbox"/>

Student Declaration Agreement and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.	<input type="checkbox"/>
I consent to the collection, use and disclosure of my personal information in accordance with the VET Student Enrolment Privacy Notice	<input type="checkbox"/>
I understand that my enrolment in the above program/s may be subsidised by the Victorian and Commonwealth Government under the Skills First Program.	<input type="checkbox"/>
I understand how enrolling in the above program/s will affect my future training options and eligibility for further government subsidised training under the Skills First program	<input type="checkbox"/>
I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview, or other questionnaire	<input type="checkbox"/>

Terms & Conditions

1) TMG COLLEGE AUSTRALIA PROVIDER DEFAULT:

If TMG College Australia can cancel the program at any stage during the period of enrolment (prior to the beginning of the program commencement), a refund will be provided based on the following:

A full Refund of all fees paid to that date prior to the commencement of the program. Students may also choose to be placed in a program later with these fees being fully transferable.

2) In all other circumstances TMG College Australia will:

- Ensure that students receive a refund of fees for services not provided, including services not provided as a result of financial failure of TMG College Australia;
- Ensure that the Refund policy is fair and equitable to the circumstances in which it may apply;



- Ensure that the contractual and financial relationship between the student and TMG College Australia is fully and properly documented and that copies of the documentation are made available to the students

3) APPLYING FOR A REFUND

All Applications for Refunds and Student Cancellations must be made in writing to the Finance Team

- A Refund Application Form and Student Cancellation/Withdrawal Form can be located on the web site at www.tmg.edu.au
 - The application for a refund must include a reason and supporting official documentation of the student's circumstances for withdrawal/cancellation plus a contact name and telephone number to enable TMG College Australia to validate the application.
 - Date of Cancellation/Withdrawal is the date the written request is received by TMG College Australia Finance Team.
 - A student should apply for a refund within 3 weeks of notice of cancellation/ withdrawal is submitted (if eligible)
 - All refunds will be paid as soon as possible and no later than five (5) working days from an approved Cancellation /Withdrawal notification. [This will occur only when the supporting official documentation have been validated within this timeframe.]
- 4)** All tuition fees and charges are payable in Australian Dollars (AUD\$) and must be paid in full prior to a student attaining their Program or Statement of Attainment.
For more information, please visit website at www.tmg.edu.au
- 5)** All fees and charges must be paid in advance, up to \$1500, by the date shown on this Enrolment Form and/or any outstanding Invoices prior to any student attaining their Program or Statement of Attainment.
- 6)** If students need to repeat a subject(s) after being given two attempts at assessments and they are still deemed Not Yet Competent (NYC), a \$90 per subject tuition fee is payable, in advance, at the discretion of TMG College Australia's Management.
- 7)** Payments can be made by EFTPOS, Visa, MasterCard or Cash.
- 8)** If a third party is paying any or the whole amount of your tuition fees, an "Authority to Invoice" or similar documentation must be obtained by our Finance team prior to commencement date of your program.
- TMG College Australia accepts no responsibility for the delays or other factors associated in obtaining this documentation.
- 9)** Replacement of program testamurs will be provided at a cost of \$40. Replacement of Responsible Service of Alcohol or First Aid Statements will be provided at a cost of \$10.



- 10)** I have been made aware of the following fee information by TMG College Australia:
- the total amount of all fees including tuition fees, administration fees, materials fees and any other charges;
 - payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
 - the nature of the guarantee given by TMG College Australia to complete the training and /or assessment once the student has commenced study in their chosen program.

11) TMG College Australia's PRIVACY STATEMENT

- TMG College Australia is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' eligibility for funded places, previous programs; individual welfare needs, plus report any details of Student enrolment.
- For more information in relation to how student information may be used or disclosed please contact TMG College Australia's Compliance officer.

- 12)** 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>

- 13)** I understand that TMG College Australia delivers its programs through day and evening sessions 8:00am to 10:00pm. I have been made aware of the available days and times currently set for my intended program and understand that this may be altered on the agreement of both parties due to operational restrictions.

- 14)** TMG College Australia shall be under no liability whatsoever to any student for any injury, loss or damage sustained at or upon the School's premises howsoever caused and whether in respect of any negligent act or omission by TMG College Australia, its employees, agents, servants or otherwise.

I understand that as part of my program there may be class excursions and class sessions external to the classroom required and I understand that there are inherent risks involved.

- 15)** I agree that I voluntarily assume all risks involved in these training sessions and/or excursions and that I will not hold TMG College Australia responsible or liable for any loss or damage whatsoever arising directly or indirectly from the excursion including travel to and from the location.
Travel to and from the location will be at the expense of yourself unless otherwise agreed.

- 16)** I understand that where a staff member at TMG College Australia reasonably believes that an ambulance is required in relation to my personal health, one will be called with all associated costs the responsibility of you the individual signing this agreement and not TMG College Australia or its representatives.

- 17)** I understand that for student safety reasons my footage may be recorded by camera whilst in the academic areas at TMG College Australia.

- 18)** I declare that I have been made aware of the availability of Credit Transfer (CT) Recognition of Current Competence (RCC) and Recognition Prior Learning (RPL) with these options discussed with and



explained to me and I understand that where applicable I may gain credit for past programs/subjects completed and that any competencies that are specific to the program outcomes that have been previously acquired by me through formal, informal or workplace learning may be assessed through the process of RPL.

19) I agree to and have been informed through this enrolment process and via the Student Information Handbook (which I have read and understood) ; the training, assessment and support services that will be provided and about my rights and obligations as a student.

20) I am aware that there is a possibility of receiving an NCVET survey and/or an invitation to participate in an endorsed project and/or being contacted by the Commission for audit purposes.

21) I agree to be contacted by TMG College Australia as future programs and other offerings become available that may be of interest to me.

22) I understand that TMG College Australia collects, analyses, and acts on relevant data for continuous improvement of training and assessment and that as part of this process I may be asked to provide feedback on my experience both during and after the completion of my program.

I understand that this feedback helps TMG College Australia to continuously improve client services by collecting, analysing and acting on relevant data.

23) I am aware that the classes will not be conducted if insufficient numbers of students have enrolled. If this occurs, I agree that I have read and understood TMG College Australia's Cancellation and Refund policy.

24) I understand that all work submitted as part of the program completed becomes the property of TMG College Australia and will be kept on file and not be returned. My records of Statement of Attainment of subjects of competency and Programs will be retained for a period of 30 years.

25) I hereby authorise TMG College Australia to release any information concerning my time here to:

- any government department, providing confidentiality is assured;
- apprenticeship authorities and my employer if I am undertaking apprenticeship studies;
- my employment service provider which has referred me to complete this study, where relevant
- in line with National Principles of the Fair Handling of personal information

26) TMG College Australia gives a guarantee that except for unforeseen circumstances beyond its control, every effort will be made to deliver training and assessment services and meet desired program outcomes as agreed.

Where cancellation has occurred prior to the commencement of a program due to organisational or external constraints that are no fault of the student all paid amount is to be fully refunded.

Where cancellation has occurred after the commencement of a program due to organisational or external constraints that are no fault of the student all paid amount for the portion of study not yet completed are to be fully refunded.

27) PAYMENT IN ADVANCE

As per the Standards for Registered Training Organisations (RTOs) 2015, Clause 7.3:



- TMG College Australia may only accept payment of up to \$1500 from each individual student prior to the commencement of the program. (Before day 1)

- Following program commencement, (from day 1) TMG College Australia may require payment of a additional

fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

28) LANGUAGE, LITERACY & NUMERACY and DIGITAL LITERACY (LLND)

- I understand and agree that my Language, Literacy & Numeracy, and Digital (LLND) skills must be assessed prior to my enrolment being accepted.
- I declare that I have been fairly assessed against my current skills and LLND levels whilst completing this enrolment process. I have discussed my assessment with the Enrolment Officer from TMG College Australia and I agree to any support strategies as required to aid me in completing my desired program with TMG College Australia
- I understand that these strategies may include external support and that entry into training programs may not be permitted until sufficient LLND levels are shown.
I understand and agree that this assessment form may be shown to third parties to secure any external support I may need.

29) TRAINING SCHEDULE

I have been provided with suitable information on the program structure and subjects of competency and agree that the Training schedule will be provided on confirmation of enrolment.

I have been provided with sufficient evidence to make informed decisions in regards to enrolling in my chosen program including the processes of Recognition of Prior Learning (RPL) and/or Program Credit via Credit Transfer have been discussed and made available to me.

30) PHYSICAL REQUIREMENTS – IF APPLICABLE

I hereby agree to participate in the required physical activities and exercises as required for certification within the programs conducted by TMG College Australia based on the terms and conditions set out below:

- I hereby acknowledge an understanding of and agree to participate in physical demanding activities that if done incorrectly could be detrimental to my health. I fully understand that it is my responsibility to notify my trainer/assessor of any activities or exercises that I believe will be at the detriment of my current physical health so that appropriate reasonable adjustment can be made.
- I acknowledge that the training, while conducted in the safest possible conditions and under qualified supervision involves physical contact and inherent risks and I accept those risks.
I agree to conduct myself in a safe and mature manner in accordance with the instructions from my instructor.
- I agree to release and indemnify TMG College Australia, its proprietors, agents, and officers, and TMG College Australia, including all instructors, staff members, and students from any liability whatsoever in connection with my participation in the required physical activities and exercises within the training program Without limitation, this includes all loss or damage, or injury incurred as a direct or indirect result of my participation.
- I agree that I voluntarily assume all risks involved in these training sessions and agree that I will fulfil my duty of care and conduct myself in an appropriate manner and will always act in a manner that is in the best interests of fellow students and TMG College Australia.



- I declare that to the best of my knowledge and belief, the information contained in this document is true, correct, and complete. If during the training any further medical or physical conditions are known, it is my responsibility to notify my trainer/assessor of these and not take part in any activities that may be reasonably seen to cause additional health problems.

31) UNIQUE STUDENT IDENTIFIER (USI)

- I understand that since 1 January 2015 all students who undertake Vocational Education and Training in Australia must hold a USI.

I understand that if I do not hold a USI, then by law TMG College Australia cannot issue me with a Program or Statement of Attainment. If I have not provided USI on this enrolment form, I grant permission for TMG College Australia to obtain one for me on my behalf pursuant to subsection 9(2) of the Student Identifiers Act 2014.

I understand if I do not wish to obtain a USI and will apply for an exemption at www.usi.gov.au via a Statutory Declaration.

I will inform TMG College Australia of the outcome of that application from the Student Identifiers Registrar immediately once received by me.

I understand and agree that if I do not have a USI, I will not be permitted to proceed with my enrolment.

32) COMPLAINTS AND APPEALS

The full Complaints and Appeals policy and procedure adopted by TMG College Australia can be accessed on the website www.tmg.edu.au An overview of the process implemented is as follows:

Purpose: The policy covers the requirements of the ASQA Standards for Registered Training Organisations (RTO's) 2015 Clauses 6.1 – 6.6, Manage Complaints and Appeals.

TMG College Australia will provide a fair and transparent means of making formal complaints and appealing academic and related decisions is an integral part of all training and assessment provided to students.

The policy provides clear and practical guidelines to ensure that complaints and appeals lodged with TMG College Australia can be resolved, equitably and efficiently, in accordance with the principles of natural justice

The policy will manage and respond to allegations involving the conduct of TMG College Australia, its trainers, assessors or other staff, or students of TMG College Australia.

TMG College Australia also recognises that student complaints can also be anonymous. No action relating to an enrolment status is to be taken until such time as the complaint has been resolved.

However, TMG College Australia retains the right to take such steps as may be necessary to ensure the health, safety, and welfare of the student and/or of others.

Students unsatisfied with the result or conduct of TMG College Australia's internal appeals processes may access an external appeal process which is independent, impartial, and provided at no or minimal cost to the student.



I am aware this Enrolment and Written Agreement, and the availability of TMG's complaints and Appeals processes do not remove my rights to take action under Australia's Consumer Protection Laws

33) ACCESS AND EQUITY

TMG College Australia is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with Sex Discrimination Act 1984 (amended June 2015), Equal Opportunity Act 2010, Racial Discrimination Act 1975(amended January 2014), VIC Anti-Discrimination Act, Disability Discrimination Act 1992 and Disability Standards for Education 2005.

34) GENERAL TERMS AND CONDITIONS

I understand that I must comply with policies and Terms and Conditions of Enrolment of TMG College Australia and agree that I have reviewed these within the Student Information Handbook before making this application for enrolment.

I understand that these will be reiterated at the commencement of program through the induction and that I must attend class and meet the requirements of the Training Plan and Training Schedule. I agree to pay all fees owing on or before the due date.

35) IMAGE AND TESTIMONIALS

I agree that TMG College Australia may use my image and testimonials in its advertising/marketing materials at their discretion. If I do not agree to this, I understand that this is to be made clear to TMG College Australia on enrolment.

36) USI PRIVACY POLICIES AND COMPLAINTS

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 1300 857 536, international enquiries +61 2 6240 8740.

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification, or disclosure of USIs.

For information about how TMG College Australia collects, uses, and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to TMG College Australia's privacy policy which can be found at www.tmg.edu.au

37) USI PRIVACY NOTICE

If you do not already have a Unique Student Identifier (USI) and you want TMG College Australia to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, TMG College Australia will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document.
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;



- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney - General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act).

The collection use and disclosure of your USI are protected by the Act.

Acknowledgement of Terms and Conditions

Declaration

In making this application for enrolment, I confirm that the information I have provided in this enrolment form is accurate and true.

Applicant Signature	
Date	

For applicants **under 18**, a parent or guardian must also sign

Parent/Guardian Signature	
Date	

SECTION A – EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER – DON'T LEAVE ANY SECTIONS BLANK

I confirm that in relation to:
(student's full name):

I have sighted **ONE** of the following:

- | | |
|---|---|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> Current Australian Passport |
| <input type="checkbox"/> Current New Zealand Passport | <input type="checkbox"/> Australian Citizenship Certificate |
| <input type="checkbox"/> Current green Medicare card | <input type="checkbox"/> Australian Certificate of Registration by Descent |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 – 2.16 of the Guidelines About Eligibility (the Eligibility Guidelines) | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="checkbox"/> a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross | <input type="checkbox"/> [FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required] confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa. |

By Either:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [*where it is possible to do so, and in accordance with Clause 2.5(c) of the Eligibility Guidelines*]; OR
- viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device [*in accordance with Clause 2.5(d) of the Eligibility Guidelines*]; OR
- relying on evidence sighted and retained as part of a previous enrolment [*in accordance with Clause 2.8 of the Eligibility Guidelines*] OR
- [FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required]** viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

And I have retained **ONE** of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in Clause 2.5(c) of the Eligibility Guidelines [*where verified through the DVS*]; OR
- declaration of sighting a digital green Medicare card [*as set out in Clause 2.5(d) of the Eligibility Guidelines*]; OR
- [FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required]** a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

And if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

- | | | |
|--|--|---|
| <input type="checkbox"/> current drivers licence | <input type="checkbox"/> 'Keypass' card | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> current learner permit | <input type="checkbox"/> Proof of Age card | |

SECTION B1 – EDUCATION HISTORY (ENROLMENT IN A QUALIFICATION)

TO BE COMPLETED BY THE STUDENT – DON'T LEAVE ANY SECTION BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DON'T UNDERSTAND A QUESTION

A **'skill set'** means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence', 'Infection control Skill Set (Retail)').

A **'qualification'** means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

Q1 What is the highest qualification (not including secondary or high school) that you have **completed**, or **expect to complete** at the time the training you are applying for is scheduled to start?

(include code and full title of qualification if possible, for example, Certificate III in Aged Care. If you have not completed any qualification, write 'none')

Q2 How many other **Skills First funded** qualifications have you enrolled in that have started, or will start in the **same calendar year** as the qualification/s you are applying for now? (**Don't** include the qualification/s you are applying for now. **Do** include other qualification/s at this and other training providers you've enrolled in, but haven't started yet).

0 1 2 3 4+ *(circle number)*

Q3 Not including the qualification/s you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

0 1 2 3 4+ *(circle number)*

Q4 In your lifetime, how many **government funded** qualifications have you started that are at the same level as the one you are applying for now? *If you are applying for a qualification on the Foundation Skills List, tick 'not applicable'.*

0 1 2 3 4+ *(circle number)* not applicable

[FOR TAFE/DUAL SECTOR ENROLMENT ONLY – delete Q5 - Q8 if not required]

Q5 If you are applying for a qualification on the 'Free TAFE for Priority Courses List', do you want to access your opportunity to receive a Fee Waiver for this qualification? **Note:** You can only receive a Fee Waiver for **one qualification** on this list, unless you are eligible for a second Fee Waiver under the JobTrainer initiative.

YES NO Not applicable *(circle answer)* *(If 'NO', or 'not applicable' go to Student Declaration)*

Q6 If you answered 'YES' to Q5, have you already received a Fee Waiver for **this qualification** or for **any other qualification** on the 'Free TAFE for Priority Courses List'?

YES NO *(circle answer)* *(If 'NO', go to Student Declaration)*

Q7 If you answered 'YES' to Q6, are you applying to recommence in the same **qualification** for which you previously received a Fee Waiver?

YES NO *(circle answer)* *(If 'YES' go to Student Declaration)*

Q8 If you answered 'NO' to Q7, did you receive the Fee Waiver for a qualification under the JobTrainer initiative?

YES NO *(circle answer)*

[FOR JOBTRAINER ENROLMENT ONLY – delete Q9 - Q15 if not required]

Q9 Are you seeking to enrol in a qualification under the JobTrainer initiative? **Note:** You can only enrol in **one qualification** under the JobTrainer initiative.

YES NO *(circle answer)* *(If 'NO', go to Student Declaration)*

Q10 If you answered 'YES' to Q9, have you previously started a qualification under the JobTrainer initiative?

YES NO *(circle answer)* *(If 'NO', go to Q12)*

Q11 If you answered **'YES'** to Q10, are you applying to recommence in the same qualification that you already started under the JobTrainer initiative?

YES NO (circle answer) *(If 'YES' or 'NO', go to Student Declaration)*

Q12 Are you 17 to 24 years old?

YES NO (circle answer) *(If 'YES', go to Student Declaration)*

Q13 Are you a job seeker?

YES NO (circle answer) *(If 'NO', go to Student Declaration)*

Q14 If you answered **'YES'** to Q13, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card

I have a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched

I have a separation certificate from my employer

(If you ticked a box, go to Student Declaration)

Q15 If you did not tick any of the boxes in Q14, you can make a declaration that you are a job seeker by ticking this box and signing this form.

I declare that I am currently unemployed

SECTION B2 – EDUCATION HISTORY (ENROLMENT IN A SKILL SET)

TO BE COMPLETED BY THE STUDENT – DON'T LEAVE ANY SECTION BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DON'T UNDERSTAND A QUESTION

A '**skill set**' means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence', 'Infection control Skill Set (Retail)').

A '**qualification**' means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

Q1 How many other **Skills First funded** skill sets have you enrolled in that have started, or will start in the **same calendar year** as the skill set you are applying for now? (**Don't** include the skill set you are applying for now. **Do** include other skill sets at this and other training providers you've enrolled in, but haven't started yet).

0 1 2 3 4+ (circle number)

Q2 Not including the skill set/s you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

0 1 2 3 4+ (circle number)

Q3 Please tick any of these boxes if you are doing, or will start, one of the skill sets on this list:

Infection Control Skill Set Construction Industry Skill Set Course in identifying and responding to family violence risk

[FOR JOBTRAINER ENROLMENT ONLY – delete Q4 - Q10 if not required]

Q4 Are you seeking to enrol in a skill set under the JobTrainer initiative? **Note:** You can only enrol in **one skill set** under the JobTrainer initiative.

YES NO (circle answer) (If 'NO', go to Student Declaration)

Q5 If you answered '**YES**' to Q4, have you previously started a skill set under the JobTrainer initiative?

YES NO (circle answer) (If 'NO', go to Q7)

Q6 If you answered '**YES**' to Q5, are you applying to recommence in the same skill set that you already started under the JobTrainer initiative?

YES NO (circle answer) (If 'YES' or 'NO', go to Student Declaration)

Q7 Are you 17 to 24 years old?

YES NO (circle answer) (If 'YES', go to Student Declaration)

Q8 Are you a job seeker?

YES NO (circle answer) (If 'NO', go to Student Declaration)

Q9 If you answered '**YES**' to Q8, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card I have a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched

I have a separation certificate from my employer

(If you ticked a box, go to Student Declaration)

Q10 If you did not tick any of the boxes in Q9, you can make a declaration that you are a job seeker by ticking this box and signing this form.

I declare that I am currently unemployed.

SECTION B3 – EDUCATION HISTORY (STUDENT DECLARATION)

STUDENT DECLARATION

I, (print your full name):

In seeking to enrol in (write the code and full title of the qualification/s or skill set/s):

Declare the following to be true and accurate statements:

- I **AM / AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school.
(circle the appropriate response)
- I **AM / AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program.
(circle the appropriate response)
- I understand that my enrolment in the above qualification/s and/or skill set/s may be subsidised by the Victorian and Commonwealth Government under the *Skills First* Program. I understand how my enrolment will affect my future training options and eligibility for further training under the *Skills First* program.
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire.

SIGNED:

DATE:

SECTION C – TRAINING PROVIDER DECLARATION

TO BE COMPLETED BY THE TRAINING PROVIDER – **DON'T LEAVE ANY SECTIONS BLANK**

Number of **qualifications** student is currently eligible for: 0 1 2

Number of **skill sets** student is currently eligible for: 0 1 2

Eligibility exemption granted: YES NO

Based on:

- discussion with the student.
- the evidence I have sighted (and retained a copy of) in **Section A**; and
- the information provided to me by the student in **Section B** of this form;

I believe that the above individual satisfies the *Skills First* Entitlement eligibility requirements as set out in the VET Funding Contract (the Contract) and the Guidelines About Eligibility (the Eligibility Guidelines) and is eligible for funding under the *Skills First* Program for the following program/s:

(write the code and full title of the program/s in which the student is seeking to enrol)

Where applicable I have also sighted and retained relevant evidence required to grant an exemption from eligibility requirements or other limits under any initiatives in Part C of Schedule 1 of the Contract and as specified in Attachment 4 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed **Sections A** and **B** and have confirmed they have been completed in full.

Authorised Training Provider Delegate:

Name:

Position:

Signed

Date:

NOTES

Use this section to record additional detail, relevant eligibility information, including information used by the Training Provider to verify the student's eligibility that is not captured in Sections A or B.

If there are no notes, write N/A

Attachment 5 - How to have a document certified

Bring both an original and a copy of the original to the certifier.

The certifier will:

1. examine the original to ensure it is not a copy or forgery
2. examine the copy to ensure it is identical to the original. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.

The certifier will then write or stamp the copy with the words: "Certified to be a true copy of the original seen by me." They will sign and date the copy, and write or stamp their name, personal or professional address and qualification.

If there are multiple pages to the copy, the certifier will sign or initial and number all pages.

The copy has now been certified.

Who can certify a document

Under Section 39 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019) the list of persons who may certify copies of original documents includes:

- A person currently licensed or registered to practice in Australia as one of the following occupations:
 - Architect
 - Chiropractor
 - Conveyancer
 - Dentist
 - Financial adviser or financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
 - Fellow of the National Tax Accountants' Association
 - Member of Chartered Accountants Australia and New Zealand
 - Member of the Association of Taxation and Management Accountants
 - Member of CPA Australia
 - Member of the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

-
- Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
 - Australian Consular Officer or Australian Diplomatic Officer
 - 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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
 - Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place
 - Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place
 - An engineer who meets at least one of the following criteria:
 - A member of Engineers Australia, other than a student
 - A Registered Professional Engineer of Professionals Australia
 - Registered as an engineer under a law of the Commonwealth or a State or Territory
 - Registered on the National Engineering Register by Engineers Australia
 - Finance company officer with 5 or more years of continuous service
 - Holder of a Commonwealth statutory office not otherwise specified
 - For example, Director of the Australian Institute of Family Studies
 - IBAC Officers
 - Judge
 - Justice of the Peace
 - Local government Councillor
 - Magistrate
 - Registered marriage celebrant
 - Master of a court
 - Member of the Australian Defence Force who meets at least one of the following criteria:
 - An officer
 - A non-commissioned officer with 5 or more years of continuous service
 - A warrant officer
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Governance Institute of Australia Ltd
 - Member of the Parliament of a State
 - Member of a Territory legislature
 - Member of a local government authority

-
- Registered minister of religion
 - Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
 - Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office providing postal services to the public
 - Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following:
 - State
 - Territory
 - State authority
 - Territory authority
 - Local government authority
 - Police officer
 - Police reservist
 - Protective service officer (PSO)
 - Registrar, or Deputy Registrar, of a court
 - A school principal
 - Senior executive employee of a Commonwealth authority
 - Senior executive employee of a State or Territory
 - Senior Executive Service employee of the Commonwealth
 - Sheriff
 - Sheriff's officer
 - State Trustees officer or employee with a classification level of 2 or above
 - Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
 - Transport Accident Commission officer or employee with a classification of level 2 or above
 - VicRoads officer or employee with a classification of level 2 or above
 - Victorian Inspectorate Officer
 - A Victorian Public Service employee with a prescribed classification level of 2 or above
 - For example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2
 - Victorian WorkCover Authority officer or employee with a classification of band 2 or above
 - Any authorised affidavit taker, including:
 - A judicial officer
 - For example, a judge or magistrate
 - An associate to a judicial officer
 - An honorary justice
 - The prothonotary or a deputy prothonotary of the Supreme Court
 - The registrar of probates or an assistant registrar of probates
 - The registrar or a deputy registrar of the County Court
 - The principal registrar, a registrar or a deputy registrar of the Magistrates' Court
 - The principal registrar, a registrar or a deputy registrar of the Children's Court
 - The principal registrar, a registrar or a deputy registrar of VCAT

-
- The principal registrar or a registrar of the Coroners Court
 - A member of VCAT
 - A member or former member of either House of the Parliament of Victoria
 - A member or former member of either House of the Parliament of the Commonwealth
 - A public notary
 - A senior officer of a Victorian municipal Council who meets one of the following criteria:
 - Chief Executive Officer
 - A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer
 - Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the Local Government Act 1989)
 - A fellow of the Institute of Legal Executives (Victoria)
 - A person acting judicially
 - For example, an arbitrator or any person or body with authority to hear, receive and examine evidence
 - Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to administer affidavits

Source: Department of Justice and Community Safety

Further information: <https://www.justice.vic.gov.au/certifiedcopies>