

ENROLMENT FORM

PERSONAL DETAILS (Legal name as per birth certificate, copy of ID required)

FAMILY NAME _____
GIVEN NAME _____
DATE OF BIRTH ___/___/____ SEX (Tick ONE box only) FEMALE MALE
TOWN/CITY OF BIRTH _____ COUNTRY OF BIRTH _____
POSTAL ADDRESS _____
SUBURB _____ POSTCODE _____
PHONE HOME _____ WORK _____ MOBILE _____
EMAIL _____ FAX _____

UNIQUE STUDENT IDENTIFIER (USI) - REQUIRED

The Unique Student Identifier is a new initiative in Australia commencing in 2015. Students cannot enrol into a qualification unless they have a USI. Please see the below options on how to obtain a USI

Do you have a USI?

- Yes: _____
 No – I would like TVET to retrieve this on my behalf (complete page 6 and 7 of the enrolment form)
 No – I will obtain this myself and provide it to TVET (please go to www.usi.gov.au)

COURSE OF INTEREST - REQUIREID

COURSE TITLE _____ DATE – From ___/___/____
COURSE VENUE _____ DATE - To ___/___/____
Where did you hear about this course? Newspaper Website Internet Yellow Pages Word of Mouth Radio Other _____

EMERGENCY CONTACT DETAILS

Full Name _____ Relationship _____
Contact number _____ Mobile _____

In the event of an emergency do you give the RTO permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? **YES / NO**

RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCY

Do you wish to apply for RPL/RCC for any units of competency offered by TVET?

Unit/s Title _____ Please attach evidence of competency
Unit Code _____ I would like an RPL Kit YES NO

EMPLOYER DETAILS

COMPANY NAME _____
SUPERVISOR NAME _____
PHONE NUMBER _____ Fax _____
WORKPLACE ADDRESS _____
POSTCODE _____
Real Estate License # _____
(If applicable) _____

AVETMISS COLLECTION — Information collected on behalf of the Australian Skills Quality Authority

LANGUAGE & CULTURAL DIVERSITY

- 6) In which country were you born?
 Australia ¹¹⁰¹
 Other – please specify _____
- 7) Do you speak a language other than English at home?
 No, English only ¹²⁰¹ English only – Go to Question 9
 Yes, other – please specify _____
- 8) How well do you speak English?
 Very well ¹ Well ²
 Not well ³ Not at all ⁴
- 9) Are you of Aboriginal or Torres Strait Islander origin?
 No
 Yes, Aboriginal
 Yes, Torres Strait Islander

DISABILITY

- 10) Do you consider yourself to have a disability, impairment or long-term condition?
 Yes
 No No – Go to Question 12
- 11) If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)
- Hearing/Deaf ¹¹
 - Physical ¹²
 - Intellectual ¹³
 - Learning ¹⁴
 - Mental Illness ¹⁵
 - Acquired brain impairment ¹⁶
 - Vision ¹⁷
 - Medical condition ¹⁸
 - Other ¹⁹

SCHOOLING

- 12) What is your highest COMPLETED school level? (Please tick ONE box only)
- Year 12 or equivalent ¹²
 - Year 11 or equivalent ¹¹
 - Year 10 or equivalent ¹⁰
 - Year 9 or equivalent ⁰⁹
 - Year 8 or below ⁰⁸
 - Never attended school ⁰²
- 13) In which YEAR did you complete that School level?

- 14) Are you still attending secondary school?
 Yes
 No

PREVIOUS QUALIFICATIONS ACHIEVED

- 15) Have you SUCCESSFULLY completed any of the following qualifications?
 Yes No No – Go to Question 17
- 16) If YES, please tick ANY applicable boxes
- Bachelor Degree or Higher Degree ⁰⁰⁸
 - Advanced Diploma or Associate Degree ⁴¹⁰
 - Diploma (or Associate Diploma) ⁴²⁰
 - Certificate IV (or Advanced Certificate/Technician) ⁵¹¹
 - Certificate III (or Trade Certificate) ⁵¹⁴
 - Certificate II ⁵²¹
 - Certificate I ⁵²⁴
 - Certificates other than the above ⁹⁹⁰

EMPLOYMENT

- 17) Of the following categories, which BEST describes your current employment status?
- Full-Time employee ⁰¹
 - Part-Time employee ⁰²
 - Self employed - not employing others ⁰³
 - Employer ⁰⁴
 - Employed - Unpaid worker in a family business ⁰⁵
 - Unemployed – Seeking full-time work ⁰⁶
 - Unemployed – Seeking part-time work ⁰⁷
 - Not employed – Not seeking employment ⁰⁸

STUDY REASON

- 18) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)
- To get a job ⁰¹
 - To develop my existing business ⁰³
 - To start my own business ⁰³
 - To try for a different career ⁰⁴
 - To get a better job or promotion ⁰⁵
 - It was a requirement of my job ⁰⁶
 - I wanted extra skills for my job ⁰⁷
 - To get into another course or study ⁰⁸
 - For personal interest or self-development ¹²
 - Other reasons ¹¹

OFFICE USE ONLY

Fees Paid \$ _____
 Receipt No _____

COMMENTS

STUDENT SIGNATURE: _____ COURSE COST: _____ DATE: ____/____/____

PHOTO ID ATTACHED: Drivers Licence Passport Other, please state _____

TERMS & CONDITIONS OF ENROLMENT

Enrolment & Selection

1. Courses are open to all adults 16 years and over.
2. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in their training.
3. A deposit must accompany enrolment to secure a placement.
4. It is the student's responsibility to note the date, time and location of the course as advertised.
5. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
6. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
7. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
8. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
9. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
10. Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. The RTO's students are covered by public liability insurance whilst working within the RTO's premises.

Training Guarantee

The RTO will guarantee to complete all training and/or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal Letter of Withdrawal (link) notifying the RTO that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of six months from initial course commencement date.

Course Fees, Payments and Refunds

1. Please refer to the course flyers for information on all fees, including course fees; administration fees; materials fees and any other charges.
2. A non-refundable deposit must be paid, prior to course commencement, to confirm a place into a course.
3. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
4. Deposits are non-refundable (deposits are outlined on each course flyer) but can be transferred to another course or student.
5. Refunds may be made in the following circumstances:
 - a. Participants have overpaid the administration charge
 - b. Participants enrolled in training that has been cancelled by the RTO
 - c. Participant advises the RTO prior to course commencement that they are withdrawing from the course
 - d. If the participant withdraws from a course or program due to illness or extreme hardship as determined by the RTO
6. An administration fee will be charged to any student who withdraws from a course in excess of 3 working days prior to course commencement.
7. No refunds will be issued once the course has commenced
8. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of \$80 will be charged.

Course Fees paid in Advance

The RTO requires a minimum deposit, which will not exceed \$1500 per individual student, prior to course commencement. If the full course fees are below \$1500, the full fees may be required prior to course commencement. Please refer to the course flyers for deposits and course fees.

Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are over \$1500), or in full (if the remaining fees are below \$1500) for tuition and other services yet to be delivered.

Complaints and Appeals

The RTO recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Inform the RTO if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform the RTO if you think you have been treated unfairly or unjustly. The RTO will discuss the matter with you and try to resolve the problem
3. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant State or Federal Law.

Cool Off Period

Is in accordance with Fair Trading Australia regulations being 48 hours from the completion of the Application for Enrolment

Credit Transfer

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competencies achieved must be supplied for recognition to be processed (ie presentation of original certificate or transcript).

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

Literacy, Numeracy and Numeracy (LLN)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning should be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students' are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment.

Support Services

The RTO caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage. The RTO will analyse who the target candidates are and whether an individual, a specific group or a broad target group and will determine the key characteristics and needs of candidates.

The RTO is committed to providing clients requiring additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, The RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the RTO for further counselling.

Access to Records

All student records, such as personal details and records of participation and progress, are kept within a secure area (both electronic and hard files). An electronic record of each Student's enrolment and participation is kept on the Student Management System for a period of 30 years, this record is password protected and is only accessible by employees of the RTO.

All students have the right to access their record of participation and progress within a timely manner, in order for a student to access their records they are required to forward a request in writing to the RTO. If the student wishes to provide a third party with access to their records, they should state this in their formal request in writing.

The RTO will provide, within 48 hours of receiving the written request, a transcript of the student's participation and progress.

Legislative and Regulatory Requirements

All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe The RTO's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

Workplace Health & Safety

Our RTO is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

The RTO monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and State rules and regulations of the NSW Workplace Health and Safety Act 2011.

In consideration of all the RTO clients and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the RTO's management.

IMPORTANT INFORMATION

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to the RTO's enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Student Handbook.

STUDENT SIGNATURE: _____ DATE: __/__/____

ID Sighted Declaration

I _____ of TVET AustralAsia acknowledge that

I have sighted the Identification of:

[Full name]

[Address]

Licence No:

Exp Date:

Passport No:

Exp Date:

Other _____

Date _____

Signed _____

INDUCTION

Course Name: _____

Trainer / Assessor Name: _____

Date of Induction: _____

Introduction to trainer / assessor	✓	x
Course / unit / module to be delivered	✓	x
Training and assessment procedures	✓	x
Qualification to be issued	✓	x
Participant Handbook has been read	✓	x
Enrolment form has been completed	✓	x

* Please circle

I, _____, acknowledge that I have read and understood
the Participant Handbook.

Signed: _____

Date: _____

Privacy Notice – Unique Student Identifier

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

Please complete all sections of the table

Given Names					
Surname					
Current residential address					
Date of Birth		Gender Please circle	Male / Female		
City/Town of Birth		Country of Birth			
Phone					
Email					
Driver's Licence #					
Or Medicare Card #		Colour		Expiry	
Would you like your USI to be texted or emailed to you? Please circle	Text / Email				

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.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

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 SI Act.

If you ask **TVET AustralAsia** to make an application for a student identifier on your behalf, **TVET AustralAsia** will have to declare that **TVET AustralAsia** has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that **TVET AustralAsia** has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:

- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

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 (link to USI privacy policy) or by contacting the Registrar on (email/telephone). 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, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how TVET AustralAsia collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Student Handbook’s privacy policy which can be found at Complaints process section 18.3, 4, 5 privacy and personal information protection act 1998 number 133 on our website.

Signature of acceptance by student	
Name of Student:	

Notes for RTO's:

1. You may be an Australian Privacy Principle (APP) entity bound by the Privacy Act or an entity bound by State or Territory Privacy legislation. Please consider whether your organisation is bound by any privacy legislation and if so, what your organisations obligations under such legislation would be.
2. Please note, in addition to the above, if your organisation contravenes sections 11, 16 or 17 of the SI Act, then pursuant to sections 23 of the SI Act, your organisation will be considered to be an APP entity bound by the Privacy Act and the contravention may be subject to investigation by the Information Commissioner.
3. Where your organisation is bound by Commonwealth or State or Territory Privacy legislation, your organisation may need to provide students, either in connection with applying for the USI on their behalf or more generally as part of the enrolment information, advice about how the student's information is stored and protected, such as for example secure server at the RTO, third-party server in the cloud, or if hard-copy, in a locked file/cupboard.