

Course Enrolment Form

PERSONAL DETAILS (Important – the details given must MATCH details of the ID provided on Page 2)						
Family name:				Given names:		
Date of birth:		City/ Town of birth:			Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Address						
No. and street name:						
Suburb:			State:			
			Postcode:			
Postal Address (if different from above)						
Suburb:			State:			
			Postcode:			
Telephone						
Work:			Mobile:			
			Home:			
Work email:						
Alternative email:						
Emergency contact;			Relationship:			
Phone:			Mobile;			
UNIQUE STUDENT IDENTIFIER (USI) Statement of Attainments cannot be released until a USI has been verified.						
<p>From 1 January 2015, an RTO can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi/. You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid or Responsible Service of Alcohol course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out if you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faws/i-have-forgotten-my-usi/.</p>						
Do you have a USI:	Yes (Provide here) <input type="checkbox"/> _ _ _ _ _ No <input type="checkbox"/> (Read below)					
Application for Unique Student Identifier (USI)						
If you would like People Improvers to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf . You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.						
Do you give permission for People Improvers to Create a USI on your behalf or complete an Existing USI search pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on your behalf?						
Yes <input type="checkbox"/> If so, you need to provide the identification information over the page No <input type="checkbox"/> Student must register at www.usi.gov.au						

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Once obtained your USI will be sent to your primary email address provided above.
If you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

IDENTIFICATION DETAILS: From just one (1) of the below

Drivers Licence	Licence number:	State:
Medicare card	Card number: Name on card: Card colour: Does the name appear on line 1? Expiry date: Individual reference number:	
Passport (Australian)	Document number:	

CULTURAL DIVERSITY

In which country were you born? Australia Other – please specify:

Are you Aboriginal or Torres Strait Islander origin? Yes (Aboriginal) Yes (Torres Strait Islander) No

Residence status (*tick one box only*) Australian Citizen Australian Permanent Resident Other, please specify:

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If YES, please indicate or provide more information (*here*)

Intellectual Learning Physical Hearing/Deaf Medical Mental Illness Acquired brain impairment Other

LANGUAGE, LITERACY AND NUMERACY

Do you speak a language other than English at home?

No, English only Yes, Other – please specify:

How well do you speak English? Very well Well Not well Not at all

How well do you understand written English? Very well Well Not well Not at all

How well do you write in English? Very well Well Not well Not at all

Do you require assistance with reading or writing English in this course? Yes No

Do you require assistance with numeracy in this course? Yes No

SCHOOLING AND PREVIOUS QUALIFICATION ACHIEVED

What is your highest COMPLETED school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to high school Still enrolled

Have you successfully completed any of the following qualifications?

Yes - please tick any of the applicable boxes below No

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Other education, including overseas qualification, not listed above.	

Name of the highest qualification obtained:

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COURSE NAME		LEVEL OF QUALIFICATION (ie Cert III, IV etc)	
Competitive Systems and Practices			
STUDY REASON			
Of the following categories, which BEST describes your main reason for you undertaking this course?			
<input type="checkbox"/> To get a job	<input type="checkbox"/> It is a requirement of my job	<input type="checkbox"/> To try for a different career	
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I want extra skills for my job	<input type="checkbox"/> To get a better job or promotion	
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self development	
RECOGNITION OF PRIOR LEARNING (RPL) or CREDIT TRANSFER			
If you have prior experience or have studied similar units of this course in the past, you can apply for an exemption from a unit(s) or part of the course via an RPL assessment or credit transfer process.			
Would you like to apply for RPL or Credit Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Details at www.peopleimprovers.com)			
EMPLOYMENT STATUS			
<input type="checkbox"/> Full time Employee	<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> Employer	<input type="checkbox"/> Self Employed
EMPLOYMENT DETAILS			
Employer Business Name:		ABN:	
Employer Address:			
Suburb:		State:	Postcode:
Employer Contact name:		Position:	
Phone:		Mobile:	
Email:		Student employment start date:	
Employer Signature		Date	

Employer Comments, if any.

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PRIVACY NOTICE AND APPLICANT DECLARATION

We are required to tell you that:

Under the *Data Provision Requirements 2012*, People Improvers 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 [insert RTO name] for statistical, administrative, regulatory and research purposes. People Improvers may disclose your personal information for these purposes to:

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

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

I understand that:

The information provided by me in this application will be used by People Improvers for the purpose of administration, planning and communication. It may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes: Employer – if I am enrolled in training paid by my employer, Government departments and authorised agencies- if I am enrolled in training supported by the public training authorities.

The provision of this information is essential to determine my eligibility, and I consent to People Improvers obtaining personal information necessary for the purpose of my application. Information provided will be held securely in line with the privacy section of the Student Handbook. By signing this form, I understand and will adhere to People Improvers and the relevant State Education and Training policies.

I have been provided with a copy of the Student Handbook, also available from www.peopleimprovers.com, which provides details about: Assessment and issuance of qualification, Complaints and appeals, Cancellation & Refunds, Access and equity, Privacy and management of students records, Fees, Welfare and guidance services.

I acknowledge that the following has been fully explained to me:

Qualification/course, Units of competence, Duration of Trainin and Unique Student Identifier (USI)

I acknowledge that the information provided by in the enrolment application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in my removal from the course and render me ineligible to receive the stated qualification.

And further:

I provide permission for People Improvers or their agents to use video, photographs and profile information of myself for any lawful purpose without restriction or compensation to myself. I waive any right to inspect or approve the finished photographs or images or any copy that may be used in connection with the images or the use to which they are applied. I acknowledge that People Improvers retains the copyright subsisting in the mages and is the owner of all negatives from which the said images are directly or indirectly derived. I am at least 18 years of age and legally, mentally and otherwise fully competent to enter into this agreement.

Student Name		Student Signature		Date
Office Use only:	GROUP #			
AVETMISS:		STUDENT NO:	Date Entered:	
USI Created:		USI Verified: Yes <input type="checkbox"/>	Staff Initial:	