

Course Enrolment Form

PERSONAL DETAILS (Important – the details given must MATCH details of the ID provided)			
Family name:		Given names:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Date of birth	
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/faqs/find-your-usi</p>			
Do you have a USI?	Yes (Provide here) <input type="checkbox"/> _ _ _ _ _ No <input type="checkbox"/> (Read below)		
<p>Application for Unique Student Identifier (USI)</p> <p>If you would 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 below so that we can apply for a USI on your behalf.</p> <p>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?</p> <p>Yes <input type="checkbox"/> If so, you need to provide the Identification Details below</p> <p>No <input type="checkbox"/> Student must register at https://www.usi.gov.au/your-usi/create-usi</p> <p>Once obtained your USI will be sent to the primary email address provided. To specify your gender as 'other' contact the USI Office.</p>			
IDENTIFICATION DETAILS (ONLY REQUIRED IF YOU DO NOT HAVE A USI) Only 1 of the following required:			
Drivers Licence	Licence number: _____ State: _____ Card number: (top right of rear of licence)		
Medicare card	Card number: _____ Name on card: _____ Card colour: _____ Does the name appear on line 1? _____ Expiry date: _____ Individual reference number: _____		

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PERSONAL DETAILS CONTINUED					
City/ Town of birth:					
Phone:		Mobile:		Work:	
Work email:					
Alternative email:					
Which of the following classifications BEST describes your current occupation? (Tick ONE box only)					
<input type="checkbox"/> 1- Managers	<input type="checkbox"/> 2- Professionals	<input type="checkbox"/> 3- Technicians & Trade	<input type="checkbox"/> 4 – Community & Personal Service		
<input type="checkbox"/> 5 – Clerical & Admin	<input type="checkbox"/> 6- Sales	<input type="checkbox"/> 7- Machinery Operator	<input type="checkbox"/> 8 – Labourers	<input type="checkbox"/> 9- Other	
Your Emergency contact:			Their mobile number:		
Address					
No. and street name:					
Suburb:		State:		Postcode:	
Postal Address (if different from above)					
Suburb:		State:		Postcode:	
In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify:					
Are you Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes (Aboriginal) <input type="checkbox"/> Yes (Torres Strait Islander) <input type="checkbox"/> No					
Do you speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify:					
How well do you speak English?		<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well			
How well do you understand written English?		<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well			
How well do you write in English?		<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well			
Do you require assistance with <u>reading or writing English</u> in this course? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you require assistance with <u>numeracy</u> in this course? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What is your highest COMPLETED school level?					
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or lower <input type="checkbox"/> Did not go to high school					

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Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, please indicate or provide more information (here)		
<input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Physical <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Medical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other		
EMPLOYMENT STATUS <input type="checkbox"/> Full time Employee <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Employer <input type="checkbox"/> Self Employed		
Have you successfully completed any of the following qualifications? <input type="checkbox"/> Yes - please tick the applicable boxes below <input type="checkbox"/> No		
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Other education, including overseas qualification, not listed above.	<input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I
CITIZENSHIP STATUS <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident of Aust. <input type="checkbox"/> Overseas resident <input type="checkbox"/> Temporary visa holder		
COURSE NAME	LEVEL OF QUALIFICATION (ie Cert III, IV, Lean Leader, Short Course)	
Competitive Systems and Practices		
RECOGNITION OF PRIOR LEARNING (RLP) or CREDIT TRANSFER		
Contact the RTO for details about recognition of your other training or experience.		
STUDY REASON		
Which of the following reasons BEST describes your main reason for undertaking this course?		
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It is a requirement of my job <input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> For personal interest or self development
EMPLOYER DETAILS		
Employer Business Name:		Phone:
Employer Address:		
Contact name:	Email:	

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PRIVACY NOTICE AND APPLICANT DECLARATION

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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

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

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

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

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

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

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. You may receive a student survey which may be run by a government department or an NCVER employee or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

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 this purpose. 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 and the Duration of Training. I acknowledge that the information provided in this application is correct to 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 and is the owner of the said images. I am at least 18 years of age and legally, mentally and otherwise fully competent to enter into this agreement. I wish to opt-out of any said images being published ☐

Student Name

Student Signature

Date