

Enrolment Form

In which State are you based: VIC NSW OTHER: _____

Personal Details – Write the name that you used when you applied for your Unique Student Identifier (USI), including your middle names. If you do not have a USI and want Personnel Training to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Surname		First Name		Middle Name/s	
Preferred Name		Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intermediate/Intersex/Unspecified				
Email (mandatory)	Primary:		Date of Birth		
	Secondary:		Current Age		
Mobile			Town/City of Birth		
Telephone	Work:	Home:	Preferred contact method	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Mobile/Phone	

Residential Address			Postal Address (if different to residential)		
Building/Property Name			Building/Property Name		
			Email Address		
Flat/Unit Number			Flat/Unit Number		
Street Number			Street Number		
Street Name			Street Name		
			PO Box/Delivery Box		
Town/Suburb			Town/Suburb		
State/Territory		Post Code	State/Territory		Post Code

Unique Student Identifier (USI)

From 1 January 2015, we Personnel Training can be prevented from issuing you with a national recognised VET qualification or statement of attainment when you complete your program if you do not have a USI. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/students/get-a-usi/> on computer or mobile device.

- Yes, I have a USI I give permission for Personnel Training or funding body to verify my USI, and access and/or update my account as required
 AND Yes, I understand that I will need to log on to the USI Register and set Personnel Training to have access to my USI
 OR No, I don't have a USI. I will complete the USI Form and permit Personnel Training to obtain one on my behalf
 OR No, I don't have a USI. I will obtain a USI directly at <http://www.usi.gov.au/students/get-a-usi/> and provide this to Personnel Training and set Personnel Training to have access to my USI

My USI number is

For NSW based students only

- I understand that I will need to log on to the USI Register and set 'NSW – State Training Services' to have access to my USI.

Enrolment Form

Cohorts												
<p>Would you describe yourself as belonging to any of the following cohorts? (You can select up to 3 cohorts)</p>	<input type="checkbox"/> AS- Asylum seeker <input type="checkbox"/> FS – Learner facing financial stress. <input type="checkbox"/> HS – Head start apprentice/trainee. <input type="checkbox"/> JV Job Victoria Employment Network client <input type="checkbox"/> LN – A learner with literacy numeracy, and digital literacy needs <input type="checkbox"/> RW – Retrenched worker <input type="checkbox"/> RC – Reconnect program learner. <input type="checkbox"/> VT – Veteran <input type="checkbox"/> WR – Women returning to work. <input type="checkbox"/> NNNNNN – No specific cohort <input type="checkbox"/> TPG – DES <input type="checkbox"/> TPG – NDIS											
Victorian Student Number – Victorian based students only												
<p>To be completed by all students aged up to 24 years. Students who are enrolling for the first time since the VSN was introduced will get a new VSN.</p>												
<p>Do you have a VSN?</p> <input type="checkbox"/> Yes – Enter your VSN <input type="checkbox"/> No – go to the next question <input type="checkbox"/> Unknown – go to the next question	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p>if you provided your VSN – skip the next question</p>											
<p>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?</p>	<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. No more questions if you answer No above. <input type="checkbox"/> Yes - I have attended a Victorian school since 2009: Most recent Victorian school attended: and/or <input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations) 1. 2. 3.											
Employment												
<p>Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)</p>	<table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services </td> </tr> </table>		<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications	<input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services								
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Enrolment Form

Occupation type	
Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other
Statistical Data – all questions must be answered	
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal and Torres Strait Islander
Language spoken at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> English only <input type="checkbox"/> Other - please specify.....
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
Are you still attending secondary school?	<input type="checkbox"/> Is not attending secondary school <input type="checkbox"/> At secondary school – move to next question
What is your highest COMPLETED school level?	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Did not go to school
In which YEAR did you complete that school level?	
Of the following categories, which BEST describes your current employment status?	<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, family business <input type="checkbox"/> Unemployed – seeking full-time employment <input type="checkbox"/> Unemployed – seeking part-time employment <input type="checkbox"/> Not employed – not seeking employment
Do you consider yourself to have a disability, impairment or a long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list (you may indicate more than one area)	<input type="checkbox"/> Acquired brain Impairment <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Other <input type="checkbox"/> Physical <input type="checkbox"/> Unspecified <input type="checkbox"/> Vision

Enrolment Form

Do you require special assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes, tick any applicable qualification level and Prior Education Achievement Recognition Identifiers. A – Australian E– Australian equivalent I – International		A	E	I	
	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Bachelor Degree or Higher Degree level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Certificate III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Certificate IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Diploma Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Miscellaneous Education					
Relationship details					
Surname		Given name		Telephone	
Relationship Type	<input type="checkbox"/> Emergency contact <input type="checkbox"/> Parent/Guardian		<input type="checkbox"/> School contact <input type="checkbox"/> Support contact		
Reason for study					
Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick one box only)	<input type="checkbox"/> 01 - To get a job <input type="checkbox"/> 02 - To develop my existing business <input type="checkbox"/> 03 - To start my own business <input type="checkbox"/> 04 - To try for a different career <input type="checkbox"/> 05 - To get a better job or promotion <input type="checkbox"/> 06 - It was a requirement of my job <input type="checkbox"/> 07 - I wanted extra skills for my job <input type="checkbox"/> 08 - To get into another course of study <input type="checkbox"/> 11 - Other reasons <input type="checkbox"/> 12 - For personal interest or self-development <input type="checkbox"/> 13 - To get skills for community/voluntary work				
Media release					
Do you give permission for your photo, comments, video, electronic or otherwise to be used by Personnel Training for the purpose of education, promotions or advertising of the course? I understand that the material will remain the property of Personnel Training with no restriction on the amount of time or the duration of use.			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Qualification Details for this enrolment			
Qualification Code		Start Date	
Qualification Name		End Date	

Privacy Notice
<p><u>Why we collect your personal information</u></p> <p>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.</p> <p><u>How we use your personal information</u></p> <p>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.</p> <p><u>How we disclose your personal information</u></p>

Enrolment Form

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

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

How the NCVER and other bodies handle your personal information

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

The NCVER is authorised to disclose information to the 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.

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

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>.

Surveys

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

Contact information

At any time, you may contact Personnel Training to:

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

Personnel Training Privacy Notice

- 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.
- Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a New South Wales or Victorian Government VET subsidy.

For further information about Unique Student Identifiers, including access, correction and complaints, go to:

<http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

Student Declaration

Personnel Training may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting student surveys; and
- Researchers.

I understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together **Personal Information**) collected by Personnel Training may be disclosed to the NSW Department of Industry (**Department**) or the Victorian Department of Jobs, Skills Industry and Regions (**Department**).

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For information about how the New South Wales Department of Education collects and handles personal information, including access, correction, and complaints, you can visit their privacy policy page at: <https://education.nsw.gov.au/rights-and-accountability/privacy>

For information about how the Victorian Department of Education collects and handles personal information, including access, correction, and complaints, you can visit their privacy policy page at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

I acknowledge that submission of incorrect information may result in the withdrawal or cancellation of enrolment.

I understand that it is my responsibility to provide all relevant and requested documentation.

I hereby consent to Personnel Training providing my sponsor with result information, and/or copies of Certificates and/or Statements of Attainment (if required)

I declare that the information I have provided to the best of my knowledge is true and correct.

STUDENT FULL NAME (PRINT)			
STUDENT SIGNATURE [or electronic acknowledgement]		DATE	
PARENT/GUARDIAN FULL NAME (PRINT)			
PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*		DATE	

*Parental/guardian consent is required for all students under the age of 18.

For online enrolments only

By ticking this box, I acknowledge that I have read the privacy notice which is a prerequisite for online enrolments.

OFFICE USE ONLY – To be completed by the Authorised RTO Delegate

If specified, disability and/or assistance has been advised by email to relevant Program Coordinator and Operations Manager:

Yes Copy of email attached

* If under 18 years of age, Operations Manager and Program Coordinator to be advised by email:

Yes Copy of email attached