

## SC6.2 Enrolment Form

Course Details	
Which course would you like to enroll into?	
Who is your Job Active Provider and what is their location?	<b>JAP:</b> _____ <b>Location:</b> _____
Preferred Delivery Mode:	<input type="checkbox"/> Face to face in the classroom <input type="checkbox"/> Online delivery *
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ____/____/____

Study Reason	
Of the following categories, which 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"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons

USI (To apply/verify a USI)	
Provide a copy of one of the identifications outlined below, it must be VALID at time of collection to verify your identity.	
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Australian Passport	<input type="checkbox"/> Non-Australian Passport (with Australian Visa) <input type="checkbox"/> Certificate of Registration By Descent <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> Immi Card
Town/City of Birth:	

Personal Details	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Surname:	
Given Names:	
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
USI:	
One character per cell : Example	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Contact Details	
Home Phone:	
Work Phone:	
Mobile Phone:	
Email:	

## Emergency Contact

Name:			
Relationship To You:			
Home/Work Phone:		Mobile Phone:	

## Address Details

Building Name:			
Flat/Unit Number:		Street or Lot Number:	
Street Name:			
Suburb, Locality or Town:			
State/Territory:		Postcode:	
<b>Postal Address</b> (if different from above)			
Building Name:			
PO Box / Private Bag Number			
Flat/Unit Number:		Street or Lot Number:	
Street Name:			
Suburb, Locality or Town:			
State/Territory:		Postcode:	

## Language & Cultural Diversity

Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
Do you speak a language other than English at home?	<input type="checkbox"/> No, English Only – (Skip Next Question) <input type="checkbox"/> Yes, 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

## Schooling

Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest COMPLETED school level?	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school (Skip Next Question)
In which YEAR did you complete that school level?	

Employment	
<b>Which of the following categories, which BEST describes your current employment status?</b>	
<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"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Unemployed – not seeking employment

Previous Qualification Achieved	
<b>Have you SUCCESSFULLY completed any of the following qualifications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – (Skip Next Question)
<b>If yes, please select ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level.</b> <i>1. A – Australian 2. E– Australian equivalent 3. I – International</i>	
Advanced Diploma or Degree	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Bachelor Degree or Higher Degree	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma (or Associate Degree)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate IV (or Advanced Certificate/ Technician)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate III (or Trade Certificate)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate II	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificates other than the above	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

Disability	
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> No – (Skip Next Question) <input type="checkbox"/> Yes
<b>If yes, please indicate the area of disability, impairment or long-term condition (Tick as many as apply)</b>	
<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

Victorian Student Number <b>(To be completed by all Victorian students aged 24 years or below)</b>											
Are you aged 24 or below at time of enrolment?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Skip Next 2 Questions)										
Have you ever attended Victorian School, TAFE or other Training Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
If known, please specify VSN:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										

Privacy Notice
Skills & Jobs Australia has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at

<https://www.sajaust.com.au/> and in our Student Handbook which all Students receive prior to enrolment.

#### Why we collect your personal information

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.

#### How we use your personal information

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.

#### How we disclose your personal information

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](http://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 Skills & Jobs Australia 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

#### USI

In accordance with section 11 of the Student Identifiers Act 2014, Skills & Jobs Australia will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

## Student Enrolment & USI Application Declaration

I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update Skills & Jobs Australia if this information changes during my enrolment.

I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Skills & Jobs Australia. I authorise Skills & Jobs Australia to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that Skills & Jobs Australia is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement.

<b>Student Name:</b>		<b>Date:</b>	/ /
<b>Student Signature:</b>			