

SC6.2 Enrolment Form

Course Details	
Which course would you like to enrol into?	
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:	
Postal Address (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	
Which 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"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Unemployed – not seeking employment	

Previous Qualification Achieved	
Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (Skip Next Question)
If yes, please select ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level. <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	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No – (Skip Next Question) <input type="checkbox"/> Yes
If yes, please indicate the area of disability, impairment or long-term condition (Tick as many as apply)	
<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 (To be completed by all Victorian students aged 24 years or below)											
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.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at Skills & Jobs Australia are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that Skills & Jobs Australia may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Skills & Jobs Australia.

STUDENT BACKGROUND INFORMATION

The Enrolment Form includes questions about your country of birth, cultural background, disabilities, language spoken at home and current occupation. Skills & Jobs Australia is required to collect this information from all students as part of our regulatory registration requirements.

Information from this form will be submitted to government authorities for statistical and research purposes. All of this information is kept strictly confidential and we will not otherwise disclose the information to others without your consent or as required by law.

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers.

ACCESS TO RECORDS HELD BY US

In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this.

If you have any concerns about the confidentiality of this information, please contact our Privacy Officer at our office.

VET DATA PRIVACY POLICY

Under the Data Provision Requirements 2012, Skills & Jobs Australia 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 Skills & Jobs Australia for statistical, administrative, regulatory and research purposes. Skills & Jobs Australia 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 ©, the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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. The information contained on my Enrolment Form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- Researchers

Student Name:

Date:

/ /

Student Signature: