

STUDENT ENROLMENT FORM

Fill in all sections clearly and carefully by writing in BLOCK LETTERS.

1. PERSONAL DETAILS

Title: *(Please tick)* Mr Mrs Miss Ms Dr Other

Family Name: _____ Given Name/s: _____

Residential Address: _____ Suburb: _____ P/Code: _____

Postal Address (if different from residential) _____

Phone/s: Home: _____ Work: _____ Mobile: _____

E-Mail Address: _____

Date of Birth: _____ Gender: _____

Emergency/Next of Kin Contact Details: Name: _____ Phone: _____

2. COURSE DETAILS

Name of Course/Qualification: _____

Date of Enrolment: _____ Have you started this course previously? YES NO With which RTO? _____

Who is your Apprenticeship Network Provider? _____

3. UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Industrylink Training 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

**** Please note, we are unable to complete your enrolment for the course until you provide us with a USI.**

Do you have a Unique Student Identifier (USI)? YES Please provide your USI (10 digits) _____

If you would like Industrylink Training to apply for/search/locate a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice> A hard copy of the privacy policy will be provided on request.

I _____ authorise Industrylink Training 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/Documents/Privacy>.

****Please complete the attached USI Details Form.**

STUDENT SIGNATURE _____ DATE _____

4. CURRENT EMPLOYMENT DETAILS

Business Name: _____ Start Date: _____ Part Time / Full Time (pls circle)

5. LANGUAGE AND CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin? NO YES Aboriginal YES Torres Strait Islander

Were you born in Australia? YES NO If not, please specify: _____

Are you an Australian citizen? YES NO If not, please specify: _____

Do you speak a language other than English at home? YES NO If yes, please specify: _____

How well do you speak English? VERY WELL WELL NOT WELL NOT AT ALL

6. DISABILITY

Do you consider that you have a disability, impairment or long-term condition? NO YES If yes, please tick all that apply below:

Vision Hearing/Deaf Physical Medical Condition Intellectual
Learning Mental Illness Acquired Brain Impairment Other -Please specify _____

7. EDUCATION

What is your highest completed school level _____ In which year did you complete that level? _____

Completed year 12 Completed year 11 Completed Year 10

Completed year 9 or equivalent Completed year 8 or lower Did not go to school

Are you still at secondary school? YES NO

Please tick any of the qualifications below which you have successfully completed:

Bachelor Degree of Higher Certificate III or Trade Certificate
Advanced Diploma or Associate Degree Certificate II
Diploma or Associate Diploma Certificate I
Certificate IV or advanced certificate Certificates other than the above

8 EMPLOYMENT STATUS

Of the following categories, please tick which best describes your current employment status (tick ONE box only)

Full-time employee Part-time employee Self-employed: not employing others
Employer Employed: unpaid worker in family business Not employed: not seeking work
Unemployed: seeking full-time work Unemployed: seeking part-time work

9. STUDY REASON

Of the following categories, which best describes your main reason for undertaking this training? (tick ONE box only)

To get a job	<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>				

10. PRIVACY NOTICE.

Under the *Data Provision Requirements 2012*, Industrylink Training (RTO 60177) 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 and your training activity data) may be used or disclosed by Industrylink Training for statistical, regulatory and research purposes. Industrylink 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;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

STUDENT DECLARATION AND CONSENT

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

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I also consent to any photos or video taken of me whilst in training to be used by Industrylink in any appropriate marketing of the RTO and its facilities.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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