# Application for Enrolment Form

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| **Intended Course of Study** | |
| Course Code | Course Name |
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| **Personal Details** | | | | | | | | |
| Enter your full name  Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please write your name **exactly as written in the identity document** you choose to use. | | | | | | | | |
| Title | Given names | | | | Family Name (Surname) | | | |
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| Enter your birth date (Day/month/year) | | | | Gender  (Tick ONE box only) | | | | |
| / / | | | | * Male | | * Female | | * Other |
| Enter your contact information | | | | | | | | |
| Home phone (including area code) | |  | | | Mobile | |  | |
| Email address | |  | | | | | | |
| Alternative email address (optional) | |  | | | | | | |
| Enter contact information in case of emergency | | | | | | | | |
| Emergency contact name | | | Relationship to you | | Emergency contact number | | | |
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| What is the address of your usual residence?  Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.  If you are from a rural area use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address.  Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site. | | | |
| Building/Property name |  | | |
| Flat/Unit details |  | | |
| Street or lot number  (e.g. 205 or Lot 118) |  | | |
| Street name |  | | |
| Suburb, locality or town |  | | |
| State/territory |  | Postcode |  |

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| What is your postal address (if different from above)? | | | |
| Building/Property name |  | | |
| Flat/Unit details |  | | |
| Street or lot number  (e.g. 205 or Lot 118) |  | | |
| Street name |  | | |
| Postal delivery information  (e.g. PO Box 254) |  | | |
| Suburb, locality or town |  | | |
| State/territory |  | Postcode |  |

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| **Language and Cultural Diversity** | | | | |
| In which country were you born? | | | | |
| * Australia | * Other – please specify: | | | |
| Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)* | | | | |
| * No – English only | | * Yes – please specify: | | |
| Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes) | | | | |
| * No | | | * Yes, Aboriginal | * Yes, Torres Strait Islander |

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| **Disability** | | |
| Do you consider yourself to have a disability, impairment or long-term condition? | | |
| * Yes | * No (Go to the next section) | |
| 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) | | |
| * Hearing/deaf | | * Acquired brain impairment |
| * Physical | | * Vision |
| * Intellectual | | * Medical condition |
| * Learning | | * Other: |
| * Mental illness | |  |
| If you answered YES to the above question do you require any assistance to participate in this course? | | |
| * No | * Yes (We'll arrange a meeting to discuss this with you) | |

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| **Schooling** | | |
| What is your highest COMPLETED school level?  If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.  (Tick ONE box only) | | |
| * Completed Year 12 | | * Completed Year 9 or equivalent |
| * Completed Year 11 | | * Completed Year 8 or lower |
| * Completed Year 10 | | * Never attended school |
| In which year did you complete this level e.g. 1995? | | |
| Are you still enrolled in secondary or senior secondary education? | | |
| * Yes | * No | |

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| **Employment** | |
| Of the following categories, which BEST describes your current employment status?  For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).  (Tick ONE box only) | |
| * Full-time employee | * Employed – unpaid worker in a family business |
| * Part-time employee | * Unemployed – seeking full-time work |
| * Self-employed – not employing others * Self-employed – employing others | * Unemployed – seeking part-time work * Not employed – not seeking employment |
| * Employer |  |

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| **Study Reason** | |
| Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course / traineeship /apprenticeship?  (Tick ONE box only) | |
| * To get a job | * It was a requirement of my job |
| * To develop my business | * I wanted extra skills for my job |
| * To start my own business | * To get into another course of study |
| * To try for a different career | * For personal interest or self-development |
| * To get a better job or promotion * To get skills for community/volunteer work | * Other reasons |

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| **Unique Student Identifier** |
| From 1 January 2015, Active 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/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance.  Enter your Unique Student Identifier (USI) (if you already have one) |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |   In providing my USI, I confirm Active Training is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014.*  I understand that I will receive a notice regarding Active Training’s use of this information to confirm my USI.  I understand that Active Training’s name included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is Active Training. |

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| **Marketing Use Content** | |
| I give Active Training permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful. I authorise images of my participation in training to be used by Active Training for future marketing and business purposes.  I understand that I retain the right to withdraw my consent at any time.  ❑ I choose to opt-out of this marketing and usage consent. | |
| **Privacy Notice** |
| **Privacy Notice**  Under the *Data Provision Requirements 2012*,Active Training 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 byActive Training for statistical, administrative, regulatory and research purposes. Active Training 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* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).  Active Training retains a record of personal information about all individuals with whom we undertake any form of business activity. Active Training must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.  As a government registered training organisation, regulated by the Australian Skills Quality Authority, Active Training is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.  Active Training must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery, and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.  For information about how Active Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Active Training’s privacy policy which can be found on the web at <https://www.activetraining.net.au/policies/policies/>  This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.  In providing your personal information as requested you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined. |