

Course Name:
Course Number:

1. Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss										
First & Middle Name:										
Surname:										
Date of Birth:										
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other										
Country of Birth:										
Town / City of Birth:										
USI: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 25px;"> <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>										

2. Contact Details

Mobile Phone:	
Home Phone:	
Email Address:	
Alternative Email Address:	
Residential Address:	
Unit / Flat Number:	
Street Number:	
Street Name:	
Suburb:	
State:	Postcode:
Postal Address: If different from above Residential Address	
Unit / Street Number:	
Street Address or PO Box Number:	
Suburb:	
State:	Postcode:

3. Cultural Background

Do you identify yourself as an Aboriginal or Torres Strait Islander?
<input type="checkbox"/> No, neither Aboriginal or Torres Strait Islander
<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander
<input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander

4. Secondary Education Details

Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No
What was your highest level of School COMPLETED?
<input type="checkbox"/> Completed Year 12, or equivalent
<input type="checkbox"/> Completed Year 11, or equivalent
<input type="checkbox"/> Completed Year 10, or equivalent
<input type="checkbox"/> Completed Year 9, or equivalent
<input type="checkbox"/> Year 8 or below
<input type="checkbox"/> Did not go to School
Year completed School (e.g. 2011, 2012 etc)?

5. Employment Details

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 in family business)
<input type="checkbox"/> Unemployed (seeking Full-Time work)
<input type="checkbox"/> Unemployed (seeking Part-Time work)
<input type="checkbox"/> Unemployed (not seeking employment)

6. Industry of Employment

If you are employed, what industry do you work in?
<input type="checkbox"/> Agriculture, Forestry & Fishing
<input type="checkbox"/> Mining
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas, Water & Waste Services
<input type="checkbox"/> Construction
<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Transport, Postal & Warehousing
<input type="checkbox"/> Other Services

7. Study Reasons

Of the categories listed below, please select the one that best describes the 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 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"/> Other reasons

8. Language

Do you speak a language other than English at home?
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to next section (9)
If Yes, what language/s do you usually speak?
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

9. Medical / Disability

Are you taking medication that may; affect your ability to safely participate in any training requirements?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify?

Do you consider yourself to have a disability, impairment or long-term condition that will affect your ability to undertake this training? If yes, refer to Page 4 Disability Supplement
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to next section (10)
<input type="checkbox"/> Hearing/Deaf
<input type="checkbox"/> Physical
<input type="checkbox"/> Intellectual
<input type="checkbox"/> Learning
<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Vision
<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other – Please specify:

10. Previous Training

Have you completed any other courses or qualifications?
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to next section (11)
<input type="checkbox"/> Bachelor degree or Higher degree
<input type="checkbox"/> Advanced diploma of associate degree
<input type="checkbox"/> Diploma (or associate Diploma)
<input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I
<input type="checkbox"/> Other Education

11. Emergency Contact

Next of Kin (Full Name):
Relationship:
Contact Number:

Privacy Notice & Student Declaration

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.

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

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 the CITC 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

Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct. I declare that I have read and understood the course information and the Student Information Brochure provided before the commencement of the course.

Student Signature
Parent/Guardian Signature*

Date ____/____/____
Date ____/____/____

* Parent/Guardian consent is required for all students under the age of 18.

Disability Supplement

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Privacy Notice for students

The information you provide through the USI application process:

- is collected by the Student Identifiers Registrar for a number of purposes
- may be disclosed to a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014 and in our Privacy Policy

Privacy policies and complaints

Students can find out more about how the Student Identifiers Registrar collects, uses and discloses their personal information:

- in the Student Identifiers Registrar's Privacy Policy
- by emailing the Registrar
- by calling 1300 857 536 or +61 2 6240 8740 for international enquiries

The Student Identifiers Registrar's Privacy Policy contains information about:

- how students can access and seek correction of the personal information held about them
- how to make a complaint about a breach of privacy by the Registrar in connection with the USI
- how complaints are handled

The student can also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988. This includes the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

