

Privacy Notice

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 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>.

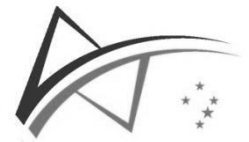
Surveys

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 Australian College of Training 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



Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, select from 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.

'11 — 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.

'12 — 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.

'13 — 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.

'14 — 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.

'15 — 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.

'16 — 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.

'17 — Vision'

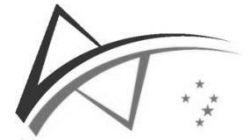
This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — 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.

'19 — 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.



Student Enrolment Form

Please answer all questions on this Enrolment Form, using Blue or Black pen only. Please write clearly.

1. COURSE DETAILS New enrolment (*first time enrolment*) Re-enrolment (*enrolled previously with College*)

Qualification Code or Unit of Competency Code:		Name of Qualification, Unit/s of Competency, Skill Set or Short Course:	
Course Duration:		Start Date:	
Employer:		Job Title:	

2. PERSONAL DETAILS

* 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 and want Australian College of Training to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Title:	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other _____						
First Name:				Middle Name:			
Family Name (Surname):				Preferred Name:			
Date of Birth:	D	D	MONTH	Y	Y	Y	Y
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other						

3. CONTACT DETAILS

* 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

Work Phone:			Mobile:		
Email:					
Unit Number:			Street Number:		
Street Name:			Suburb:		
State:			Postcode:		
Postal Address: (<i>if different from above</i>)	PO Box		Suburb:		
State:			Postcode:		

4. VET RELATED DETAILS

In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify _____
What is the name of the town or city you were born?	



Are you of Aboriginal or Torres Strait Islander origin?		<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander
Citizenship Status:	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> NZ Citizen <input type="checkbox"/> Visa Holder (specify type _____) <input type="checkbox"/> Overseas-no Visa or citizenship	
Employment Status:	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed (<i>not employing others</i>) <input type="checkbox"/> Self-employed (<i>employing others</i>) <input type="checkbox"/> Employed (<i>Unpaid worker in family business</i>) <input type="checkbox"/> Unemployed (<i>Seeking full-time work</i>) <input type="checkbox"/> Unemployed (<i>Seeking part-time work</i>) <input type="checkbox"/> Unemployed (<i>Not seeking employment</i>)	
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <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	
Do you need English assistance?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you still enrolled in secondary education?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, School Name: _____	
What is your highest COMPLETED school level?	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school	
What year did you complete school?		
Have you SUCCESSFULLY completed any qualifications?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If yes, please ✓ tick below</i>)	
If YES, tick any applicable boxes. <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Miscellaneous Education	Where did you complete your qualification? <input type="checkbox"/> Australian qualification <input type="checkbox"/> Australian equivalent <input type="checkbox"/> International	
	What is the name of your qualification/s completed? (optional)	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If yes, please ✓ tick below</i>)	
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. Please refer to the Disability supplement for an explanation of the following disabilities.		
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Other _____		



5. REASON FOR STUDY

What is the main study reason?

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick **ONE** box only).

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job/promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest/self-development
- To get skills for community/voluntary work
- Other reasons

6. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Australian College of 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI):

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Application for Unique Student Identifier (USI)

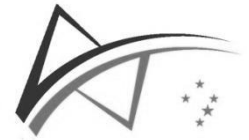
If you do not already have a USI and you would like Australian College of Training to apply or search for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply or search for a USI on your behalf.

I, (full name) _____ authorise Australian College of Training to apply or search, 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Applicant Signature: _____

Parent / Guardian Signature (if under 18): _____



7. PROOF OF IDENTIFICATION & RESIDENCY STATUS

Please provide details for at least **one** of the forms of identity below.

Ensure that the name written in 'Personal Details' section is exactly the same as written in the document/s you provide below.

***Primary ID:** (Note: Collect one only. ID must be current at time of enrolment)

- Australian Driver's licence Australian passport Photo card / Photo ID
 New Zealand passport ImmiCard Other _____

***Secondary ID:** (Note: Collect two only if no primary ID)

- Australian birth certificate Australian citizenship certificate
 Medicare card Private Health Insurance Card
 Healthcare card/Concession Visa documentation (DIAC) Other _____

Proof of age (under 18 years): One form of photo identification is required

- Australian birth certificate Photo card Australian Driver's licence or learner's permit
 Other _____

If you are NOT an Australian or New Zealand Citizen or permanent resident, please provide your passport and visa conditions at time of enrolment to verify your eligibility to study in Australia.

In accordance with section 11 of the *Student Identifiers Act 2014*, Australian College of Training 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.

8. POTENTIAL FUNDING ELIGIBILITY

Funding and Privacy statement: Where the application relates to government funded training programs such as apprenticeships, traineeships, equity programs or other government funded programs, or eligibility for concession the data collected in this section assists the College to determine the potential eligibility to participate in the program chosen and if concession is applicable.

Please note that until funding has been approved for the learner, no training can commence. The College is not responsible for outcomes of funding applications. If funding is not approved, learners or employers will be offered a fee-for-service cost for the training program applied for.

- Apprenticeship Traineeship Pre- apprenticeship
 School based apprenticeship School based traineeship Participation Program
 New Worker Existing worker
 PIT funding Other _____

No funding (if recognition is sought, attach Recognition Application form)

- Fee for service Recognition of Prior Learning (RPL) National recognition (CT)

Concession: Does the learner have a **valid concession card**? Yes (proof attached) No

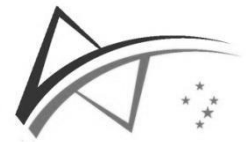
Date of concession expiry: _____

Colour of concession card: _____ Category of concession: _____

For school leavers only: Is the learner under the **compulsory education period**? Yes No

If yes, what was the last school the learner attended? please specify _____

For SBT/SBA: Has an **ETES form** been received from AAC or school? Yes (proof attached) No



9. REQUEST FOR LEARNER SUPPORT

Australian College of Training may provide additional learner support services or referrals / contact with external services. Please tick if the learner has any learning support needs to be considered.

No, not at this stage Yes (If yes, please specify below)

- Oral communication (English language) Literacy (reading, writing) Numeracy
 Learning difficulties (i.e. dyslexia, dyscalculia, Asperger's etc.) please specify _____
 Physical disabilities please specify _____
 Learning /study skills mentor /tutor support Other, please specify _____

Is a learning support appraisal required? Yes (*refer to LLN Specialist*) No

Where applicable, Has **DAAWS funding** been applied for by employer? Yes No

Describe the learner support required to progress through the training, below.

10. LEARNER DECLARATION

I declare that the information and supporting documents I have provided are true and correct.
 I understand that by completing and signing the enrolment form and the acceptance of the enrolment by Australian College of Training is an agreement by both parties that a service has been contracted to be delivered.

As such, I agree:

- The College representative has discussed the privacy statement with me and I have been made aware of the protection of the information I have provided.
 - I am an Australian or NZ Citizen, Permanent Resident or have visa conditions that provide me with eligibility to study in Australia.
 - The College Representative provided me with a learner handbook, course outline, negotiated unit selection and have been informed of the requirements of the training program and accept them. Where I require support for the program, I have indicated this.
 - I acknowledge that providing false/misleading information may result in the withdrawal or cancellation of enrolment at the discretion of the College.
 - Where there is a "cooling-off" period that applies to my training program, I have been made aware of the terms and conditions of that cooling-off period and deadlines for cancellation of enrolment without penalties.
 - I consent to the videoing or photographing of myself during training activities for use by the College in assessment of training and promotion of the College and Vocational Education and Training. I also agree to the publication of images or work samples in ways including, but not limited to, web sites, College newsletters, magazines and the local newspaper. The College will not video or publish images that breach intellectual property or confidentiality within a work site. I will notify the College if I decide to withdraw this consent.
- Tick here if you do not give permission for videos or photographs to be used.

Learner signature:		Date:	
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Parent / Guardian Consent

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

Guardian/guarantor name:		Guardian/guarantor Phone contact:	
Guardian/guarantor signature:		Date:	