

DOMESTIC STUDENT ENROLMENT FORM

Please complete all sections of this form. If you have any questions, please contact our friendly staff.

COURSE SELECTION

	Course Code and Course name	Self-paced Learning	Recognition of Prior Learning (RPL)
<input type="checkbox"/>	CHC33021 Certificate III in Individual Support		

Location: _____

PERSONAL DETAILS

Family name (Surname)			
First given name			
Second given name (Middle)			
Date of Birth	____/____/____ (DD/MM/YYYY)		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

CONTACT DETAILS

Home Phone			
Work Phone			
Mobile			
Email Address			

RESIDENTIAL ADDRESS

Building / property name			
Flat / unit		Street / lot	
Street name		Suburb / town	
Postcode		State	

POSTAL ADDRESS (SAME AS RESIDENTIAL ADDRESS)

Building / property name			
Flat / unit		Street / lot	
Street name		Suburb / town	
Postcode		State	

EMERGENCY CONTACT DETAILS

Name		Relationship	
Mobile		Email Address	

PERSONAL INFORMATION

Country of birth _____

City of birth _____

Are you an Australian Citizen? Yes No, please specify county of birth: _____

Are you a New Zealand Citizen? Yes No

Are you a Permanent Resident? Yes No

Do you have a valid Visa?

Yes, Visa Subclass: _____ No

Are you of Aboriginal or Torres Strait Islander Origin?

No, Neither Aboriginal nor Torres Strait Islander Yes, Aboriginal

Yes, Torres Strait Islander Yes, Aboriginal AND Torres Strait Islander

Would prefer not to say

Do you speak English? Yes No

Do you speak any language other than English?

No, English only Yes, please specify _____

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?

Yes No

If yes, please indicate the area of disability, impairment, or long-term condition*:

Hearing/deaf Acquired brain impairment Physical Vision

Intellectual Medical condition Learning Mental illness

Other: _____

EDUCATION

How would you rate your computer skills?

Beginner Average Good Advanced

What is your highest **COMPLETED** school level? (Tick one box only)

Year 12 or equivalent Year 9 or equivalent

Year 11 or equivalent Year 8 or equivalent

Year 10 or equivalent Never attended school

Are you still attending secondary school? Yes _____ No

In what year did you complete that school level? _____

PREVIOUS QUALIFICATION

Have you **SUCCESSFULLY** completed any of the following qualifications?

No

Yes (If yes, please provide the qualification title, the year achieved and from where you attended the training. You may be required to provide copy of your qualification or statement of attainment)

Bachelor or Higher Degree Advanced Diploma or associate degree

Diploma (or Associate Diploma) Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate) Certificate II

Certificate I Other education (including certificates or overseas qualifications not listed above)

EMPLOYMENT

Which BEST describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Unemployed – not seeking employment |

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)

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? *(Tick one box only)*

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

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Attain Skills College 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 NCVET. 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, otherwise, Attain Skills College can apply for one on your behalf. To allow us to apply for one for you, please provide authorisation below, and include at least one form of ID information.

Enter your unique student identifier (USI) (if you already have one)				
USI				
Do you agree to give permission to Attain Skills College to search for your USI on your behalf?				Yes <input type="checkbox"/> No <input type="checkbox"/>
I authorise Attain Skills College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.				Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide at least one of the below forms of ID.				
Driver's Licence	Licence Number		Issuing State	
Medicare Card	Card Number		Individual Reference	
	Card Colour		Expiry Date	
Passport Number			Issuing Country	
In accordance with section 11 of the Student Identifiers Act 2014, Attain Skills College 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.

HOW DID YOU HEAR ABOUT US?

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Our website | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Other _____ | |

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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 NCVET 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 Attain Skills College 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

REFUND POLICY

If you wish to withdraw, you will be required to fill out and sign a withdrawal form before cancellation.

If you have applied for a refund, you will be notified in writing of the outcome. A withdrawal confirmation with remittance advice will be sent via email, if a refund is approved. Please note that it will be at Attain Skills College's discretion whether a student is entitled to a refund.

Attain Skills College will make a judgment based on the evidence the student has provided that supports any special circumstances preventing further study.

For more information about Attain Skills College's refund policy visit our website:

<https://attainskillscollege.edu.au/>

TERMS AND CONDITIONS

- I have received and read the Attain Skills College's Student Handbook
- I understand that this application applies only to the course stated on page 1 of this Form
- I understand that I am required to complete Language, literacy and numeracy (LLN) assessment/s along with a suitability assessment to be eligible for the courses/s
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment
- I understand I may be contacted to undertake surveys from time to time
- I am aware that if I do not provide a USI at enrolment, I may not receive my qualification
- I acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules (for face-to-face training)
- I confirm I understand that I have no claims to copyright in any aspect or portion of the projects or any of the assessment tasks undertaken.
- I agree that the material may be used in all formats and media, as representations, reproductions or adaptations either complete or in part, alone or in conjunction with any wording or drawing. that I have access to internet and computer
- I authorise Attain Skills College to collect, use, disclose and manage my personal information in a manner which is consistent with its obligations under Australian privacy law.

- I have applied for the course after a clear understanding of my interest and career options
- I authorise Attain Skills College to contact me by letters, Phone, SMS and Email.

STUDENT DECLARATION AND CONSENT

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

I declare that I agree to all the terms and conditions listed above.

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

Student Name			
Student Signature		Date	
<i>If student is under 18 years of age</i>			
Parent Name			
Parent Signature		Date	

Office Use Only:

Course Fees:	
Staff Name:	
Staff Signature:	
Date:	

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, 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.

'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