



## Enrolment Form

ALL fields of this enrolment form are mandatory

Course Details	
<b>Course Name</b> (UoC or qualification)	
<b>Start Date &amp; Location</b>	
Personal Details	
<b>Family Name</b>	<i>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.</i>
<b>Given Name/s</b>	
<b>Date of Birth</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
<b>Unique Student Identifier:</b>	To register for your Unique student ID number; please visit: <a href="http://usi.gov.au">http://usi.gov.au</a> <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px; margin: 2px;"></div> </div>
Contact Details	
<b>Residential Address</b> <i>Please provide the physical address (street number and name <b>not</b> 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.</i>	<i>Building/property name</i>
	<i>Flat/unit details</i>
	<i>Street number</i>
	<i>Street name</i>
	<i>Suburb, locality or town</i>
	<i>State identifier</i>
	<i>Postcode</i>
<b>Postal Address</b> <i>(If different from above)</i>	<i>Building/property name</i>
	<i>Flat/unit details</i>
	<i>Street number</i>
	<i>Street name</i>
	<i>Postal Delivery Box</i>
	<i>Suburb, locality or town</i>
	<i>State identifier</i>
<i>Postcode</i>	
<b>Telephone No.</b>	
<b>E-mail:</b>	

## Employment

Occupation:

Employer:

### In what county were you born?

- Australia  
 Other – \_\_\_\_\_

### 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?

**(tick one box only):** For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

- No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

### Do you consider yourself to have a disability, impairment or long term condition?

- Yes  
 No

### If YES, please indicate the areas of disability impairment or long term condition.

- Hearing/Deaf  
 Physical  
 Intellectual  
 Learning  
 Mental Illness  
 Acquired brain impairment  
 Vision  
 Medical condition  
 Other: \_\_\_\_\_

### What is your highest COMPLETED school year?

- Completed Year 12  
 Completed Year 11  
 Completed Year 10  
 Completed Year 9  
 Completed Year 8 or lower  
 Never attended school

### Are you still enrolled in secondary or senior secondary education?

- Yes  
 No

### Have you successfully completed any of the following qualifications? Please tick all appropriate.

- Bachelor Degree or Higher  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Certificate IV (or Advanced Certificate/Technician)  
 Certificate III (or Trade Certificate)  
 Certificate II  
 Certificate I  
 Certificates other than the above

### Of the following categories, which BEST describes your current employment status? (tick one box only)

- Full-Time employee  
 Part-Time employee  
 Self-employed – not employing others  
 Self employed – employing others  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full time work  
 Unemployed – seeking part time work  
 Unemployed – not seeking employment

### Of the following categories, which BEST describes your main reason for undertaking this training program? (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 or promotion  
 It was a requirement for my job  
 I wanted extra skills for my job  
 To get into another course of study  
 For personal interest or self-development  
 Other reasons: \_\_\_\_\_

## Additional Information

**Do you have any other nationally recognised Qualifications or Statements of Attainment?**

If YES, please provide copies

Yes  No

**Are you currently on a student visa?**

If YES, please indicate which visa;

Yes  No

Comments:

## Privacy Statement & Student Declaration

Under the *Data Provision Requirements 2012*, Trainwest 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 Trainwest for statistical, regulatory and research purposes. Trainwest 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 statements of attainment or 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 programme 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](http://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.

<b>Signature</b>		<b>Date</b>	
<b>PARENT/GUARDIAN Signature</b> <i>*Parental/guardian consent is required for all students under the age of 18</i>		<b>Date</b>	

## Student Handbook Verification

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Please make sure you read and understand all parts of this Student Handbook. If there is any aspect with which you are unsure, please contact Trainwest for clarification.

After you have finished reading this Handbook, please complete the section below, sign your name and return this page to Trainwest.

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I, \_\_\_\_\_ (print full name), have received a copy of the Trainwest Student Handbook. I acknowledge it is my responsibility to read, understand and follow the terms and conditions it sets out. I understand this does not cancel my rights as applicable according to state and/or federal law. I give permission for a copy of my completed qualification/statement of attainment to be forwarded to my employer/the training organisation that delivered my training.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

USI: \_\_\_\_\_ Date: \_\_\_\_\_