

## Student Enrolment Form

Course and personal details:			
<b>Course:</b>			
<b>Reason for attending:</b>		<input type="checkbox"/> New entrant	<input type="checkbox"/> recertification
		<input type="checkbox"/> renewal	
<b>USI:</b>		<b>Date:</b>	
<b>First Name:</b>		<b>Last Name:</b>	
<b>Gender:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Trainer's name:</b>		<b>Trainer's signature:</b>	
<b>Home address:</b>		<b>Mobile:</b>	
<b>Employer</b>			
<b>Work Address:</b>			
<b>Postal Address:</b> <input type="checkbox"/> same			
<b>Email:</b>			
<b>Drivers Licence #:</b>		<b>White Card #:</b>	
<b>Emergency contact:</b>			
<b>Name:</b>		<b>Relationship:</b>	
<b>Phone:</b>		<b>Any other info:</b>	
Language and cultural diversity			
<b>Country of birth:</b>		<input type="checkbox"/> Australia	<input type="checkbox"/> Other please specify:
<b>Do you speak another language other than English at home:</b>		<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes, please specify:
<b>Do you need assistance with English to undertake this course:</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes, or not sure:
<b>Do you identify as having a disability:</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes, please specify:
<b>Are you of Aboriginal or Torres Strait Islander origin:</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes, both
		<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
Education History – last year completed:			
<input type="checkbox"/> Year 12, or equivalent	<input type="checkbox"/> Year 11, or equivalent	<input type="checkbox"/> Year 10, or equivalent	<input type="checkbox"/> Year 9, or equivalent
<input type="checkbox"/> Year 8, or equivalent	<input type="checkbox"/> Still at school	<input type="checkbox"/> Other, please specify:	
Previous highest vocational qualification:			
<input type="checkbox"/> Bachelor or higher	<input type="checkbox"/> Diploma or equivalent	<input type="checkbox"/> Cert IV/ Adv Trade	<input type="checkbox"/> Cert III, Trade

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<input type="checkbox"/> Still studying	<input type="checkbox"/> Nil	<input type="checkbox"/> Other, please specify:	
<b>Other education information:</b>			
<b>Do you wish to apply for Recognition of Prior Learning?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, or not sure:	
<b>Do you have the literacy and numeracy skills to complete this course?</b>	<input type="checkbox"/> No, or not sure	<input type="checkbox"/> Yes:	
<b>Current employment:</b>			
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Volunteer/ Intern
<input type="checkbox"/> Self employed, no others	<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed, seeking employment	<input type="checkbox"/> Unemployed, not seeking employment
<b>Reason for undertaking this course:</b>			
<input type="checkbox"/> Job requirement	<input type="checkbox"/> To gain extra skills	<input type="checkbox"/> Personal development	<input type="checkbox"/> Other, please specify:

### Unique Student Identifier (USI)

From 1 January 2015, Accredited Civil 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). Get your USI now at [www.usi.gov.au/create-your-USI/](http://www.usi.gov.au/create-your-USI/)

### Application for USI by RTO

If you would like Accredited Civil Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the suggested text for inclusion in enrolment form.

I [NAME] .....authorise Accredited Civil Training to apply 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 as outlined by the Student Identifiers Registrar.

<b>Student Signature:</b>	
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### Forgotten your USI

To check if you already have a USI, use the "forgotten USI" link on the USI website <https://www.usi.gov.au/faqs/find-your-usi>

### Privacy Notice:

Under the *Data Provision Requirements 2012*, Accredited Civil Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocation Education Research Limited (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Accredited Civil Training for statistical, regulatory and research purposes. Accredited Civil Training may disclose your personal information for these purposes to third parties, including:

- School – if you are secondary student undertaking VET, including a school- based apprenticeship/ traineeship;
- Employer – if you are enrolling in training paid by your employer;
- Commonwealth and State and Territory government departments and authorised agencies;

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- NCVER – populating authenticated VET transcripts, facilitating statistics and research relating to education, including surveys and data linkages; 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;
- Organisations conducting student surveys;
- 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 an NCVER student survey which may be administered by a government department or 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 NVCCER policies and protocols (including those published on NVCCER website at [www.nvcer.edu.au](http://www.nvcer.edu.au)).

### Student Declaration and Consent

I authorise Accredited Civil Training to verify and or search for my USI;

I acknowledge the offer of the ACT Learner Handbook;

I understand my rights and responsibilities as an Accredited Civil Training course participant; and

I agree to participate in site inductions and follow directions from the Accredited Civil Training trainers to ensure training is conducted safely

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.

I do  or I do not  consent to the use of training photos being taken of me and use of any photos in promotional use by ACT.

I do  or I do not  consent to the being contacted by ACT for future training opportunities.

<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Parent/ Guardian Signature*:</b>	<input type="checkbox"/> same

\*required for all students under the age of 18.