



Student Enrolment Form

This student enrolment form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, all of our staff are student support officers, so they are there to assist you.

Student Details

Title: Mr Mrs Miss Ms Other:

First Name:

Middle Name:

Surname:

Gender: Male Female Other: **Date of Birth:**

In what course are you seeking to enrol in?

What date is your intended course start date?

Are you seeking any Recognition of Prior Learning (RPL) with this enrolment? No Yes – *You will receive an RPL Kit to complete.*

OFFICE USE ONLY

Student Identification Number:

Invoice Status: Paid - Paid Date: Method: Invoiced – Days Payment Terms

Company Name (If applicable):

Contact Name: **Contact Number:**

Purchase Order Number: (If applicable)

Contact Details

Contact Number: **Email Address:**

Emergency Contact Name: **Emergency Contact Number:**

Residential/Postal Address

Residential Address:

Post Code:

Postal Address: (If different from above)

Post Code:

Language and Cultural Diversity

Country of Birth: **Town/City of Birth:**

Country of Citizenship:

Citizenship Status: Australian Citizen Australian Permanent Resident New Zealand Resident
 Australian Permanent Humanitarian Visa Other:

Are you of Aboriginal or Torres Strait Islander Origin? No Yes, Aboriginal Yes, Torres Strait Islander

Do you speak a language other than English at home? No Yes – please specify:

Employment Status

Of the following categories, which one BEST describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a 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"/> Not employed – not seeking employment |

Schooling

Are you still enrolled in secondary or senior secondary education? No Yes

What is your highest COMPLETED school level and what year did you complete that level? (Tick **one** and add the **year** next to it)

- | | | |
|---|---|---|
| <input type="checkbox"/> Year 12 or equivalent: _____ | <input type="checkbox"/> Year 10 or equivalent: _____ | <input type="checkbox"/> Year 8 or below: _____ |
| <input type="checkbox"/> Year 11 or equivalent: _____ | <input type="checkbox"/> Year 9 or equivalent: _____ | <input type="checkbox"/> Never attended school |

Disability

Do you consider yourself to have a disability, impairment, or long-term condition? No Yes

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

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Learning | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Other: |

***If you have indicated yes to any of the above, please specify what type of support is needed, if required:**

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the qualifications listed in below? Yes – indicate below No

If YES, tick ANY applicable boxes

- | | |
|--|--|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Certificate III (or trade certificate) |
| <input type="checkbox"/> Advanced diploma or associate degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> Other education (including certificates or overseas qualifications) |

Study Reason

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

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

Unique Student Identifier

From 1 January 2015, we Achieve Training and Assessment Services 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 10 alphanumeric Unique Student Identifier (USI)

You may already have a USI if you have done any nationally recognised training. **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/faqs/i-have-forgotten-my-usi/>.

If you do not have a USI, please see our administration staff to complete a USI Creation Form to complete.

Language, Literacy & Numeracy (LLN) Self-Assessment Form

Achieve Training recognises that reading, writing, oral communication and numeracy are integral skills required for work and are therefore an important component of training. As all students are individuals with different life experiences, literacy and numeracy skills vary. This LLN Self-Assessment will serve to help you and a Trainer from Achieve Training determine your LLN skill level and what assistance you may need to complete one of our courses. If you have a Language Literacy or Numeracy concern that is affecting your training program, we encourage approaching their trainer and discussing any concerns that they may have. This is not a test and results will remain confidential.

Please write a paragraph on why you are doing this course:

Please match the safety sign with the correct name.
Answer using the space provided.



A B C D E F

Safety Gloves must be worn in this area =

Ear Protection area =

Head Protection must be worn in this area =

Safety Vest must be worn =

Safety Boots must be worn on site =

Safety Harness must be worn =

Please calculate the following sums: Answer using the space provided.

$50 + 180 =$ $75\text{kg} + 10\text{kg} =$ $400 \div 10 =$

$20\text{mm} \times 20\text{mm} =$ $3 \times 3 \times 2 =$ $85 - 22 =$

What is the speed limit in a school zone in operating hours? =

'Kg' is the abbreviation for what? =

You have 4 drums on a single pallet. Each drum is full of water and weighs 215kg. The pallet weigh 40kg. What is the combined weight of the drums and pallet? =

There are 6 bags of cement on a single pallet. Each bag of cement weighs 70kg. The pallet weighs 40kg. What is the combined weight of the bags and pallet? =

When buying 4 coffees at \$2.50 each, how much change you get out of \$20? =

Result: /18

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 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.

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.

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 Achieve Training and Assessment Services 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 <https://achievetrainingservices.com/privacy-policy/>

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 below.

Student Signature:

Date:

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

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

OFFICE USE ONLY

Comments:

LLN Completed?

No Yes

USI Provided and verified?

No Yes

Enrolment Form attached to profile?

No Yes

Whiteboard updated?

No Yes

Student Declaration and Consent Signed?

No Yes

Admin Officer:

Signature:

Date: