

**Document Name:**  
Student Enrolment Form

**Document Code: N034-10**  
Version No: 1  
Issue Date: 03/08/2020

**Prepared / Issued By:**  
RTO Management Team

**Approved By:**  
RTO Responsible Officer

## STUDENT ENROLMENT FORM

### 1. UNIQUE STUDENT IDENTIFIER (USI)

Unique Student Identifier (USI)

I give permission for Natwide Personnel to conduct an "Existing USI search". Furthermore I give permission for Natwide Personnel to create a USI on my behalf should one not be located.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. PERSONAL DETAILS

Title  
 Mr  Mrs  Ms  Miss  Dr  Other \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender:  Male  Female  Other

### 3. RESIDENTIAL

Address

Street name & number: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 4. POSTAL ADDRESS (if different to residential)

PO Box/Street name & number: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

### 5. IDENTIFICATION

Drivers Licence Number: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### 6. EMERGENCY CONTACT

Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### 7. EMPLOYER (if applicable)

Employer Name: \_\_\_\_\_

Division: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

### 8. ENROLMENT DETAIL

Course Code: \_\_\_\_\_

Course Title: \_\_\_\_\_

Will you require extra support with LLN?  Yes  No

### 9. LANGUAGE AND CULTURAL DIVERSITY

Where were you born?

Country: \_\_\_\_\_

City/Town: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Do you speak a language other than English at home?

Yes, please specify \_\_\_\_\_

No, English only

How well do you speak English?

Very well

Not well

Well

Not at all

Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal

Torres Strait Islander

Aboriginal AND Torres Strait Islander

Neither Aboriginal nor Torres Strait Islander

### 10. SCHOOL EDUCATION

Do you still attend secondary school?  Yes  No

What is your highest COMPLETED school level?

Year 12 or equivalent

Year 9 or equivalent

Year 11 or equivalent

Year 8 or below

Year 10 or equivalent

Did not go to school

In which year did you complete that level? (eg 1998) \_\_\_\_\_

Where completed? \_\_\_\_\_

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### 11. EMPLOYMENT

Which of the following best describes your current employment status?

- Full-time employee  
 Part-time/Casual 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  
 Not employed, not seeking employment

### 12. DISABILITY

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

If yes, please indicate below (You may indicate more than one)

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

### 13. HIGHER EDUCATION

Have you successfully completed any of the following qualifications? (tick more than one if appropriate)  Yes  No

- Advanced Diploma or Associate Degree  
 Bachelor Degree or Higher Degree  
 Certificate I  
 Certificate II  
 Certificate III (or Trade Certificate)  
 Certificate IV (or Advance Certificate/Technician)  
 Diploma (or Associate Diploma)  
 Miscellaneous Certificates

### 14. REASONS FOR ENROLLING

Which of the following categories best describes your reasons for enrolling in the qualification/course?

- To get a job  
 To develop my own business  
 To start my own business  
 To try for a different career  
 To get a better job or promotion  
 It was a requirement of my job  
 I wanted extra skills for my job  
 To get into another course of study

- Other Reasons  
 For personal interest or self-development  
 To get skills for community/volunteer work

### 15. ACKNOWLEDGEMENTS and DECLARATIONS

I agree to be bound by all rules and regulations of Natwide Personnel and to abide by the Natwide Personnel Training Agreement.

I agree to pay all fees and charges applicable to, and arising from, this enrolment.

Although Natwide Personnel will endeavour to run all courses and classes as promoted, I acknowledge the right of the RTO to cancel or amalgamate classes if necessary.

I authorise Natwide Personnel, or its agent, in the event of my illness of any accident that befalls me while I am at the RTO or during any RTO organised activity, and if my emergency contact cannot be contacted within a reasonable time, to seek ambulance, medical, or surgical treatment at my cost.

I authorise Natwide Personnel or its representative to retain my student work for audit purposes.

I declare that the information contained on this form is true and correct.

I authorise the RTO to release information regarding my enrolment to any government department providing confidentiality is assured.

I also authorise the RTO to release my results/attendance for this enrolment to my sponsoring employer and to use my contact details for internal surveying purposes.

#### Privacy Statement

Under the Data Provision Requirements 2012, Natwide Personnel 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), may be used or disclosed by Natwide Personnel for statistical, administrative, regulatory and research purposes. Natwide Personnel may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- 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.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_