

Enrolment Form



Course Details (Please write in block letters)

Qual/Unit Title

Delivery Method Face to Face E-Learning RPL RCC Other

Personal Details – enter full legal name (e.g. name on your drivers licence)

Title: Mr/Mrs/Miss/Ms _____ Given Name: _____

Middle Name(s) _____ Surname: _____

Preferred Name: _____ Organisation: _____

Date of Birth: _____ / _____ / _____ Position: _____

Division: _____ Mobile: _____

Email: _____

Address - Your home address is the address at which you usually live, **NOT** a temporary address at which you live for work or training.

Building Name: _____

Street _____

Number/Name: _____

Suburb: _____

State: _____ Postcode: _____

Postal Address: _____
(if different from above)

Suburb: _____

State: _____ Postcode _____

Statistical Information

WA Skills Training, as a Registered Training Organisation (RTO Number 5715), is required to report certain statistical information. The confidential answers to the question's below form part of this requirement. Further information regarding the use of AVETMISS data can be obtained from www.ncver.edu.au

Gender: (circle) M F Other: Indeterminate/ Intersex/Unspecified Country of Birth: _____

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both groups mark both 'Yes' boxes)

No Yes - Aboriginal Yes – Torres Strait Islander

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

***Casual employees please select the position that best fits your average hours of work.**

- 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
- Not employed – not seeking employment

Do you speak a language other than English at home? If yes, what language do you speak at home?
(if more than one language, indicate the one that is spoken most often)

No, English only Other – Please specify _____ How well do you speak English? Well Not well

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

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

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

In which year did you complete that school level? _____

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

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

- Hearing/Deaf Physical Intellectual
 Learning Mental illness Acquired brain impairment
 Vision Medical condition Other: _____

Have you successfully completed any of the qualifications below? Yes No

- Bachelor degree or higher degree Certificate III or trade certificate
 Advanced diploma or associate degree Certificate II
 Diploma or associate diploma Certificate I
 Certificate IV or advanced certificate Certificates other than the above

Unique Student Identifier (USI): Please NOTE: If you don't have a Unique Student Identifier (USI) we cannot issue your results.

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Emergency Contact Details

Name: _____

Relationship to you: _____ Contact number: _____

Research and Marketing

How did you find out about WA Skills Training? (tick one box only)

- Radio Previous student Newspaper Internet Word of mouth
 Employer Brochure Facebook/Social Media Other

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

- To get a job It was a requirement of my job
 To develop my existing business I wanted extra skills for my job
 To start my own business To access further study
 To change career For personal interest or self-development
 To get a better job or promotion Other reasons

Privacy Statement & Student Declaration

Why we collect your personal information

As a registered training organisation (RTO), WA Skills Training 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 the NCVER and other bodies handle your personal information

The 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.

The 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.

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

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

For more information about how the 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 WA Skills Training.

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.deese.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 WA Skills Training to request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled, or ask a question about this Privacy Notice

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. It is WA Skills Training policy to provide a copy of your results directly to your employer. If you **do not agree** please tick here.

I also acknowledge that I have access to the Student Handbook which outlines my rights and obligations, and the rights and obligations of WA Skills Training; along with terms and conditions and appeal process. Copy of the student handbook can be found <https://www.waskills.com.au/student-information/>

Signature: _____

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Date: _____

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