

Training Enrolment Form



Course Details			
Course Name			
Course Date		Course Location	
Personal Details			
Given Names		Family Name	
Date of Birth ____/____/____		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Telephone	Home	Mobile	Other
Email			
Residential			
Street number and name			
Suburb		State	Post Code
Postal address		PO Box number	
Suburb		State	Post Code
Guardian Details for students under 18 years of age			
Given Names		Family Name	
Telephone	Home	Mobile	Other
Email			
Unique Student Identifier			
I have a USI number (10 digits letters and/or numbers)			
<input type="checkbox"/> I do not have a USI number and authorise the RTO to apply for one on my behalf. I certify the information on this form is true and correct and give the RTO consent to use my personal information (as part of the Training Enrolment process) to apply for my USI and access my training records/results held by the USI agency. I have read the Privacy Notice on how the USI Agency and the RTO uses and protects my details and records.			
Signature of Student		Date	
Emergency Contact Details (in case of an emergency, who should we ring?)			
Name		Mobile	Relationship to you
Proof of Identification and Residency Provided: All students must provide at least one form of identification:			
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport (If it's an overseas passport (a copy of the visa page is also required))		<input type="checkbox"/> Australian Drivers Licence <input type="checkbox"/> Medicare Card <input type="checkbox"/> Other (Approved Only)	
			OFFICE USE ONLY Card valid for course commencement <input type="checkbox"/> Yes Copy on file <input type="checkbox"/> Yes

Proof of Concession	
<input type="checkbox"/> Centrelink Health Care Card Expire date: <input type="checkbox"/> Other Concession (as Per Fees and Charges Policy)	<input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> Repatriation Health Benefits Card
OFFICE USE ONLY Copy placed on file <input type="checkbox"/>	
Job Active/TtW Provider Details (Applicable for Jobseekers only)	
Provider Name	Consultant Name:
Please be advised that the RTO you are enrolled with, may share your attendance records and qualifications with your Jobactive or TtW provider if requested.	
Language and Cultural Diversity	
In what country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other	
What town/suburb/city where you born in?	
Do you speak a language other than English at home? (If more than one language indicate the one that is spoken most often) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other	
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	
Disability	
Do you consider yourself to have a disability, impairment or long- term condition? <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other _____(specify)	
Schooling	
What is your highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school
Are you enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous qualifications achieved	
Have you SUCCESSFULLY completed any of the following qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate III (Or Trade Certificate) <input type="checkbox"/> Certificate I	<input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Certificate IV (Adv. Certificate/technician) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificates other than the above
Employment	
Of the following categories, which BEST describes your current employment status (Tick ONE Box Only)	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Self Employed – not employing others <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Part-time employee <input type="checkbox"/> Self Employed – employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Not Employed – not seeking employment
Study Reason	
Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)	
<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other Reasons	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try for a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To get skills for community/voluntary work

Dietary Restrictions or Food Allergies		
<input type="checkbox"/> No dietary or food allergies	<input type="checkbox"/> Yes, I have Dietary Restrictions	<input type="checkbox"/> Yes, I have a Food Allergy
Details of your dietary restrictions:		
Details of your food allergy:		
Funding Type (Office Use Only)		
Jobs & Skills WA Students <input type="checkbox"/> Category _____		Fees For Service <input type="checkbox"/>
Course Fees and Payment Details		
These fees and charges comply with the current VET Fees and Charges Policy 2019. "Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees".		
Course Fees	Resource Fees	Other (Fee for Service)
Payment Options		
Enrolment is only complete when statutory fees and charges are paid, deferred payment arrangements have been made or fees and charges waived due to severe financial hardship.		
I will be paying using the following method:		
<input type="checkbox"/> Pay the full amount of fees and charges	<input type="checkbox"/> Credit Card	<input type="checkbox"/> EFTPOS
<input type="checkbox"/> Authorisation to Invoice Form Completed/Attached	(Authorisation to Invoice)	
<input type="checkbox"/> Make application on the grounds of severe financial hardship	(Financial Hardship Form)	
<input type="checkbox"/> Pay the Fees by instalment	(Financial Arrangement Form)	
Cancellation, Withdrawal and Refund Policy		
<p>Future Skills (Funded) Formal written notification is required. Students are eligible for a refund of tuition fees and or resource fees under the following circumstances:</p> <ul style="list-style-type: none"> • A full refund will be provided if a unit is cancelled or re-scheduled to a time unsuitable to the student or a student is not given a place due to maximum number of places being reached. • Students who lodge a written withdrawal before 20% of the way between the commencement and completion dates for the unit, will be eligible for a full refund of the course fee and 50% of the resource fee. • If the student can produce reasonable documentary evidence due to: serious illness, injury or disability preventing the student from completing the course the RTO Manager may approve a pro rata refund. Please note: Students who withdraw from their course without notifying the Registered Training Organisation (RTO) in writing may not be eligible for a refund. Withdrawal Forms are available from the Administration Office. 		
<p>Withdrawals/Refund of Fees - Fee for Service (Non-Funded)</p> <p>Formal written notification of withdrawal is required. Withdrawal Forms are available from the Administration Office.</p> <ul style="list-style-type: none"> • A full refund will be provided if a unit of competency or training is cancelled or re-scheduled to a time unsuitable. • A full refund will be provided prior to unit of competence commencement – provided a withdrawal from is received by the RTO 7 days prior to class commencement. • Partial refunds of 50% will be provided for withdrawal within 7 days of unit of competence commencement. \$50.00 administration charge apply. <p>Outside of the above, individual circumstances will be considered by the RTO Manager on a case by case basis to determine refund suitability (supporting documentary evidence must be provided).</p>		
Consent to Collection of Personal Records		
<p>At times, it is necessary to collect additional information from official sources such as Government departments, referring organisations and other third party sources in order to confirm the eligibility of applicants to participate in funded programs or to confirm previous qualifications. In the event of being unable to confirm entitlements, there may be reason to deny or delay training. By signing this form, you are providing consent for us to acquire verbal and written evidence, including copies of documents or statements held by certified third parties.</p>		
Privacy Policy		
<p>Why we collect your personal information</p> <p>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.</p> <p>How we use your personal information</p> <p>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.</p>		

Training Enrolment Form

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 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 Djaringo 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

Djaringo Contact Details

Address: 34 Blackman Street Broome WA 6725

Phone: 08 9193 7100

Email: Djaringo.admin@nirrumbuk.org.au

By signing this form you are consenting to the collection, use and disclosure of your personal information in accordance with the Privacy Notice above.

Enrolment Declaration	Initial:
I have received <i>full information</i> about my course and a copy of the course flyer	
I have received, read and understood the <i>Student Handbook</i>	
I have received and understood the <i>Statement of Fees</i> that outlines fees and charges applicable	
I have read and understood the <i>Cancellation, Withdrawal and Refund Policy</i>	
I am aware of my ability to apply for <i>RPL and Credit transfer</i>	
I authorise the <i>use of photographic images</i> and statements to be utilised by the RTO in marketing activities * <i>If you do not wish for your photographic images and statements to be used by the RTO in marketing activities, please do not initial the box</i>	
I understand that information may be given to my Employment Services provider or government agency	
<i>I have read, understood and agree to the above terms and conditions and declare that all information provided is true and correct</i>	
Signed:	Date:
Signed by parent/guardian for students under the age of 18 years:	Date: