



ENROLMENT FORM: AUSTRALIAN COLLEGE OF SKILLS & EDUCATION

Students who would like to enrol in a program or qualification must complete all areas of the Enrolment Application Form. Please note that the information contained with this document must be supplied to, and used by governments and other agencies for administration and research in accordance with legislation requirements.

Qualification/ Short Course Name			
Qualification/ Short Course Code			
Delivery Method	<input type="checkbox"/> Classroom	<input type="checkbox"/> Recognition	<input type="checkbox"/> Work based Training & Assessment
Proposed Course Dates			

When completing the table below please write the name used when you applied for your Unique Student Identifier (USI), including any middle names and the physical address (Centre) where you usually reside.

1. PERSONAL DETAILS			
TITLE	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name		Date of Birth	
Middle Name		USI	
Surname		Former Name (if applicable)	
Place of Birth			
Residential Address			
Suburb			

2. Disability / Special Need / Learning Support	
Do you have a disability, impairment or long term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please select the areas in the following list. NOTE: You may select more than one area
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning
<input type="checkbox"/> Physical Impairment	<input type="checkbox"/> Mental Illness
	<input type="checkbox"/> Vision
	<input type="checkbox"/> Intellectual
	<input type="checkbox"/> Other
	<input type="checkbox"/> Acquired brain

3 . Language and Cultural Diversity			
Are you an Australian Citizen ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a permanent resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Others- Please specify	
If you are not an Australian Citizen or permanent Resident, please list your Visa Type	Visa Type :		
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes- Please Specify		
How well do you speak English ?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
Are you Aboriginal or Torres Strait Islander ?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes , Both		



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4. Schooling	
What is the highest level of school that you completed ? Note: If you have not attended school go to the next section	<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
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Previous Qualification achieved		
Have you successfully completed a qualification ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES , tick the applicable boxes
<input type="checkbox"/> Bachelor Degree or higher	<input type="checkbox"/> Certificate IV or advanced certificate technician	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Advanced Diploma or associate degree	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Other Certificate
<input type="checkbox"/> Diploma or associate diploma	<input type="checkbox"/> Certificate II	
If yes, identify the qualification and year completed.	Qualification	Year
Note: If applying for credit transfer please attach a copy of your Qualification and Transcript of Results		

6 . Employment Status
Of the following categories, which describes your current employment status?
<input type="checkbox"/> Full- Time Employee <input type="checkbox"/> Self Employed – Not employing others <input type="checkbox"/> Employed- unpaid in a family business <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Unemployed – Seeking Full-time Work <input type="checkbox"/> Unemployed <input type="checkbox"/> Employer

7 . Study Reason
Of the following categories , which best describes your reason for undertaking this course?
<input type="checkbox"/> To get a job <input type="checkbox"/> To try for a different career <input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> For personal reasons or self-development <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get into another course of study <input type="checkbox"/> Other reasons

8. Course (PLEASE TICK)
<input type="checkbox"/> BSB20115 Certificate II in Business Online
<input type="checkbox"/> BSB41515 Diploma of Project Management Online
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management Online
<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care Blended Delivery Mt Druitt Hub
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care Blended Delivery Mt Druitt Hub
<input type="checkbox"/> CHC52015 Diploma of Community Services Blended Delivery Mt Druitt Hub
<input type="checkbox"/> CPCCWHS1001 Prepare to Work Safely in the Construction Industry Face to Face Mt Druitt Hub
<input type="checkbox"/> FNS40217 Certificate IV in Accounting and Bookkeeping Online
<input type="checkbox"/> FNS50217 Diploma of Accounting Online
<input type="checkbox"/> FSK20113 Certificate II in Skills for Work and Vocational Pathways Online
<input type="checkbox"/> HLTAID001 Perform Cardiopulmonary Resuscitation (CPR) Face to Face Mt Druitt Hub
<input type="checkbox"/> HLTAID003 Provide First Aid Face to Face Mt Druitt Hub
<input type="checkbox"/> HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting Face to Face Mt Druitt Hub



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8. Unique Student Identifier

From 1st January 2015 all students undertaking nationally training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification . If you do not have a USI number you need to directly apply at <http://www.usi.gov.au/create-your-usi/> . ACSE is not able to issue AQF certification documentation (your certificate, record of results or statement of attainment) without a verified USI.

Read the permission statements below and tick all 3 if you would like ACSE to create a USI on your behalf.

- I give my permission to ACSE to **apply** for a USI on my behalf pursuant to subsection 9(2) of the Student Identifier Act 2014
- I agree to provide one of the forms of identity required below to create a USI
1. Australian Driver Licence 2. Medicare card 3.Passport 4.Non-Australian Passport with Australian Visa
5. Immicard 6.Citizenship Certificate 7.Certificate of registration by Descent
- I give permission for ACSE to verify my USI

9. Declaration and Consent

- All information provided to ACSE as part of the enrolment process is true and correct to the best of my knowledge and understanding. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of the offer made.
- I understand that personal information collected by ACSE may be supplied to and used by government and other agencies for administration, regulation and research. I understand that my information may be disclosed to my employer(If I am enrolled in training paid by my employer) or school (if I am a school based apprentice/trainee or VET in Schools student) if applicable/ I consent for the information collected to be used and disclosed by ACSE in accordance with legal , regulatory and data provision requirements.
- I understand that I may receive a National Centre for vocational Education Research (NCVER) student survey.
- I would like to enrol in this course having been provided with sufficient information (e.g student handbook, pr enrolment information, and course information) in which to make an informed decision prior to enrolment.
- if applicable, I agree to the fee/s being charged, payment terms and refund policy and procedure.
- I am aware of my rights and responsibilities as a student and agree to abide by the policies and procedures of organisation outlined in the Student Handbook and as advised to me by my trainer.

Full Name

Signature

Parent/ Guardian Name
(Required if student is
under 18 years of age)

Parent/ Guardian Signature
(Required if student is under
18 years of age)