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	☐ Classroom	☐ Distance	☐ Recognised Prior Learning (RPL)
Course commencement Date			
Where did you hear about our college			

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	☐ Mr ☐ Mrs ☐Miss ☐ Ms	Gender	☐ Male ☐ Female
First Name		Date of Birth (DD/MM/YY)	
Middle Name		**USI**	
Surname		Former Name (if applicable)	
Place of Birth		Ph No	
Residential Address		Email	
Suburb		Post Code	
Country			
Emergency Contact Details			
First Name		Relationship	
Middle Name		Phone No	
Last Name		Email	

WHAT IS YOUR POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)?			
Flat/unit details:		Street or Lot Number (e.g., 205 or Lot 118):	
Street name:		Suburb:	
State:		Post Code	
Country			

Note: It is mandatory to provide two IDs to confirm the enrolment. E.g. A copy of license or passport & Medicare. If you do not have Medicare then copy of visa details is mandatory.

2. Disability / Special Need / Learning Support

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Version 2.1 | Created: January 2019 | Updated: September 2021

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Do you have a disability, impairme	☐ Yes ☐ No		
or long term condition?	If yes, please select the areas in the following list. NOTE: You may select more than one area		
☐ Hearing/Deaf	☐ Learning	☐ Vision	☐ Other
☐ Physical Impairment	☐ Mental Illness ☐ Medical Condition	☐ Intellectual	☐Acquired brain

3. Language and Cultural Diversity			
Are you an Australian Citizen?	☐ Yes ☐ No	Are you a permanent resident	☐ Yes ☐ No
In which country where you born?	☐ Australia ☐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 a home?	☐ No ☐ Yes- Please Specify		
How well do you speak English?	☐ Very Well ☐ Well ☐ Not Well ☐ Not at all		
Are you Aboriginal or Torres Strait Islander?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes , Both		

Please provide Original Visa documentation (It is required for enrolment)

4. Schooling	
What is the highest level of school that you completed? Note: If you have not attended school go to the next section	☐ Year 12 or equivalent ☐ Year 9 or equivalent ☐ Year 11 or equivalent ☐ Year 8 or below ☐ Year 10 or equivalent
Are you still attending secondary school?	☐ Yes ☐ No

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

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

7. Study Reason

Of the following categories, which best describes your reason for undertaking this course?

☐ To get a job   ☐ To try for a different career   ☐ I want extra skills for my job
☐ For personal reasons or self-development   ☐ To develop my existing business
☐ To get a better job or promotion   ☐ To get into another course of study   ☐ Other reasons
☐ It was a requirement of my job   ☐ To get skills for community / voluntary work

8. Course   (PLEASE TICK)
☐ BSB20120	Certificate II in Workplace Skills	Online
☐ BSB50820	Diploma of Project Management	Online
☐ BSB50420	Diploma of Leadership and Management	Online
☐ CHC30121	Certificate III in Early Childhood Education and Care	Blended Delivery
☐ CHC50121	Diploma of Early Childhood Education and Care	Blended Delivery
☐ CHC52015	Diploma of Community Services	Blended Delivery
☐ ICT50220	Diploma of Information Technology	Online
☐ CPCCWHS1001	Prepare to Work Safely in the Construction Industry	Face to Face
☐ CPCCWHS1001	Prepare to Work Safely in the Construction Industry	Real time Remote Learning NSW
☐ CPCCWHS1001	Prepare to Work Safely in the Construction Industry	Real time Remote Learning QLD
☐ FNS40217	Certificate IV in Accounting and Bookkeeping	Online
☐ CHC33015	Certificate III in Individual Support	Blended Delivery
☐ CHC40221	Certificate IV in School Based Education Support	Blended Delivery
☐ CHC43115	Certificate IV in Disability	Blended Delivery
☐ FNS50217	Diploma of Accounting	Online
☐ FSK20119	Certificate II in Skills for Work and Vocational Pathways	Online
☐ HLTAID009	Perform Cardiopulmonary Resuscitation (CPR)	Face to Face
☐ HLTAID011	Provide First Aid |Face to Face	
☐ HLTAID012	Provide an Emergency First Aid Response in an Education and Care Setting	Face to Face
☐ HLTINFCOV001	Comply with infection prevention and control policies and procedures	Face to Face

Note: CPCCWHS1001 Prepare to Work Safely in the Construction Industry
Real time Remote Learning NSW &QLD

ACSE has applied from both government bodies, Safework NSW and Safework QLD to offer the **CPCCWHS1001 Prepare to Work Safely in the Construction Industry (White Card)** training via real time remote Learning during lockdown period, this is only available during exceptional times, which both government bodies will advise us to.

Real Time Remote Learning will be conducted via a trainer led zoom session accompanied by students having access to our Learning Management System (LMS), which includes online assessments and PowerPoint presentations, any video links as well factsheets and handouts needed for the session.

At enrolment students will be advised of the training method and also be giving a factsheet of the process ACSE will follow.

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One day prior to the training day, students will receive a zoom link to access in addition to their log in details to our LMS.

9. 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 Identifiers 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

10. 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, pre 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 the organisation outlined in the Student Handbook and as advised to me by my trainer.

☐ I understand that this agreement and the availability of <insert RTO name>'s complaint and appeals process do not remove my right to take action under Australia's consumer protection laws.

Full Name

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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)	

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