

STUDENT ENROLMENT FORM



Privacy Notice

Australian College of Skills & Education Pty Ltd has a responsibility to collect, use, store and disclose of personal and sensitive information on our students in compliance with the relevant laws and regulations:

- Why we collect your personal information – 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.
- 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 of 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 – 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.
- 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.
- 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 [here](#).
- 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 [here](#).
- 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 us at info@acse.edu.au to – request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled and ask a question about this Privacy Notice. You can access our Privacy Policy on our website for more information www.acse.edu.au.

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Personal details

1. Enter your full name *

Family name (surname)

Given names

Preferred name

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want ACSE to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year | | |

3. Sex (Tick ONE box only)

Male

Female

Other

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

5. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address.

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

Country

6. What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Country

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Language and cultural diversity

7. In which country were you born?

Australia

Other – please specify _____

8. What is your nationality?

Australian

Other – please specify _____

9. Do you speak a language other than English at home?

If more than one language, indicate the one that is spoken most often

No, English only

Yes, other – please specify _____

10. How well do you speak English?

Very well

Well

Not well

Not at all

11. Are you of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander

Disability

12. Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y

No N

13. 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 – refer to p. 9 for definitions)

Hearing

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other, please specify.

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Schooling

14. What is your highest **COMPLETED** school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

15. In which **YEAR**, did you complete that school level?

16. Are you still attending secondary school?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

17. Do you consider yourself to have adequate language, literacy and numeracy skills to undertake this course?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

If no, please list the support you will require: _____

Previous qualifications achieved

18. Have you **SUCCESSFULLY** completed any of the following qualifications?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

19. If **YES**, then tick **ANY** applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>

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Employment

20. Of the following categories, which **BEST** describes your current employment status? (Tick ONE box only)

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>
Not employed – not seeking employment	<input type="checkbox"/>

Study reason

21. Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
To get skills for community / voluntary work	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

Recognition of Prior Learning / Course Credit

22. Would you like to make an application for course credit? (Tick ONE box)

Yes	<input type="checkbox"/>	Y	If yes, please specify the units you are seeking RPL/credit for:
No	<input type="checkbox"/>	N	

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Unique Student Identifier

From 1 January 2015, ACSE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

23. Enter your Unique Student identifier (USI)

If you already have one – if you do not have one, and you would like us to apply for a USI on your behalf, you are to complete the questions on the next page.

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Course Information

24. Course code and name _____

25. Course intake _____

26. Mode of learning

Online	<input type="checkbox"/>
Face-to-face	<input type="checkbox"/>
Workplace	<input type="checkbox"/>

Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)
We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below.
Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.**

Australian Driver Licence : State: _____ Licence Number: _____

Medicare Card : Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies)

Green Expiry date ____/____/____ (format MM/YYYY)
(month/year)

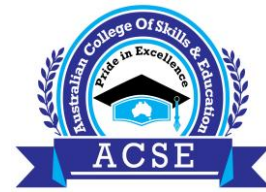
Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

Australian Birth Certificate

State/Territory _____
Details vary according to State/Territory (see note above)

Australian Passport

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Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Immicard Immicard Number _____

Citizenship Certificate Stock number _____ Acquisition date ____/____/____
day/month/year)

Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, ACSE will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Declaration

By signing this form, I declare that the information provided is to the best of my knowledge and is true and correct. I further declare that:

- I have read and reviewed the [Student Handbook](#) supplied to me and have been informed about the Terms and Conditions of my enrolment, as well as my rights and obligations;
- I have read and reviewed the [Schedule of Fees and Charges](#) and understand the fees to be paid, the terms of payment, as well as the cancellation and refund policies;
- I have reviewed the relevant course information and marketing materials and fully understand the requirements of the course I am applying for;
- I understand that this agreement and the availability of Australian College of Skills & Education’s complaint and appeals process does not remove my right to take action under Australia’s consumer protection laws;
- I understand that my photo may be used in Australian College of Skills & Education’s promotional material and consent for my photo to be used – should you wish to opt out of this, please tick the box under the signature section below;
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice; and
- I understand that if my course is being paid for by my employer or job network provider, information about the course, my progress, my outcomes and the certificate and/or transcript will be shared with my employer or job network provider.

Student signature	
Student name	
Date	

I do not wish for my photo to be used in any of Australian College of Skills & Education’s promotional materials.

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Individual Needs Supplement

The purpose of this supplement is to provide additional information to assist with answering the Individual Needs question. Individual needs in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

1. Hearing

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

2. Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life. For example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

3. Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

4. Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to the central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

5. Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

6. Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

7. Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

8. Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation. For example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

9. Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.