

# ENROLMENT FORM

Name and Contact Details			
Your Name:			
Home phone:	( )	Work:	( )
Mobile:		Email:	
Title:	Mr / Mrs / Miss / Ms / Dr - please tick or circle one		

Course Details		
Which course would you like to enroll into?	Qualification Code .....	Qualification Name .....
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ___/___/___	
Have you ever studied with Australian Training School before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to apply for <b>funded training under the Queensland VET Investment Program?</b> <i>If YES, complete the section in this application from on funded training (Queensland VET Investment Program).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information	
Do you wish to apply for <b>Credit?</b> <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information	
Do you wish to apply for <b>Recognition of Prior Learning?</b> <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information	

Employment Details (if applicable)			
Employer's legal name:			
Your position:			
Business address:			
			Postcode:
Postal address: (if different from above)			
			Postcode:
Phone:	( )	Fax:	( )
Email:			
Supervisor:		Position:	

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Personal Details			
<b>1. Enter your full name</b>			
Surname:			
Given names:*			
<p><i>* 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 Australian Training School to apply for a USI on your behalf, <b>you must write your name, including any middle names, exactly as written in the identity document</b> you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</i></p>			
2. Date of Birth	__ / __ / ____ (dd-mm-yyyy)	3. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>4. What is the address of your usual residence?</b> <i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i>			
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:	
<b>5. What is your postal address (if different from above)?</b>			
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:	

Funded training under the Queensland VET Investment Program	
6. I am eligible for funded training under the Queensland VET Investment Program	<input type="checkbox"/> Yes – Please complete the section below <input type="checkbox"/> No – <u>Continue with next section of the form</u>
<p>If yes, you will be required to demonstrate that you meet all the following eligibility criteria (tick each box) and provide the relevant evidence. You will be informed in a letter of offer as to whether your application for funded training has been successful.</p> <p><input type="checkbox"/> I am 15 years or older</p> <p><input type="checkbox"/> I am an Australian citizen/permanent resident or New Zealand citizen permanently residing in Queensland</p> <p><input type="checkbox"/> I have finished high school and am no longer attending school</p> <p><input type="checkbox"/> I do not hold, nor am I undertaking a Certificate level III, IV or higher that was completed outside of high school</p>	

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**ELIGIBILITY- DOCUMENTS (PLEASE TICK TO CONFIRM ALL THOSE THAT APPLY):**

Note: All documents must be a **clear color photocopy** and be **witnessed and signed** by a Justice of the Peace.

**Please attach the following documentation to your application:**

- Current Australian Driver's Licence or Heavy Vehicle/Marine Licence (please also provide a copy of the reverse side of the card too).
- Birth Certificate or Passport copy or evidence of permanent residency
- Medicare Card

**FOR CONCESSIONAL ONLY: Please attach the following documentation to your application**

Healthcare Card OR Commonwealth Seniors Health Card OR Dept of Veterans Affairs/Pensioner/Concessionary Card

**For concessions only (attach evidence as relevant):**

- Healthcare Card or **Commonwealth Seniors Health Card OR Dept of Veterans Affairs/Pensioner/Concessionary Card** AND
- Medicare Card
- OR
- I hold a Healthcare concession card or Pensioner concession card
- I hold an official form under Commonwealth Law confirming that I am entitled to concessions under a Healthcare concession card or Pensioner concession card
- I am an Aboriginal or Torres Strait Islander

Language and cultural diversity	
7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
8. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only - <u>Go to question 10</u> <input type="checkbox"/> Yes, other, please specify: _____
9. 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
10. Are you of Aboriginal or Torres Strait Islander	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal

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<p>origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i></p>	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
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Disability		
11. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <i>go to question 13</i>	
12. If yes, please indicate the area of disability, impairment or long term condition ( <i>tick as many as apply</i> )		
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental illness
<input type="checkbox"/> Physical	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Other (Please specify): _____

Schooling	
13. What is your highest COMPLETED school level ( <i>tick one box only</i> )	
<input type="checkbox"/> 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 – <i>Go to question 14</i>
14. In which YEAR did you complete that school level?	
15. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous qualification achieved	
16. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – <i>indicate below Question 17</i> <input type="checkbox"/> No – <i>Go to Question 18</i>
17. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level. <i>If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International</i>	
Bachelor Degree or Higher Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate III (or Trade Certificate) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Advanced Diploma or Associate Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma (or Associate Diploma) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate I <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificates other than the above <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

Employment		
18. Of the following categories, which BEST describes your current employment status? ( <i>Tick one box only</i> )		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part-time work <i>go to Question 20</i>
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employed – unpaid worker in a	<input type="checkbox"/> Not employed – not seeking

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<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> family business	<input type="checkbox"/> employment <i>go to Question 20</i>
	<input type="checkbox"/> Unemployed – seeking full-time work	<i>go to Question 20</i>

## Study reason

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

## Unique Student Identifier (USI)

From 1 January 2015, we, Australian Training School 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.

20. Enter your unique student identifier (if you already have one)

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

21. Town/City of Birth  
Please write the name of the Australian or overseas town or city where you were born

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22. 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 above is EXACTLY the same as written in the document you provide below.

<input type="checkbox"/> Australian Driver's License State/Territory issued: _____ License number: _____ Expiry Date: ____/____/____ (day/month/year)	<input type="checkbox"/> Australian Passport Document Number: _____ Expiry Date: ____/____/____ (day/month/year)
<input type="checkbox"/> Certificate of Registration by Descent Acquisition date ____/____/____ (day/month/year)	<input type="checkbox"/> Non Australian Passport (with Australian Visa) Passport number _____ Country of Issue: _____ Expiry Date: ____/____/____ (day/month/year)
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Citizenship Certificate

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## Unique Student Identifier (USI)

Card Number: _____ Individual reference number: _____ <i>next to your name on Medicare card</i>  Expiry Date ____ / ____ (month/year)  Card Colour <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue	Stock number: _____ Acquisition date    ____ / ____ / ____ (day/month/year)
<input type="checkbox"/> Birth Certificate (Australian) optional to include Birth Certificate option <i>Please note:</i> – a Birth Certificate extract is not sufficient – please ensure Town/City of Birth at Question 23 is correct. – different details are required depending on the jurisdiction of issue – for clarification refer to this page: <a href="http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#">http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#</a>	<input type="checkbox"/> ImmiCard Card Number: _____
	Registration Number: _____ State/Territory issued: _____ Registration Year: _____ Date printed/issued: _____ Certificate/document number: _____

In accordance with section 11 of the *Student Identifiers Act 2014*, Australian Training School 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.

## Next of kin/emergency contact

Name:	_____	Relationship to you:	_____
Address:	_____		
		Postcode:	_____
Home phone:	(    ) _____	Work:	(    ) _____
Mobile:	_____	Email:	_____

## Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. 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 any offer made by [insert RTO name].

I understand that my RTO [Australian Training School] is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

If you would like us [Australian Training School] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training->

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[Organisations/Pages/Privacy-Notice.aspx](#). You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I, \_\_\_\_\_ authorise

Australian Training School to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
  
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Student Signature:		Date:	/ /
Printed Name:			

## Parent/Guardian approval *Required If you are under 18 years of age*

Parent/Guardian Name:			
Contact Details:			
Signature:		Date:	/ /