



Enrolment Form

Personal Details (please use block letters)

STUDENT NAME: (please use the name that you used when you applied for your USI)	FAMILY NAME:		
	FIRST NAME:	MIDDLE NAME:	
Single name only?	<input type="checkbox"/> Tick this box if you have one name only. Write your single name in the 'Family Name' section		
HOME ADDRESS:	STREET ADDRESS:		
	TOWN/SUBURB:	STATE:	POST CODE:
POSTAL ADDRESS		STATE:	POST CODE:
HOME PHONE:		EMAIL:	
MOBILE:		ALTERNATE EMAIL:	
GENDER:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER <input type="checkbox"/>	DATE OF BIRTH:	
HOW DO YOU PREFER WE CONTACT YOU?	<input type="checkbox"/> Phone <input type="checkbox"/> Mobile <input type="checkbox"/> Post <input type="checkbox"/> Email		
EMERGENCY CONTACT:	NAME:		
	RELATIONSHIP:		
	ADDRESS:		
	PHONE: (Home):	(Mobile):	

Provide details of the course /units (s) in which you would like to enrol:

COURSE CODE & TITLE:			
FUNDING SOURCE:	<input type="checkbox"/> User Choice	<input type="checkbox"/> Certificate 3 Guarantee	<input type="checkbox"/> VET Student Loan
NOT GOVERNMENT FUNDED:	<input type="checkbox"/> Short Course	<input type="checkbox"/> Fee For Service	
If Government Funded:	How will you pay your co-contribution fees? VET in schools students are exempt from paying fees <input type="checkbox"/> <input type="checkbox"/> I will pay upfront <input type="checkbox"/> I will pay in installments <input type="checkbox"/> My employer will pay the fees (letter / authority required)		

UNIQUE STUDENT IDENTIFIER (USI)

If you already have a USI provide the number	USI Number:
If you have forgotten your USI and would you like ASG to obtain it on your behalf, tick the box	

To enable ASG to apply for a USI number on your behalf please complete one (1) method and provide the ID document below:

Medicare Card: Number (10 Digits) _____ Card Colour <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Yellow Name as it appears _____ Does the name appear on one line? <input type="checkbox"/> Yes <input type="checkbox"/> No Individual name ref number _____ Expiry Date (dd/mm/yyyy) _____
Australian Driver's Licence: Number _____ State: _____
Citizenship Certificate: Stock Number: _____ Acquisition Date (dd/mm/year) _____

Birth Certificate (Australian): *please note a Birth Certificate extract is not sufficient Registration state _____ Registration year _____ Registration number _____ Date printed _____ Registration date _____ Certificate number _____
Australian Passport / Non-Australian Passport with visa Number _____
Certificate of Registration by Descent: Acquisition Date (dd/mm/year) _____



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Other Personal Details (Required by Government Authority)

Residency

Were you born in Australia Yes No – (please specify country of birth) _____

In which town or nearest major city _____

Residency status: Australian Citizen Permanent Resident Permanent Humanitarian Visa Other Visa

In which year did you arrive in Australia _____

Language and Diversity

Are you of Aboriginal or Torres Strait Islander Origin? Yes (please indicate below) No
 Aboriginal Torres Strait Islander Both

What language do you mainly speak at home? English only Other _____

Special Needs

Do you consider yourself to have a disability, impairment or long term condition which may affect your studies?

Yes (please indicate below the area/s of impairment) No
 Hearing/Deaf Learning
 Intellectual Medical Condition
 Acquired Brain Impairment Mental Illness
 Vision Physical/Mobility
 Other (please specify): _____

- If yes, our student support person will discuss this with you face to face to determine if you require additional assistance.

Education Details - What best describes your highest completed school level? (Please tick ONE box only)

I am still currently attending Secondary School: Name of School _____ Year/Grade _____
 Completed a Year 12 qualification or equivalent Completed a Year 11 qualification or equivalent
 Completed a Year 10 qualification or equivalent Completed a Year 9 qualification or equivalent
 Completed Year 8 or below Never completed any primary or secondary level education

Prior Education – Have you successfully completed prior education Yes No (If yes, tick ANY applicable boxes)

Certificate I Certificate II Certificate III (or trade certificate) Certificate IV (or advanced certificate/technician)
 Diploma Level Advanced Diploma or Associate Degree Bachelor Degree or Higher
 Other education (including certificates or overseas qualifications not listed above)

Employment Status

Full Time Employee Self employed – not employing others Unemployed – seeking full-time work
 Part Time Employee Self employed – employing others Unemployed – seeking part-time work
 Employed–unpaid worker in a family business Not employed – not seeking employment

Reason for Study - From the following list, which best describes your main reason for undertaking this course?

to get a job to develop my existing business to start my own business to try for a different career
 to get a better job/promotion it was a requirement of my job I wanted extra skills for my job
 to get into another course of study for personal interest or self-development To get skills for community/voluntary work Other

Student Declaration

I declare that, to the best of my knowledge, the information on in this form and the supporting evidence supplied by me is true and correct in all regards.

- I understand that it is a criminal offence to provide false or misleading information
- I have read and understood the Privacy Notice
- I have read and understood the Enrolment Terms and Conditions
- I consent to the Marketing Authority Statement
- I understand that the cost of any loss or damage to a Learner Resource issued to me by Australian Skills Group is my responsibility
- I am fully aware of the requirements of the qualification I have applied for
- I am fully aware and agree to Australian Skills Group Policies and Procedures including the information regarding Privacy, Complaints and Appeals, Rights and Responsibilities available at www.asg.edu.au

STUDENT SIGNATURE: _____ Date: _____

PARENT/GUARDIAN SIGNATURE _____ Date: _____

**Parental/guardian consent is required for all students under the age of 18.*

UNIQUE STUDENT IDENTIFIER (USI) INFORMATION & REGISTRATION FORM

From 1 January 2015, we, Australian Skills Group, 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on a computer or mobile device.

What is a USI and why do you need one?

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives you access to your USI account. Your USI account is linked to the National Vocational Education and Training (VET) Data Collection & allow you to see all of your nationally recognised training results (after 1 January 2015) from all RTOs including all completed units of competency and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost.

USI application through Australian Skills Group

If you do not already have a Unique Student Identifier (USI) and you want ASG 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information and supporting ID documentation as noted on the front of this form so that we can apply for a USI on your behalf.

Collection & Use of USI Information

ASG will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

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

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask ASG to make an application for a student identifier on your behalf, ASG will have to declare that ASG has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that ASG has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:

- the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
- education related policy and research purposes; and
- to assist in determining eligibility for training subsidies;
- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses personal information about you in the Registrar's Privacy Policy at <https://www.usi.gov.au/about-us/privacy> or by contacting the Registrar at usi@industry.gov.au or telephone **1300 857 536**. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how ASG collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ASG privacy policy.

DECLARATION

I request that ASG apply for a USI on my behalf and I confirm that I understand the information regarding the sharing of my personal details above.

I (**NAME**) _____ authorise

AUSTRALIAN SKILLS GROUP 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Signature of acceptance by student: _____ Date: _____

PARENT/GUARDIAN SIGNATURE _____ Date: _____

**Parental/guardian consent is required for all students under the age of 18.*

Privacy Notice

Why we collect your personal information:

As a registered training organisation (RTO), Australian Skills Group collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide us with the personal information requested, we may be unable to process your enrolment application.

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 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.

Other third parties to whom we may be required to disclose your personal information include:

- the national VET Regulator – Australian Skills Quality Authority (ASQA).
- the Commonwealth government and authorised agencies
- state training authorities where funded training is undertaken
- Employers where you are enrolled in training paid by the employer
- School – if you are a secondary student undertaking a VET program through ASG
- School – if you are a secondary student undertaking VET, including a school-based apprenticeship, traineeship or VET in Schools program;

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 us 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 Australian Skills Group 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

If you need to contact Australian Skills Group regarding the above, our contact details are below:

Address: Australian Skills Group, 15 Terrence Road, Brendale QLD4500
 Phone: 07 3889 8233
 Email: info@asg.edu.au

Australian Skills Group’s full Privacy Policy and Notice is available via this link: www.asg.edu.au/privacy

Student Declaration and Consent

STUDENT NAME

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*DATE

**Parental/guardian consent is required for all students under the age of 18.*

OFFICE USE ONLY

Referral Source		Entered by:	
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