

Student Enrolment Form

Title:		First Given Name:		Family Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			Birth Date:	
Home Number:				Mobile Number:	
Email Address:					
Home address:					
Postal address:					
In which country were you born?		<input type="checkbox"/> Australia		<input type="checkbox"/> Other (Please specify):	
What is your highest COMPLETED school level? (Tick ONE box only.)					
<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		
In which YEAR did you finish school? (eg: 2010)					
Are you still attending secondary school?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you successfully completed any of the following qualifications?			<input type="checkbox"/> No <input type="checkbox"/> Yes - Bachelor Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above		
Of the following categories, which best describes your current employment status?			<input type="checkbox"/> 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		
Do you speak a language other than English at home?		<input type="checkbox"/> No, English only		<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 of Aboriginal or Torres Strait Islander origin? (tick one)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander
Do you identify yourself as having a disability? (Please tick)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Hearing/Deaf
<input type="checkbox"/> Yes, Intellectual	<input type="checkbox"/> Yes, Vision
<input type="checkbox"/> Yes, Learning	<input type="checkbox"/> Yes, Physical
<input type="checkbox"/> Yes, Medical Condition	<input type="checkbox"/> Yes, Mental Illness
<input type="checkbox"/> Yes, Acquired brain impairment	<input type="checkbox"/> Other
Please specify:	
Do you consider that you have adequate literacy and numeracy skills to undertake the course:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are you seeking credit for previous training or recognition of prior learning:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are there any individual needs you have that we should be aware of so we take these into account when	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, please provide us a little more information:	

Unit or Qualification Name:			
Start Date:		Finish Date:	
Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)			
<input type="checkbox"/> 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"/> Other reasons	
Emergency Contact Name		Mobile Number:	
Phone Number:		Relationship:	

Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. Fact sheets –available to download [Student Information for the USI](#)

It's free and easy to [create your own USI](#) and will only take a few minutes of your time. Alternatively, we can create your USI on your behalf. To do this we will need some additional identification information from you such as your driver's licence number.

Do you already have a Unique Student Identifier?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If you have a USI, <u>please write clearly</u>:	USI:
Do you give permission for us to search for your USI?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like us to create your USI on your behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your Driver's Licence Number?	
What is your Driver's Licence <u>Card Number</u>?	
Which State or Territory issued your Driver's Licence?	
Town of Birth?	

The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** for the purpose of applying for a USI. The above information will be destroyed asap.

Proof of Identity

Please either provide a referee or your driver's licence details above. **Failure to provide one or the other make it impossible to issue your certificate.**

Referee Declaration

I _____ can confirm _____ identity. I have known this person for
Referee name Student name

I reasonable amount of time and can confirm he/she did attend training with Sitetrain on _____.
Date

By signing this declaration, I am confirming the identity of the above student.

Signature of Referee

Date Signed

Privacy Notice

Under the Data Provision Requirements 2012, Sitetrain is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Sitetrain for statistical, regulatory and research purposes. Sitetrain may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

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 DATE

PARENT/GUARDIAN SIGNATURE..... DATE

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

Employer Name:			
Contact Name:			
Phone Number:		Fax number:	
Workplace address:			

Enrolling student

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations.
- I have reviewed the Schedule of Fees and Payments and have been informed of the refund policy, if applicable.
- I have reviewed the relevant course brochure and have been informed of the training and assessment services to be provided and the units of competency to be completed.
- The information I have provided in this form is true and correct.
- I authorise Sitetrain to email a copy of my Certificates to my employer.
- By signing I confirm that the work I have supplied is my own.

Full name: _____

Sign: _____ Date: ____ / ____ / ____

Credit Transfer Application

Full Name:	
Sitetrain Location:	Forbes, NSW
Best Contact Number for Student:	
<p>Applicant Information</p> <p>The following guidelines apply to applications for national recognition to Sitetrain:</p> <ul style="list-style-type: none"> – National recognition is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. – Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled. – Students may not apply for national recognition for units of competence or qualification which are not included in Sitetrain's scope of registration. – Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. – National recognition may only be awarded for whole units of competence. – To apply for national recognition, the applicant must complete and submit the following documentation to Sitetrain: <ul style="list-style-type: none"> ▪ National Recognition Application Form (this form) ▪ Certified copy of the qualification or Statement of Attainment ▪ Student Enrolment Form 	
Course title(s) of current or intended enrolment:	
Institution where previous training relevant to this application was conducted:	
Summarise the outcomes of the training relevant to this application:	
On what basis is national recognition claimed?	

Units already held <i>(Code and title on the certificate you have)</i>		National recognition Sought <i>(Code and title that you are wanting to be transferred)</i>		Office use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks

Units already held <i>(Code and title on the certificate you have)</i>		National recognition Sought <i>(Code and title that you are wanting to be transferred)</i>		Office use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks

Student Signature: _____ Date: _____

Trainer Signature: _____ Date: _____