

## STUDENT ENROLMENT FORM

Please complete **ALL** details on this enrolment form. Please ask your agent for assistance; or contact Australian Training and Education College (ATEC) on (02) 5850 0300 for any help that you may require. **PLEASE USE BLACK PEN AND WRITE IN BLOCK LETTERS.**

PERSONAL DETAILS			
1) Preferred Title	First Name	Middle Name	Surname
Mr / Miss / Mrs / Ms			
2) Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
3) Date of Birth (Day/month/year)	/	/	
4) Contact Information			
Contact Phone:		Mobile:	
Email Address:			
5) Emergency Contact Information			
Contact Name:	Relationship to you:	Contact Number:	
6) Do you have a residential address in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Flat / Unit Number:	Street Number:	Street Name:	
Suburb:	State:	Postcode:	
Is your postal address same as above? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please fill in details below)</i>			
Flat / Unit Number:	Street Number:	Street Name:	
Suburb:	State:	Postcode:	
LANGUAGE AND CULTURAL DIVERSITY			
7) In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> OTHER _____			
8) Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
<input type="checkbox"/> No – English only <i>(Go to Question 16)</i>		<input type="checkbox"/> Yes – please specify:	
9) Are you Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)			
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	

## DISABILITY

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

Yes  No

If YES, then please indicate the areas of disability, impairment or long-term condition:  
(You may indicate more than one area)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Hearing / Deaf | <input type="checkbox"/> Physical          | <input type="checkbox"/> Intellectual              |
| <input type="checkbox"/> Learning       | <input type="checkbox"/> Mental Illness    | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Vision         | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other – please specify    |

## SCHOOLING

11) 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 12 or below      | <input type="checkbox"/> Never attended school |

12) Are you still attending secondary school?

Yes  No

## PREVIOUS QUALIFICATIONS ACHIEVED

13) Have you SUCCESSFULLY completed any of the following qualifications listed below?

Yes  No

14) If YES, then tick ANY applicable boxes: *(supporting evidence to be provided with this application)*

- |  |   |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Certificate IV (or above with Acquired disability) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate III (or Trade Certificate)             |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate II                                     |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> Certificate I                                      |
| <input type="checkbox"/> Certificates other than the above                   |   |

## EMPLOYMENT

### 15) Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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

## STUDY REASON

### 16) 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"/> To get skills for community / voluntary work |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                                |

## UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, all new and continuing students need to apply for a Unique Student Identifier (USI). A USI gives you access to a government online portal that will contain all of your nationally recognised training records and results from 1 January 2015 onwards. In order to receive a nationally recognised VET qualification or statement of attainment Australian Training and Education College (ATEC) must collect and verify your USI.

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au>.

Alternatively, ATEC can apply an USI on your behalf using your provided passport information.

17) Do you currently have a Unique Student Identifier (USI)?  Yes  No

If YES, please supply your USI number below:

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## Privacy Notice

### 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 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 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.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

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 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 NCVET 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 ATEC 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

ATEC privacy policy can be accessed via Student Handbook on our website [www.atec.nsw.edu.au](http://www.atec.nsw.edu.au)

<b>STUDENT DECLARATION</b>		
<ul style="list-style-type: none"> <li>• I declare that the information I have provided on this form is true and correct.</li> <li>• I agree that if I provide false, misleading or inaccurate information, ATEC reserves the right to cancel my enrolment.</li> <li>• I am a Genuine Temporary Entrant and genuine student for the purposes of study in Australia.</li> <li>• I have read the International Student Pre-Enrolment Course Guide, and all related information in the Student Handbook and on the ATEC website, and fully understand the course structure, content and modes of study of the course I am applying for in this application.</li> <li>• I further acknowledge that I have the financial capacity to pay my college fees and living expenses as and when they become due.</li> <li>• I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies for compliance purposes and to other law enforcement agencies as required by the law.</li> <li>• ATEC will not provide or disclose your personal information to outside parties without your consent.</li> <li>• I understand that my photograph may be used in ATEC’s promotional material and give consent for this to occur. I will notify ATEC via email if wish to change my mind.</li> <li>• I give permission to ATEC to apply for my Unique Student Identifier (USI) number if I do not have one.</li> <li>• I am fully aware that I must inform the college when my personal or contact details change.</li> <li>• If I am a student on student visa, I am responsible to comply with my student visa conditions and I must contact the Immigration department (DHA) for enquires relating to my student visa issues.</li> </ul>		
<b>Student Name:</b>	<b>Signature:</b>	<b>Date:</b>