

TechWest Sydney Enrolment Form



Students who would like to enrol in a program or qualification must complete **all** areas of the Enrolment Application Form. Please note that the information contained with this document may be supplied to, and used by governments and other agencies for administration and research in accordance with legislative requirements. To watch a short video on “Why your enrolment counts” view <https://www.youtube.com/watch?v=hveBYeuGee4>.

1. Course Details

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|--|---|---|--|
| Qualification Code and Name | <input type="checkbox"/> CPC30211 Certificate III in Carpentry <input type="checkbox"/> UEE30811 Certificate III in Electrotechnology Electrician <input type="checkbox"/> BSB20115 Certificate II in Business <input type="checkbox"/> BSB30115 Certificate III in Business | | |
| Short Courses If not included as part of your qualification | <input type="checkbox"/> HLTAID001 Provide cardiopulmonary resuscitation <input type="checkbox"/> HLTAID003 Provide first aid <input type="checkbox"/> CPCCWHS1001 Prepare to work safely in the construction industry | | |
| Delivery Method | <input type="checkbox"/> Apprenticeship (Classroom and Work based training) <input type="checkbox"/> Classroom | <input type="checkbox"/> Work Based Training and Assessment <input type="checkbox"/> Recognition of Prior Learning | |
| Proposed Course Date | | | |
| Do you wish to apply for Credit Transfer or RPL? | <input type="checkbox"/> Yes (If credit transfer, please attach relevant transcript(s)) <input type="checkbox"/> No | | |

2. Study Reason

| | | | |
|---|---|--|---|
| Of the following categories, which best describes your reason for undertaking this course / traineeship / apprenticeship? | | | |
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To try for a different career | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> For personal reasons or self-development |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> Job requirement | | |

3. Personal Details

When completing the table below please write the name used when you applied for your Unique Student Identifier (USI), including any middle names and provide the physical address where you usually reside rather than a temporary address which you reside for training, work or other purposes.

| | | | |
|--|--|--|---------------------------------------|
| First Name | | Middle Name | |
| Surname | | Date of Birth | ____/____/____ Date / Month / Year |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other | Unique Student Identifier (USI) if known | |
| Residential Address (where you usually live) | | | |
| Suburb | | State | Post Code |
| Postal Address (if different from above) | | State | Post Code |
| Email Address | | | |
| Home Phone | | Work Phone | |
| Mobile Phone | | Emergency Phone Number | |
| Emergency Contact | | | |

4. Language and Cultural Diversity

| | |
|--|--|
| Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you a permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Evidence of citizenship/ residency/visa § Evidence sited | <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Medicare card <input type="checkbox"/> Passport <input type="checkbox"/> Naturalisation Certificate <input type="checkbox"/> Certificate of Evidence Resident Status (CERS) <input type="checkbox"/> Visa <input type="checkbox"/> Other |
| If you are not an Australian Citizen or Permanent Resident, list your Visa Type. | Visa Type _____ Place of Birth - Town /State _____ |
| In which country were you born? | <input type="checkbox"/> Australia <input type="checkbox"/> Other – Please Specify _____ |
| Do you speak a language other than English at home? | <input type="checkbox"/> No <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 Aboriginal or Torres Strait Islander? | <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander NOTE: For persons of both Aboriginal and Torres Strait Islander origin, tick both YES boxes. |

6. Employment

| | | |
|--|--|---|
| Of the following categories, which best describes your current employment status? | | |
| <input type="checkbox"/> School student <input type="checkbox"/> Part-employee <input type="checkbox"/> Full Time employee | <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Not employed – not seeking employment | <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed – unpaid in a family business |

7. Schooling

| | | |
|--|--|---|
| Are you still attending secondary school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| What is the highest level of school that you completed? (if still at school what is the highest level you have achieved so far) | <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 |
| Are you currently studying with another Registered Training Organisation and want to transfer your enrolment (RTO)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Are you registered for a NSW Apprenticeship/Traineeship? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

8. Previous Qualifications Achieved

| | | |
|---|---|---|
| Have you successfully completed a vocational qualification in the past? | <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, tick the applicable boxes | |
| <input type="checkbox"/> 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"/> Other |
| If yes, did you complete your qualification(s) ...? | <input type="checkbox"/> Since leaving school | <input type="checkbox"/> Whilst at school |
| If yes, identify the qualification and year completed. NOTE: If applying for credit transfer please attach a copy of your Qualification and Transcript of Results. | Qualification | Year |
| | | |

9. Disability/ Special Need

All information is collected, stored and destroyed confidentially. The information collected below will be used to support students who have a special need or an additional support requirement by the development of an individualised learning and assessment plan. For government subsidised students who have a disability fee concessions maybe available. Read the disability supplement found on our website for more information.

| | |
|---|---|
| Do you have a disability, impairment or long term condition? NOTE: You may select more than one area. | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please select the areas in the following list. |
| <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"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other <input type="checkbox"/> Acquired brain impairment |
| Has your disability ever been assessed by a health professional/specialist? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

10. Fee Exemption

| | |
|--|---|
| I would like to apply for a fee exemption | <input type="checkbox"/> N/A Apprenticeship - No Fee <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fee exemption eligibility Note: You must provide suitable evidence to qualify for a fee exemption – e.g. Disability Support Pension, Centrelink evidence, Proof of Benefit, Letter/Statement – visit the following website for more information. | <input type="checkbox"/> Dependent child of a person in receipt of a disability support pension <input type="checkbox"/> Dependent spouse of a person in receipt of a disability support pension <input type="checkbox"/> Aboriginal/Torres Strait Islander <input type="checkbox"/> Currently receiving Disability Support Pension <input type="checkbox"/> Social Housing – Public Housing or Community Housing |

11. Concession

| | |
|---|--|
| I would like to apply for the concession fee | <input type="checkbox"/> N/A - Apprenticeship (no VET fee applies) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Concession fee eligibility – N/A if Apprentice under Smart and Skilled Note: <ul style="list-style-type: none"> You must provide suitable evidence to qualify for a concession fee – Please attach § A NSW Trainee/Apprentice on a Newstart Allowance is not eligible for a concession fee The Carer Payment does not include the Carer Allowance or Carer Adjustment Payment | <input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment <input type="checkbox"/> Newstart Allowance <input type="checkbox"/> Family Tax Benefit Part A – maximum rate <input type="checkbox"/> Parenting Payment- Single <input type="checkbox"/> Youth Allowance <input type="checkbox"/> Disability Pension <input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans Affairs Pensions <input type="checkbox"/> Veterans Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Wife Pension <input type="checkbox"/> Farm Household Allowance |

12. Unique Student Identifier

From 1 January 2015 all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification. If you do not have a USI number you can apply directly at <http://www.usi.gov.au/create-your-usi/>. We are not able to issue AQF certification documentation (your certificate, record of results or statement of attainment) without a verified USI.

Read the permission statements below and tick if consent is provided.

- I give permission for TechWest Sydney to **verify** my USI.
- 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 give my permission to TechWest Sydney to **apply** for a USI on my behalf pursuant to subsection 9(2) of the Student Identifiers Act 2014
- I agree to provide one of the forms of identity required to create a USI • Australian Driver Licence • Medicare Card • Passport • Non –Australian Passport with Australian Visa • Immicard •Citizenship Certificate • Certificate of Registration by Descent.

In accordance with section 11 of the Student Identifiers Act 2014 the TechWest Sydney will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon as practicable (after the application has been made or when the information is no longer needed for that purpose, unless required by or under any law to retain it).

13. Declarations and Consent

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| All information provided to TechWest Sydney as part of the enrolment process is true and correct to the best of my knowledge and understanding. 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 the offer made. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I would like to enrol in this course having been provided with sufficient information (e.g. student handbook, pre-enrolment information, and course and fee information) as to course and training organisation suitability. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I agree to the fee/s being charged, payment terms and refund policy and procedure. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I am aware of my rights and responsibilities as a student and agree to abide by the policies and procedures of the organisation outlined in the Student Handbook and on the TechWest Sydney website. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I have been provided with information on accessing a Smart and Skilled subsidy and understand the implications of using this subsidy. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I _____ of _____ with date of birth _____
 (first, middle and last name) (current residential address)

Understand and agree that, under the Data Provision requirements 2012 TechWest Sydney is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity related information (together Personal Information) and disclose that Personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – If I am enrolled in training paid by my employer
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (Department);
- 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.

NCVER will collect, hold, use and disclose my 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).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My personal information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with TechWest Sydney for the purposes of evaluating and assessing my subsidised training.

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 the manner outlined above.

| | | |
|--|-------------------|--------------|
| Full Name: | Signature: | Date: |
| Parent/Guardian Name: Required if Student is under 18 years of age | Signature: | Date: |

Australian Government 2016 USI Privacy Notice

Instructions: The following information is provided to you on behalf of the Student Identifiers Registrar (Registrar) www.usi.gov.au when an RTO applies for a USI on behalf of a student. It is a requirement of your enrolment that you read the below information prior to the provision of consent.

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.
- 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 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.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.