

## STUDENT ENROLMENT FORM

### A) PRIVACY NOTICE AND STUDENT DECLARATION

#### Privacy notice

Under the *Data Provision Requirements 2012*, Entura clean energy and water institute 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 Entura clean energy and water institute for statistical, regulatory and research purposes. Entura clean energy and water institute 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 statements of attainment or 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 programme 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](http://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*

## B) COURSE DETAILS

Name and code of training course: \_\_\_\_\_

Dates of training course: \_\_\_\_\_

## C) PERSONAL DETAILS

Family name: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Preferred name/s: \_\_\_\_\_

Gender Male ☐ Female ☐ Other ☐ Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: \_\_\_\_\_

Date of birth:

		/			/				
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Unique Student Identifier USI\*

\* Consists of 10 letters & numbers.

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From 1 January 2015, Entura clean energy and water institute 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 <http://www.usi.gov.au/create-your-USI/>. Please note that if you would like to specify your gender as "other" you will need to contact the USI Office for assistance.

Contact numbers: Mobile \_\_\_\_\_ Alternative Mobile \_\_\_\_\_

Email: \_\_\_\_\_

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. If you are from a rural area, please use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Residential address: \_\_\_\_\_

Suburb/city/town: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal address (if different): \_\_\_\_\_

Suburb/city/town: \_\_\_\_\_ Post code: \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_

## D) INDUSTRY OF EMPLOYMENT

Of the following categories, which BEST describes the industry of employment that you work in? (Tick ONE box only)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing               | <input type="checkbox"/> Mining                              | <input type="checkbox"/> Manufacturing                           |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services      | <input type="checkbox"/> Construction                        | <input type="checkbox"/> Wholesale Trade                         |
| <input type="checkbox"/> Retail Trade                                    | <input type="checkbox"/> Accommodation and Food Services     | <input type="checkbox"/> Transport, Postal and Warehousing       |
| <input type="checkbox"/> Information Media and Telecommunications        | <input type="checkbox"/> Financial and Insurance Services    | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Professional, Scientific and Technical Services | <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Public Administration and Safety        |
| <input type="checkbox"/> Education and Training                          | <input type="checkbox"/> Health Care and Social Assistance   | <input type="checkbox"/> Arts and Recreation Services            |
| <input type="checkbox"/> Other Services                                  |  |  |

## E) OCCUPATION

Of the following categories, which BEST describes your current occupation? (Tick ONE box only)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Manager                                | <input type="checkbox"/> Professionals                       | <input type="checkbox"/> Technicians and Trades Workers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Sales Workers                  |
| <input type="checkbox"/> Machinery Operators and Drivers        | <input type="checkbox"/> Labourers                           | <input type="checkbox"/> Other                          |

## F) LANGUAGE AND CULTURAL DIVERSITY

In which country were you born? \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ NO    ☐ YES, Aboriginal    ☐ YES, Torres Strait Islander

Are you an Australian Citizen?

☐ Yes    ☐ No

Country of birth?

☐ Australia, Yes    Other – please specify: \_\_\_\_\_

Language spoken at home?

☐ English only    Other – please specify: \_\_\_\_\_

How well do you speak English?

☐ Very well    ☐ Well    ☐ Not well    ☐ Not at all

## G) EDUCATION

What is your highest completed school level? (Tick **ONE** box only)

NB: This refers to the highest school level you have actually completed and not the level you are currently undertaking.

☐ Year 12 or equivalent

☐ Year 10 or equivalent

☐ Year 8 or below

☐ Year 11 or equivalent

☐ Year 9 or equivalent

☐ Never attended school

Are you still enrolled in secondary education?

Yes

☐

No

☐

Have you successfully completed any of the following qualifications?

☐ Bachelor degree or higher degree

☐ Advanced diploma or associate degree

☐ Certificate IV (or advanced certificate/technician)

☐ Certificate III (or trade certificate)

☐ Other education (including certificates or qualifications not listed above)

## H) EMPLOYMENT

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

☐ Full time employee

☐ Part time Employee (please specify which days/how many hrs):

☐ Employed – unpaid worker in family business

☐ Self employed – not employing others

☐ Self employed – employing others

☐ Unemployed – seeking full time work

☐ Unemployed – seeking part-time work

☐ not employed – not seeking employment

## I) STUDY REASON

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"/>	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

## J) DISABILITY

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

*You may indicate more than one area. Please refer to the disability supplement below for an explanation of the disabilities listed*

☐ Hearing/deaf

☐ Physical

☐ Intellectual

☐ Learning

☐ Vision

☐ mental illness

☐ Acquired brain impairment

☐ Medical Condition/s

☐ Other – Please specify:

**Do you have any needs that may require alternate methods of training or assessment?**

☐ YES

☐ NO

*If Yes – please specify:*

### Disability supplement

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

ECEWI can provide you with assistance for your training program.

**Vision:** This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**Hearing/deaf:** Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

**Physical:** A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life. For example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

**Medical condition:** Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation. For example HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**Other:** A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

**Intellectual:** In general, this is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**Mental illness:** This refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**Learning:** A general terms that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

**Acquired brain impairment:** Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent