STUDENT ENROLMENT FORM

North East Vocational College
RTO Code: 40222

Please complete **all** sections of this form. If you require assistance completing this form, please ask your trainer or assessor for assistance.

Qualification Code and Title: .....

Unique Student Identifier: | | | | | | | | | | |

Skills SA Participant Number: | | | | | | | | | |

SACE ID (only if currently attending high school): | | | | | | | |

CITB ID Number *(if registered)*: | | | | | | | | | | | |

PERSONAL DETAILS

(Please tick) **Title:** Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other ☐ **Gender:** Male ☐ Female ☐ Other ☐

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family Name: .....

Given Names: .....

Date of Birth: ..... **City or Town of Birth:** .....

Residential Address: .....

Suburb: ..... **State:** ..... **Postcode:** .....

Postal Address *(if same as residential, please write 'as above')*: .....

Suburb: ..... **State:** ..... **Postcode:** .....

Phone: ..... **Mobile:** .....

Email: .....

School *(if applicable)* .....

Is there any information regarding your health or personal circumstances that would affect your study at this College?

YES ☐ **NO** ☐ **Please provide details:** .....

EMPLOYMENT DETAILS

EMPLOYER NAME *(If applicable)* .....

If you do **not** live in South Australia, do you work in South Australia? **YES** ☐ **NO** ☐

Employer Postcode *(if yes)*: ..... **Employer Suburb:** .....

EMERGENCY CONTACT

Name: ..... **Relationship:** .....

Phone: .....

COPY OF IDENTIFICATION SIGHTED – TRAINER/ASSESSOR TO COMPLETE

Drivers Licence ☐ **Passport** ☐ **Proof of Age** ☐ **Other (please specify)** ☐ .....

Trainer/Assessor Signature: ..... **Date:** .....

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1. Were you born in Australia?	Y	N
If not, **Country of Birth:**		

2. Do you speak a language other than English at home?	Y N
If YES, please specify:.....	

***3.* Are you of Aboriginal or Torres Strait Islander origin?** *(For persons of both Aboriginal AND Torres Strait Island origin, mark both 'YES' boxes)*	
NO	
YES, Aboriginal	
YES, Torres Strait Islander	

4. Do you consider yourself to have a disability, impairment or long term medical condition?	Y N
If YES, please indicate the areas of disability, impairment or long term condition: *(You may indicate more than one area)*	
Hearing/Deaf	
Physical	
Intellectual	
Learning	
Mental Illness	
Acquired Brain Impairment	
Vision	
Medical Condition	
Other	

5. Which is your highest COMPLETED school level?	
Completed Year 12 or equivalent	
Completed Year 11 or equivalent	
Completed Year 10 or equivalent	
Completed Year 9 or equivalent	
Year 8 or below	
Never attended school	

6. Are you currently enrolled in secondary school?	Y N
If yes, indicate which of the following applies:	
School Based Apprenticeship, Training Contract	
VET for School Student - General	
Exemption from attending school	

7. In which YEAR did you complete that school level?	

8. Have you SUCCESSFULLY completed any of the following qualifications? Please tick:	
Bachelor Degree or Higher Degree	
Advanced Diploma or Associate Degree	
Diploma (or Associate Diploma)	
Certificate IV (or Advanced Certificate/Technician)	
Certificate III (or Trade Certificate)	
Certificate II	
Certificate I	
Other education (including certificates or overseas qualifications not listed above)	
No post school qualifications	

9. Of the following categories, which best describes your current employment situation?	
Full-time employee	
Part-time employee	
Self Employed – not employing others	
Self Employed – employing others	
Employed – unpaid worker in a family business	
Unemployed – seeking full-time work	
Unemployed – seeking part-time work	
Not employed – not seeking employment	

10. Your major reason for study? (Tick ONE box only)	
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 or 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 reasons	

11. Will you require assistance with numeracy or literacy in your studies?	Y N

12. How did you hear about the North East Vocational College?	
Work	
Internet	
Relation/Friend	
Other	

13. Consent for use of Student Work or Images

I acknowledge and consent that photos or other images of myself or my work may be used by the North East Vocational College for the purposes of public relations or promotion of the College. You have the option of opting out at any time by emailing: nevc@neda.asn.au

YES ☐ **NO** ☐

14. Consent to Verify a USI

From 1 January 2015, NEVC can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment 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 www.usi.gov.au/create-your-USI/ (further information is also available at www.usi.gov.au/privacy notice.

Please sign Privacy Notice and Student Declaration and Consent on the last page

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Questions 15 to 22 for Government Subsidised training only

15. Residency details	
Australian Citizen *(If YES go to Q17)*	
Permanent Australian resident (*If YES go to Q17)*	
Visa – see next question	

16. Visa type	
In addition to all permanent residency visa holders, the following visas are eligible for subsidised training:	
Skilled – Work Regional (subclass 491)	
Skilled – Regional (Provisional) Visa (subclass 489)	
Skilled Employer Sponsored Regional (subclass 494)	
Business Innovation and Investment (Provisional) Visa, subclass 188	
Safe Haven Enterprise Visa (SHEV), subclass 790	
Bridging Visa E (BE), subclass 050 and 051	
Temporary Protection Visa (TPV), subclass 785	
Bridging Visa F (BVF), subclass 060	
Partner Visa (Temporary), subclass 820 and 309	
For a list of Visa holders on repealed provisional visas eligible for subsidised training visit https://providers.skills.sa.gov.au/Deliver/Student-eligibility-for-subsidised-training:	

17. Are you registered with Centrelink? Please specify:	Y N
Newstart allowance	
Youth allowance	
Age pension	
Disability support pension	
Parenting payment (single)	
Parenting payment (partnered)	

18. Do you hold any of the following concessions?	
Health Care Card	
Pensioners Concession Card	
Veterans Affairs Concession Card	

19. Concession Card expiry date:

.....

20. Are you a prisoner? Y N

If yes, please contact *Contract Support Services* 1800 673 097

21. Were you / are you under the guardianship of the Minister? Y N

If yes, please contact *Contract Support Services* 1800 673 097

Privacy Notice

As a registered training organisation (RTO), we collect your personal information so we can process & manage your enrolment in a vocational education & training (VET) course with us.

We use your personal information to enable us to deliver VET courses to you, & otherwise, as needed, to comply with our obligations as an RTO.

We are required by law (under the National Vocational Education & 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). NCVER is responsible for collecting, managing, analysing & communicating research & 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.

NCVER will collect, hold, use & disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) & the NVETR Act. Your personal information may be used & disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics & research relating to education, including surveys & data linkage; & understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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 & evaluation
- facilitation of statistics & research relating to education, including surveys & data linkage
- understanding how the VET market operates, for policy, workforce planning & 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.

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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at www.dewr.gov.au/national-vet-data/vet-privacy-notice.

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.

At any time, you may contact NEVC 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.

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true & correct. I consent to the collection, use & disclosure of my personal information in accordance with the Privacy Notice above.

I acknowledge that I will be notified by the USI Registrar each time NEVC verifies my USI.

Student to sign below.

Full Name: .....

Signature: .....

Date: .....

If student is under 18 years old a Parent or Guardian must also sign below.

Full Name: .....

Signature: .....

Date: .....