



DOWN UNDER TRAINING & CONSULTING PTY LTD

NATIONAL PROVIDER NO. 30820

PO Box 1982, MACKAY QLD 4740

PH: 07 4998 5353 E-mail: bookings@downundertraining.com.au

ENROLMENT FORM

Privacy Notice

Under the *Data Provision Requirements 2012*, Down Under Training 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), may be used or disclosed by Down Under Training for statistical, administrative, regulatory and research purposes. Down Under Training may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

COURSE /COMPETENCY: _____

Employer: _____

Industry: Mining: Surface Underground Processing Other Industry _____

Personal details

1. Enter your full name

Family name (surname) _____

Given names _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date: Day/Month/Year _____ / _____ / _____

3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
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4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____

Email address _____

Alternative email address (optional) _____



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5. What is the address of your usual residence?

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 before returning to your home.

If you are from a rural area 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.

Building/property name _____

Flat/unit details _____

Street or Lot no _____

Street Name _____

Suburb, locality or town _____

State/Territory _____ Postcode _____

6. What is your postal address (if different from above)?

Building/property name _____

Flat/unit details _____

Street or Lot no _____

Street Name _____

Suburb, locality or town _____

State/Territory _____ Postcode _____

Language and cultural diversity

7. In which country were you born? Australia Other: _____

8. Town of birth: _____ State: _____

9. Do you speak a language other than English at home? Yes No

10. If you answered yes to the above, please indicate which language: _____

11. **How well do you speak English? (Please circle)** Very Well, Well, Not well, Not at all

12. Are you of Aboriginal or Torres Strait Islander Origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander



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Disability

13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf

Vision

Other

Acquired brain impairment

Intellectual

Mental Illness

Physical

Medical condition

Learning

Schooling and Qualifications

14. What is your highest COMPLETED school level?

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or below Did not go to school

Are you still enrolled in secondary or senior secondary education?

Please circle Yes No – Year Completed _____

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

Yes

No – go to Question 17

16. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree

Certificate III (or trade certificate)

Advances diploma or associate degree

Certificate II

Diploma (or associate diploma)

Certificate I

Certificate IV (or advanced certificate/technician)

Other Education (including certificates or overseas qualifications not listed above)

Employment

17. Of the following categories, which best describes your current employment status? (Please circle)

Full time	Part-time	Self-employed -not employing others	Self-employed – employing others
Employed – unpaid worker in a family business	Unemployed – seeking full time work (06)	Unemployed – seeing part time work (07)	Not employed – not seeking employment



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Study Reason

18. Of the following categories, which best describes your reason for undertaking this course? (Please circle)

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	Requirement of my job	Extra skills for my job	To get into another course of study
Personal interest	To get skills for community/voluntary work	Other	

Unique Student Identifier (USI)

From 1 January 2015, we Down Under Training 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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I declare that the information on this enrolment is true and correct and in doing so give authority to Down Under Training to use my above enrolment details to:

- Verify or Create a Unique Student Identifier (USI) (USI Privacy Policy can be found on at www.downundertraining.com.au)
- Report on data sourced from this enrolment as regulatory RTO requirements
- Release copies of my results to my Employer and/or ASQA

*SIGNATURE..... DATE.....

Signature of Parent/Guardian (if applicant is under 18 years of age) DATE:

PROOF OF ID Type: _____ Number: _____

State of issue: _____ Verified By: _____

OFFICE USE ONLY

Offering No: _____ Enrolment No: _____

Student No: _____