

Enrolment Form

Privacy Statement

Advance Forward RTO 45256 has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at insert URL and in our Student Handbook which all applicants receive prior to enrolment.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at Advance Forward are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that Advance Forward may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Advance Forward.

STUDENT BACKGROUND INFORMATION

The Enrolment Form includes questions about your country of birth, cultural background, disabilities, language spoken at home and current occupation. Advance Forward is required to collect this information from all students as part of our regulatory registration requirements.

Information from this form will be submitted to government authorities for statistical and research purposes. All of this information is kept strictly confidential and we will not otherwise disclose the information to others without your consent or as required by law.

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers.

ACCESS TO RECORDS HELD BY US

In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this.

If you have any concerns about the confidentiality of this information please contact our Privacy Officer at our office.

SURVEYS

You may be contacted by either the National Centre for Vocational Education Research (NCVER) or Advance Forward's registering body, Australian Skills Quality Authority (ASQA), in order to participate in a survey about your experience as a student of Advance Forward, course quality and/or vocational outcomes related to your course. If you participate you may choose to keep your responses confidential.

Name and Contact Details

Your Name:			
Home phone:	()	Work:	()
Mobile:		Email:	
Title:	Mr/Mrs/Miss/Ms/Dr		

Course Details

Which course would you like to enroll into?	<input type="checkbox"/> INSERT QUAL CODE And Full Title <input type="checkbox"/> INSERT QUAL CODE And Full Title		
Preferred start date:	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From: ___/___/___		
Have you ever studied with Advance Forward before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you wish to apply for Credit ? <i>If YES, certified copies of transcripts from previous qualifications must be</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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<i>provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Maybe I'd like more information
Do you wish to apply for Recognition of Prior Learning? <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information

Employment Details

Not applicable for class based students or employees – skip section

Employer's legal name:			
Your position:			
Business address:			
	Postcode:		
Postal address: (if different from above)			
	Postcode:		
Phone:	()	Fax:	()
Email:			
Supervisor:		Position:	

Personal Details

1. Enter your full 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 Advance Forward 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. Date of Birth	__ / __ / ____ (dd-mm-yyyy)	3. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
4. What is the address of your usual residence? <i>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's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i>			
Building/ property name:			
Flat/unit details:	Street or Lot Number (e.g. 205 or Lot 118):		
Street name:			
Suburb, locality or town:			
State/Territory:	Postcode:		

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Personal Details

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

Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

Language and cultural diversity

6. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
7. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only - <u>Go to question 9</u> <input type="checkbox"/> Yes, other, please specify: _____
8. 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
9. Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander

Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to question 12</u>
11. If yes, please indicate the area of disability, impairment or long term condition (tick as many as apply)	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Other (Please specify): _____	

Schooling

12. 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 8 or below <input type="checkbox"/> Never attended school – <u>Go to question 14</u>	
13. In which YEAR did you complete that school level?	
14. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Previous qualification achieved

15. Have you SUCCESSFULLY completed any of the following qualifications?

Yes – *indicate below Question 16*

No – *Go to Question 17*

16. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level.

If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International

Bachelor Degree or Higher Degree	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificate III (or Trade Certificate)	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I
Advanced Diploma or Associate Degree	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificate II	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I
Diploma (or Associate Diploma)	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificate I	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificates other than the above	<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I

Employment

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employer | <input type="checkbox"/> Unemployed – seeking part-time work <i>go to Question 20</i> |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Not employed – not seeking employment <i>go to Question 20</i> |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking full-time work <i>go to Question 20</i> | |

Study reason

18. 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"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |

Unique Student Identifier (USI)

From 1 January 2015, Advance Forward 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

20. Enter your unique student identifier
If you already have one

--	--	--	--	--	--	--	--	--	--	--

21. If you do not have a USI, would you like us to apply for a USI on your behalf?

- Yes – please provide identification and indicate below
 No

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Unique Student Identifier (USI)

If you answered Yes to Question 23, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

- | | |
|---|---|
| <input type="checkbox"/> Current Driver's License | <input type="checkbox"/> Current Medicare Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Certificate of Registration By Descent | <input type="checkbox"/> ImmiCard |
| <input type="checkbox"/> Non-Australian Passport (with Australian Visa) | <input type="checkbox"/> Australian Birth Certificate |

In accordance with section 11 of the *Student Identifiers Act 2014*, Advance Forward will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

USI Application Declaration

I authorise Advance Forward to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

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>

Student Signature:		Date:	/ /
Printed Name:			

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Next of kin/emergency contact			
Name:		Relationship to you:	
Address:			
			Postcode:
Home phone:	()	Work:	()
Mobile:		Email:	

Student Enrolment Application Declaration			
<p>I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update Advance Forward if this information changes during my enrolment.</p> <p>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 any offer made by Advance forward.</p> <p>I understand that Advance Forward is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:</p> <ul style="list-style-type: none"> • 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. • Government departments and authorised agencies. • Researchers 			
Student Signature:		Date:	/ /
Printed Name:			

Parent/Guardian approval <i>Required If you are under 18 years of age</i>			
<i>Remove section if you do not accept students under 18</i>			
Parent/Guardian Name:			
Contact Phone:			
Signature:		Date:	/ /