

| 1. NAME OF COURSE YOU ARE ENROLLING IN | |
|---|--|
| | |
| 2. YOUR NAME – as per your ID (passport, drivers licence) | |
| First name: | |
| Surname: | |
| Preferred name: | |
| 3. UNIQUE STUDENT IDENTIFIER (USI) | |
| | |
| 4. DATE OF BIRTH (day/month/year) | |
| | |
| 5. GENDER (tick one box only) | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other | |
| 6. CONTACT DETAILS | |
| Phone No.: (hm) | |
| | |
| | |
| (wk) | |
| Mobile: | |
| Email: | |
| 7. ADDRESS | |
| No. and Street | |
| Suburb | |
| State | |
| Postcode | |
| 8. EQUITY GROUP DETAILS | |
| Of the following categories, which best describes you? (tick all that apply) | |
| <input type="checkbox"/> Unemployed less than 12 months <input type="checkbox"/> Unemployed more than 12 months <input type="checkbox"/> Sole parent <input type="checkbox"/> Non-English speaking background <input type="checkbox"/> Women returning to the workforce <input type="checkbox"/> Mature age student (40+) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Early school leaver aged under 25 <input type="checkbox"/> Other minority group <input type="checkbox"/> None of the above | |

| 9. LABOUR FORCE STATUS |
|---|
| Of the following categories, which best describes your current employment status? (tick one box only) |
| <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Casual employee <input type="checkbox"/> Self-employed, not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed, unpaid worker in a family business <input type="checkbox"/> Unemployed, seeking part-time work <input type="checkbox"/> Unemployed, seeking full-time work <input type="checkbox"/> Not employed, not seeking employment |
| 10. SECONDARY SCHOOLING |
| Are you still attending secondary school? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What is your highest COMPLETED secondary school level? |
| <input type="checkbox"/> Completed Year 12 or equivalent <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 10 or equivalent <input type="checkbox"/> Completed Year 9 or lower <input type="checkbox"/> Never attended school |
| In what year did you complete this school level? _____ |
| 11. NATIONALITY AND CITIZENSHIP |
| Your country of birth: |
| I am: |
| <input type="checkbox"/> An Australian Citizen <input type="checkbox"/> A New Zealand Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> A Temporary Resident <input type="checkbox"/> A Visa Holder – Visa Class/Number: _____ |
| 12. PRIOR EDUCATION |
| Have you successfully completed any of the following qualifications? If yes, tick all that apply: |
| <input type="checkbox"/> Bachelor degree or higher <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"/> Certificates other than the above |
| Please specify qualification name: _____ |

13. LANGUAGE

What language do you speak at home?

How well do you speak English?

- Very well
- Well
- Not well
- Not at all

14. DISABILITY

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

- Yes No

If yes, please indicate the areas of disability, impairment or long term condition (*you may tick all that apply*):

- | | |
|---|--|
| <input type="checkbox"/> Hearing/deafness | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Other – please specify: _____ |
| <input type="checkbox"/> Mental illness | |

15. EMERGENCY CONTACT DETAILS

| | |
|--|--|
| Person to call in an emergency: | |
| Phone No./s: | |
| Relationship: | |

16. EMPLOYMENT DETAILS

Workplace: _____

Position: _____

Approx. start date: _____

17. STUDY REASON

Of the following categories, which best describes your main reason for undertaking this 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
- Other reasons

18. RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?

- Yes (please obtain an application kit)
- No (go to next question)

Please provide a certified copy of your qualification / academic transcript

19. CONCESSIONS

Do you have a current and valid:

- Australian Government Health Care Card
- Australian Government Pensioner Card
- Veteran’s Gold Card
- No concession card

PLEASE PROVIDE A COPY OF YOUR CARD

20. EMPLOYMENT SERVICE PROVIDER (*if applicable*)

Referring Site: _____

JS ID Number: _____

Consultant: _____

21. FEES (*if applicable*)

Fee Payable: \$

NOTE: An invoice will be generated for all fees payable. Fee refunds are subject to the refund policy in the Student Handbook.

22. PRIVACY POLICY

The information requested in this form may be used for research, statistical and internal management purposes and/or to meet Government reporting requirements. In supplying the requested information, the participant is deemed to have consented to the use of that information for these purposes.

23. DECLARATION – SIGN AND DATE

As a client of Key 2 Learning, I understand that I am required to provide the above personal information in order to receive services by Key 2 Learning.

This enrolment form is a true and accurate record of my personal information.

Signature:

Date:

Unique Student Identifier Consent

As part of your enrolment you **must** provide a Unique Student Identifier. Key 2 Learning can apply for this on your behalf if requested – see Key 2 Learning staff to discuss.

Declaration: Where exemptions apply we must advise you that your achievements will not appear on the authenticated VET transcript or be available on the USI System.

USI PRIVACY NOTICE

You are advised that, and agree that, you understand and consent that, the personal information you provide in connection with an application for a USI:

- *is collected by the Student Identifiers 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 Vocational Education and Training (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 their consent unless authorised or required by or under law. *If all information requested is not provided, or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide the individual with a USI.* The Student Identifiers Registrar's Privacy Policy document contains information about how the individual may:
 - access and seek correction of the personal information held about them; and
 - Complain about a breach of privacy and how such complaints will be dealt with.

This policy can be viewed at: <http://usi.gov.au/Pages/privacy-policy.aspx>

PLEASE COMPLETE YOUR DETAILS BELOW TO AUTHORISE USI CONSENT AND FINALISE YOUR ENROLMENT

| | | |
|--|-------------------------|-----------------------|
| Name: | | |
| Preferred Contact Method: <i>(please complete either address or email details)</i> | Mailing Address: | Email Address: |
| Signature: | Date: | |

USI PRIVACY STATEMENT

The personal information collected by Key 2 Learning to apply for a Unique Student Identifier on your behalf and provided to the Student Identifiers Registrar is subject to the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988 (Privacy Act). Personal Information may include, but is not limited to: name, address, date of birth and other identifying information. The collection, use and disclosure of USI's is protected by the Student Identifiers Act 2014. Key 2 Learning will not disclose your personal information to an overseas recipient. If you advise that you give your consent to a disclosure of this nature, Key 2 Learning will not be accountable under the Privacy Act and you will not be able to seek redress under the Privacy Act. Personal information collected solely for the purpose of applying for a USI will be securely destroyed as soon as practicable after the application made.