

# Course Enrolment Form

## Vital Training Solutions Pty Ltd (RTO No: 91618)

### Section 1 – What qualification are you enrolling into?

- BSB20120 Certificate II in Workplace Skills
  CHC34015 Certificate III in Active Volunteering  
 BSB30120 Certificate III in Business
  CHC43115 Certificate IV in Disability  
 BSB30719 Certificate III in Work Health and Safety

Units of Competencies:

### Section 2 – Contact details Please use the name that you used when you applied for your Unique Student Identifier (USI), including any middle names

Legal given name(s): \_\_\_\_\_ Preferred name: \_\_\_\_\_

Surname: \_\_\_\_\_ Title:  Miss  Mrs  Ms.  Mr.  Dr.

#### Address

No. and street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Postal address (if different from above)

No. and street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Telephone

Work: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: ( ) \_\_\_\_\_

#### Email

Work email: \_\_\_\_\_

Personal email: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

### Section 3a – Personal details

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  Male  Female  Other  Not specified

In which country were you born?  Australia  Other – please specify: \_\_\_\_\_ City of Birth \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?  No  Yes (Aboriginal)  Yes (Torres Strait Islander)  Yes(both)

#### Residency status (tick one box only)

- Australian Citizen
  Australian Permanent Resident
  Humanitarian Visa Subclass 202  
 New Zealand Citizen
  Other, please specify: \_\_\_\_\_

### Section 3b – Identification and employment details

Certified copy of photo ID with birth date attached: (e.g. Passport, Driver's License)  Yes  No

#### Employment Status

- Unemployed-Unemployed Seeking full-time work
  Unemployed-Unemployed Seeking part-time work  
 Self employed-not employing others
  Self employed-employing others
  Employed-unpaid worker in a family business  
 Full-time employee
  Part-time employee
  Contract/Temp
  Casual

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## Jobseekers

JSID (Job seeker ID) \_\_\_\_\_

CRN (Centrelink Reference No.) \_\_\_\_\_

Employment Service Provider Name: \_\_\_\_\_

## Section 3c – Unique Student Identifier (USI)

 I already have a Unique Student Identifier - My USI is: \_\_\_\_\_ (go to section 4)

 I do not have a Unique Student Identifier

 I will register for a USI or  Please register me for a USI (in order for VITAL TRAINING SOLUTIONS PTY LTD to create a USI for you please complete the Unique Student Identifier RTO Application form)

## Section 4a – Schooling and previous qualifications achieved

**What is your highest COMPLETED school level?** (Tick one box only)

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

**Are you still attending secondary school?**
 Yes  No If yes, in which year did you complete that school level? Please specify: \_\_\_\_\_

**Have you SUCCESSFULLY completed any of the following qualifications?**
*Note: Qualifications obtained overseas do not apply unless equivalency has been formally established in Australia*
 No  Yes – please tick ANY applicable boxes below

 Bachelor Degree or Higher Degree

 Certificate IV (or Advanced Certificate/Technician)

 Certificate II

 Advanced Diploma or Associate Degree

 Certificate III (or Trade Certificate)

 Certificate I

 Diploma (or Associate Diploma)

 Certificate other than the ones mentioned,

**Please specify the name of the highest qualification obtained:**
**Have you obtained any of the above qualifications whilst still attending school?**  No  Yes please state which one

**Have you obtained any of the above qualifications overseas?**  No  Yes please state which one

**Has this qualification been recognised in Australia?**  No  Yes, please specify: \_\_\_\_\_

*Supply documentation to support your answer*

## Section 4b – Current qualification enrolments

**In this calendar year have you completed or withdrawn from a government subsidised course?**  Yes  No

**Have you already enrolled and waiting to commence a government subsidised course this year?**  Yes  No

**Are you currently undertaking a government subsidised course?**  Yes  No

**If you answered yes to any of the above please list the names of the courses/qualification:** \_\_\_\_\_

## Section 5 – Language ability

**Do you speak a language other than English at home?**
 No, English only  Yes, Other– please specify: \_\_\_\_\_

**How well do you speak English?**  Very well  Well  Not well  Not at all

**How well do you understand written English?**  Very well  Well  Not well  Not at all

**How well do you write in English?**  Very well  Well  Not well  Not at all

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## Section 6 – Disability

Do you consider yourself to have a disability, impairment or long-term condition?  No  Yes (Please note: you will be required to provide evidence of this disability e.g. DSP Card, Letter from Specialist)

If YES, please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area)

- Intellectual  Learning  Physical  Hearing /Deaf  
 Mental illness  Vision  Acquired brain impairment condition  Medical  
 Other, please state:

## Section 7 – Study reasons

Of the following, which BEST describes your main reason for you undertaking this course/traineeship? (Tick one box only)

- To get a job  It is a requirement of my job  To try for a different career  
 To develop my existing business  I want extra skills for my job  To get a better job or promotion  
 To start my own business  To get into another course of study  For personal interest or self-development  
 To get skills for community/voluntary work  Other reasons

Briefly state why you want to complete this course and what skills/knowledge you want to develop:

## Section 8 – Concession or Fee-Free Scholarship

Are you dependent upon a person who holds, or do you hold any of the following concessions? (NB: Please attach evidence)

- No, not applicable  Pensioner Concession Card  Health Care Card  
 Repatriation Health Benefits Card issued by the Department of Veterans' Affairs  Other, please state:

Are you dependent upon a person receiving, or do you receive any of the following allowances? (NB: please attach evidence)

- Youth Allowance  Exceptional Circumstances Relief Payment  Wife pension  Age Pension  
 Austudy  Family Tax Benefit Part A–Maximum Rate  Newstart allowance  Sickness Allowance  
 Carer Payment  Farm Household Allowance  Veterans' Affairs Pension  Widow Allowance  
 Special Benefit  Veterans' Children Education Scheme  Parenting Payment (Single)  Widow B Pension  
 JobSeeker

Are you living in social housing in NSW or on the NSW Housing Register (waiting list)? (NB: Please attach declaration form)

- No, not applicable  Public housing  Community housing  Aboriginal housing  
 Crisis accommodation/supported accommodation  Private rental assistance managed by Housing NSW

## Section 9 – Recognition of Prior Learning (RPL) or Credit Transfer

If you have prior experience or have studied similar units of this course in the past, you can apply for an exemption from a unit(s) or part of the course via an RPL assessment or credit transfer process.

Would you like to apply for RPL or Credit Transfer?  Yes  No

## Section 10 – Microsoft Office and internet access

Which version of Microsoft Office do you use at work?  2003  2007  2010  Other  None

Which version of Microsoft Office do you use at home?  2003  2007  2010  Other  None

## Section 11 – Survey

Are you willing to participate in surveys?  Yes  No

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## Section 12 – Employer details

Are you currently employed?  No  Yes (If yes, please complete the following section)

Employer business name:

ABN:

### Employer contact

Contact name:

Position:

### Employer address

No. and street:

Suburb:

State: NSW

Postcode:

### Employer contact details and employee start date

Work:

Home:

Mobile:

Email:

Student employment start date: / /

Employer signature

Date

## Section 13 – Privacy notice and applicant declaration

### I understand that:

#### Privacy

» Under the Data Provision Requirements 2012, VITAL TRAINING SOLUTIONS PTY LTD 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 VITAL TRAINING SOLUTIONS PTY LTD for statistical, administrative, regulatory and research purposes. VITAL TRAINING SOLUTIONS PTY LTD 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](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

» The information I have provided in this application form will be used by VITAL TRAINING SOLUTIONS PTY LTD for the purpose of general participant administration, planning and communication. The information contained herein may be provided to governing agencies that fund and/or accredit this course. The provision of this information is essential to determine your eligibility for a place in this course. You consent to the RTO obtaining all personal information necessary for

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the purpose of your application and course. The RTO abides by Australian Privacy Principles with regards to storing of your details. Information provided will be held securely. Refer to the Privacy Policy for further information or visit [www.oaic.gov.au](http://www.oaic.gov.au).

- » I am aware of the Notification of Enrolment Process and I understand and will adhere to the RTO and the relevant state Department of Education and Training policies.
- » I consent/authorise VITAL TRAINING SOLUTIONS PTY LTD to apply/verify my Unique Student identifier.
- » I also acknowledge that I have the right to access personal information which VITAL TRAINING SOLUTIONS PTY LTD holds about me, subject to exceptions in relevant privacy legislation. A charge may apply for providing access, such as a reprint of a certificate or statement of results.

## Student Responsibilities

- » I request enrolment with VITAL TRAINING SOLUTIONS PTY LTD and agree to abide by the conditions of the course.
- » I am aware I need to read the Student Handbook provided.
- » I declare that all information I have provided is true and correct.
- » I understand the requirements and desired outcomes for the course I am enrolling in.
- » I agree to act in accordance with the regulations, policies and procedures of VITAL TRAINING SOLUTIONS PTY LTD.
- » I agree to maintain the highest ethical standards of academic integrity in my work and to comply with the requirements of VITAL TRAINING SOLUTIONS PTY LTD.
- » I acknowledge I have a responsibility to appropriately acknowledge the contribution of others in all academic work and the consequences of plagiarism, collusion, fraud, fabrication or falsifying of data which may result in cancellation of enrolment, is not acceptable.
- » I understand I am expected to be aware of my individual rights and responsibilities regarding the proper use of copyright material.

## Student Rights:

- » I agree I have a responsibility to value the diversity of students and staff from VITAL TRAINING SOLUTIONS PTY LTD and I have a responsibility to treat all members of the staff and student community from VITAL TRAINING SOLUTIONS PTY LTD (this includes, teaching, administration and professional staff and other students), with respect and courtesy regardless of gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.
- » I understand if I engage in threatening, harassing, discriminatory or bullying behaviour towards other students and staff from VITAL TRAINING SOLUTIONS PTY LTD, I may have my enrolment cancelled and could be liable for criminal prosecution and/or civil action together with any sanctions VITAL TRAINING SOLUTIONS PTY LTD choose to apply.

## Fees, Charges and Refunds:

- » I have read and understood the Fees, Charges and Refund policy in the Student handbook which I can access through VITAL TRAINING SOLUTIONS PTY LTD website (<http://www.vitaltraining.com.au/>) or I may request a physical copy at any time as well as Schedule 1 - Fees and Charges of the Student Handbook.
- » I have read and understood my individual Mandatory Fees and charges associated with this program, Concession Rates, Other Charges and Tuition Contribution Fees as outlined in my provisional enrolment offer letter. I agree to pay all fees within the terms of conditions outlined in VITAL TRAINING SOLUTIONS PTY LTD Fees, Charges and Refunds Policy and Procedure.
- » Fee For Service (Non-Government Funded) students are required to pay their fees by instalments arranged with the Accounts Department of VITAL TRAINING SOLUTIONS PTY LTD.
- » VITAL TRAINING SOLUTIONS PTY LTD will not take initial course/enrolment payments of more than \$1,500 from a student. If a student is required to pay in excess of \$1,500, this will be in separate instalments.
- » I agree to pay any fees and charges to VITAL TRAINING SOLUTIONS PTY LTD arising from my enrolment.
- » I understand that if I choose to withdraw from a course, a formal written letter of withdrawal is required.

For further information please consult in the Student Handbook.

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I have been advised I can access the Student Handbook on the VITAL TRAINING SOLUTIONS PTY LTD Website (<http://www.vitaltraining.com.au/>) or through my trainer. The handbook advises me of;

- » Complaints and appeals process
- » Student support services
- » Assessment methods
- » Training delivery
- » Student rights and responsibilities
- » Fees, charges and refunds policy
- » Withdrawal policy
- » Privacy Act and Freedom of Information
- » Consumer Protection Policy (NSW Smart and Skilled Programs)

I acknowledge that the following has been fully explained to me:

- » Qualifications, course and assessment
- » Units of competence
- » Duration of Training

I declare that the information provided by me in the enrolment application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in my removal from the course and render me ineligible to receive the stated qualification.

I understand that if my application is incomplete it will not be processed, I also understand that this application does not guarantee a place in this course.

Where my employer has paid for my training, I authorise VITAL TRAINING SOLUTIONS PTY LTD upon completion to forward either a copy or the original of my award to my employer at the address listed on this form or the last known address of my employer.

## Marketing Use Consent

I give Vital Training Solutions permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by Vital Training Solutions for future marketing and business purposes.

I understand that I retain the right to withdraw my consent at any time.

I choose to opt-out of this marketing and usage consent.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (if under 18)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Office use only - RTO authorised delegate to complete

I declare I have reviewed the enrolment and verify it to be complete and accurate. I have verified the student's name and date of birth by sighting and attaching a copy to this application:

a current drivers licence; or  a current learners permit; or  a Proof of Age card; or  a 'Keypass' card

I certify that I have sighted the following original (certified copy) documentation from the applicant to confirm residency status:

- |  |   |
|--|---|
| <input type="checkbox"/> an Australian Birth Certificate; or | <input type="checkbox"/> a green Medicare Card; or  |
| <input type="checkbox"/> a current Australian Passport; or   | <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or |
| <input type="checkbox"/> a current New Zealand Passport; or  | <input type="checkbox"/> a signed declaration by a relevant referee   |
| <input type="checkbox"/> a naturalisation certificate; or    |   |
| <input type="checkbox"/> a Temporary Protection Visa; or     |   |

I certify that I have sighted and copied the applicant's concession/pension card if applying for a concession.

I certify that I have sighted and copied the applicant's evidence for fee exemption

\_\_\_\_\_  
RTO representative name

\_\_\_\_\_  
RTO representative signature

/ /  
Date