



## ENROLMENT FORM

### Privacy Notice

Under the *Data Provision Requirements 2020*, 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](http://www.ncver.edu.au)).

**COURSE / COMPETENCY YOU ARE ENROLLING IN:** \_\_\_\_\_

**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) \_\_\_\_\_



**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. Please record a postal address ONLY if different from above**

\_\_\_\_\_

\_\_\_\_\_

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

## Study Reason

**1. 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	



## Schooling and Qualifications

2. 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 \_\_\_\_\_

3. Have you SUCCESSFULLY completed any of the qualifications listed in question 4?

☐ Yes

☐ No – go to Question 5

4. If YES, tick ANY applicable boxes.

☐ Bachelor's degree or higher

☐ Certificate III (or trade certificate)

☐ Advanced 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

5. 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

## Disability

6. If you have a disability, impairment or long-term condition, please indicate in the area(s) in the following list:

(You may indicate more than one area)

☐ Hearing/deaf

☐ Vision

☐ Learning

☐ Acquired brain  
impairment

☐ Intellectual

☐ Other

☐ Physical

☐ Medical condition

☐ Mental Illness



## Language, Literacy, Numeracy & Digital Literacy

Do you consider that you have the literacy, numeracy, and computer skills to undertake the course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you identify as having any individual support needs that we can assist you with during your training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Core Skills Assessment (Initial)

<b>Reading</b> ACSF 3.03	1. Read the paragraph below and answer the questions that follow.  In warehouses and freight terminals across QLD, forklifts are used to lift, stack and transfer loads. WorkSafe QLD has a zero-tolerance approach to the unsafe use of forklifts, considered one of the most dangerous pieces of equipment found at QLD workplaces. To be effective, a forklift must be maneuverable. To achieve maneuverability, forklifts are designed to be compact, making them less stable than other vehicles and mobile plant. Forklifts have a range of limitations, from maximum load weight to speed. These factors affect the operator and the forklift itself.																								
<b>Writing</b> ACSF 2.06	2. Answer the following questions in your own words. a. Why does WorkSafe QLD have a zero-tolerance approach to the unsafe use of forklifts _____ b. To be manoeuvrable a forklift has certain characteristics compared with other vehicles and mobile plant. What are these? _____ _____																								
<b>Numeracy</b> ACSF a. 2.09 b. 3.03	3. The table below shows the minimum braking distance for common forklifts. Use the information in the table to provide estimated answers to the following questions. <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="6">Reaction distance and total stopping distance</th> </tr> </thead> <tbody> <tr> <td>Speed (km/h)</td> <td>6</td> <td>12</td> <td>16</td> <td>18</td> <td>20</td> </tr> <tr> <td>Distance travelled while driver reacts and applies brakes (m)</td> <td>2.5</td> <td>5</td> <td>6.7</td> <td>7.5</td> <td>8.3</td> </tr> <tr> <td>Maximum stopping distance (m)</td> <td>2.9-3.2</td> <td>7-8</td> <td>9.5-12</td> <td>11-14</td> <td>13-16.5</td> </tr> </tbody> </table> a) What is the maximum stopping distance if the forklift is travelling at 20 km/h? _____ b) Even at 6km/h, a forklift driver will take _____ metres to react and apply the brakes. He will need at least _____ metres to stop.	Reaction distance and total stopping distance						Speed (km/h)	6	12	16	18	20	Distance travelled while driver reacts and applies brakes (m)	2.5	5	6.7	7.5	8.3	Maximum stopping distance (m)	2.9-3.2	7-8	9.5-12	11-14	13-16.5
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<b>Outcome</b>	For RTO use only:    Is support required? <b>No</b> / <b>Yes</b>																								



## Unique Student Identifier (USI)

From 1 January 2015, 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 NCVER. 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 at [www.downundertraining.com.au](http://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
- I give permission to Down Under Training to use my image for relevant advertising and marketing opportunities that may present.

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

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

**PROOF OF ID:** Document reviewed: ☐ Drivers Licence ☐ Passport ☐ Site photo ID ☐ Other

State of issue: \_\_\_\_\_ Verified : \_\_\_\_\_

Other form of Identification if no Driver's License: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<b>Offering No:</b> _____ _____	<b>Enrolment No:</b> _____ _____
<b>Student No:</b> _____	

Is learner support indicated? **No / Yes** Referred to: \_\_\_\_\_

Is an interview indicated? **No / Yes** Referred to: \_\_\_\_\_

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# Down Under Training

RTO # 30820

