

STUDENT ENROLMENT APPLICATION

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)

1. TRAINING PROGRAM / COURSE DETAILS

Course Title

2. STUDENT DETAILS

Title: Mr / Mrs / Ms / Miss		<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth	/	/
Surname:		Given Names:					
Home Phone:		Mobile:					
Building Name		Unit No:					
Street No.		Street Name:					
Suburb:		Postcode:		State:			
Postal Address:							
Suburb:		Postcode:		State:			
Email:							
Alternative Email							
Employer:							
Employer Email:							

What is your country of birth?	<input type="checkbox"/> Australia <input type="checkbox"/> Other _____		
Town of birth	_____		
Are you visiting Australia on a Visa? (compulsory)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type of visa category do you hold? _____	
3. CULTURAL DIVERSITY AND CITIZENSHIP			
Do you identify as a First Nations person?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Aboriginal <input type="checkbox"/> Yes – Torres Strait Islander		
4. EMPLOYMENT STATUS			
<input type="checkbox"/> Full Time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed seeking full time work <input type="checkbox"/> Unemployed seeking part time work <input type="checkbox"/> Unemployed not seeking employment		
5. LANGUAGE			
Do you speak a language other than English at home?	<input type="checkbox"/> No – English only <input type="checkbox"/> Yes _____		
If yes, 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		
6. DISABILITY			
Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please state your disability, impairment or injury.	<input type="checkbox"/> Hearing <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness	<input type="checkbox"/> Physical <input type="checkbox"/> Acquired <input type="checkbox"/> Other: _____	
7. PRIOR EDUCATION			
Are you still attending school:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What is your highest level of school completed?	<input type="checkbox"/> Year 9 or lower <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 12		
In which year did you complete school?	_____		

Have you successfully completed any of the following qualifications?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advance Certificate	<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates – other _____	
Do you wish to apply for Recognition of Prior Learning or Credit Transfer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider that you have the literacy and numeracy skills to undertake the course?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any individual support needs that we can assist you with during your training? (e.g. language support needs, training needs, wellbeing needs, welfare needs, financial support needs etc)		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the previous question, please describe the types of support that would assist you with your studies.	<hr/> <hr/> <hr/>	
8. CORE SKILLS ASSESSMENT (INITIAL)		
Reading 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 manoeuvrable. To achieve manoeuvrability, 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.	
Writing 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? <hr/> <hr/> <hr/> b. To be manoeuvrable a forklift has certain characteristics compared with other vehicles and plant. What are these? <hr/> <hr/> <hr/>	

Numeracy 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.					
	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
	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. You will need at least _____ metres to stop.					

Digital Literacy	Can you navigate operating systems (Windows, MacOS) to access files, programs and settings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you use word processors (e.g. Microsoft Word)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you use a basic spreadsheet (e.g. Excel, Google Sheets)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you conduct basic internet browsing and online search?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you send and receive emails, and open and upload attachments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you create, organise, and save files?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you use video conferencing tools (e.g., Zoom, Microsoft Teams)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Can you communicate via text message?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Outcome	For RTO use only: Is support required? No / Yes
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9. 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 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 completed any nationally recognised training. You should not have more than one USI. To check if you have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

USI No:	____ ____ ____ ____ ____ ____ ____ ____ ____ ____ (10 digits in total)
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Qld. School Students must provide their LUI number to their training provider before they are able to receive a Statement of Attainment or Qualification.

Qld. LUI No:	____ ____ ____ ____ ____ ____ ____ ____ ____ ____ (10 digits in total)
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10. REASON FOR STUDY			
<input type="checkbox"/> To get a job or better job	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To start my own business	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> I want extra skills for my job	<input type="checkbox"/> Other
11. EMERGENCY CONTACT - OPTIONAL			
Name:		Relationship:	
Home Phone:		Mobile:	
12. MARKETING AND IMAGES			
How did you hear about us?	<input type="checkbox"/> Existing Client	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	<input type="checkbox"/> Internet	<input type="checkbox"/> Employer	
During training, photos or footage may be taken of you. Do you give Down Under Training & Consulting permission to use these photos or footage for such things as improving training resources, promotional documents and reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13. STUDENT DECLARATION			
<p>By signing this form, I certify that the information provided is true and correct. I further certify that:</p> <ul style="list-style-type: none"> • My signature authorises Down Under Training to verify my previous statement 'of attainment with third party RTO Providers. • I give Down Under Training permission to release my Statement of Attainment / Certificate to my employer. • I have access to the student Handbook and have been informed about and accept my rights and obligations. • I have reviewed and accept the Schedule of Fees and Payments and have been informed of the refund policy. • I have been informed of and accept the training and assessment services to be provided and the units of competency to be completed. • I have reviewed the National VET Data Privacy Policy Notice provided in this document and acknowledge that Commonwealth and State or Territory government departments and authorised agencies will use my personal information in accordance with this notice. 			
Full Name:			
Signature:		Date:	/ /
Signature of Parent or Guardian if student is under 18			
Signature:		Date:	/ /

RTO use only:

Photo Identification confirmed.

No / Yes

Is LLN assessment required?

No / Yes Referred to: _____

Is student support indicated?

No / Yes Referred to: _____

Is an interview required?

No / Yes Referred to: _____

Is the training product suitable for the student?

No / Yes

Details entered into system.

No / Yes

Enrolment confirmation sent.

No / Yes / NA

USI verified?

No / Yes

Offering No: _____

Student No: _____

Document No: _____