## Enrolment Form

### Course Details (Please tick the course you wish to enrol)

- [ ] Certificate III in Business (BSB30115)
- [ ] Certificate II in Information, Digital Media and Technology (ICT20115)
- [ ] Certificate III in Information, Digital Media and Technology (ICT30115)
- [ ] Diploma of Business (BSB50215)
- [ ] Certificate II in Skills for Work and Vocational Pathways (FSK20113)
- [ ] Certificate III in Early Childhood Education and Care (CHC30113)
- [ ] Diploma of Early Childhood Education and Care (CHC50113)
- [ ] Certificate IV in Work Health and Safety (BSB41415)
- [ ] Certificate I in Skills for Vocational Pathways (FSK10213)

### Unit Details (If enrolling only for selected units- Please tick the units below)

- [ ] HLTAID001 (Provide CPR) ONLY
- [ ] HLTAID001/HLTAID003/HLTAID004 (Provide CPR/Provide First Aid/Provide an Emergency First Aid in an education and care setting)
- [ ] Other - Indicate Unit Name and Code

Would you like to be considered for RPL or Credit transfer for this Course/units?  [ ] Yes [ ] No

At which location are you applying? (Please circle one): QLD/ WA/ NSW/VIC/SA/ACT/TAS

### Personal Details

Title: _______  Given Name: __________________  Middle:_________  Surname: __________

*Note: Please write name as it should appear on the Certificate.*

Date of Birth:  _____ / _____ / _____  Gender:  [ ] Male  [ ] Female

### Unique Student Identifier Number:
From 2015, all students studying nationally recognised training in Australia are required to have a Unique Student Identifier. You can apply for your own USI by visiting [www.usi.gov.au](http://www.usi.gov.au).

Enter your USI number: __________________________

### Contact Details

Address: __________________________________________

Suburb: __________________________________________  State: ___________  Post Code: ___________

Home Phone: __________________________  Mobile: __________________________  Work: __________________________

Email: __________________________________________

Postal address (if different): __________________________________________
### Emergency Contact

| Contact Name: | _____________________________________________________________________________________________ |
| Relationship: | Phone Number: _____________________________________________________________________________ |

### Proof of photo ID (Please attach with the Enrolment Form)

- [ ] Current Driver's License
- [ ] Current Passport
- [ ] Proof of Age Card
- [ ] Other Evidence ______________

### Concession Details (if applicable- Please attach with the Enrolment Form)

- [ ] Healthcare Concession Card
- [ ] Veteran’s Gold Card
- [ ] Pensioner Concession Card

### Of the following categories, which BEST describes your current employment status (Tick ONE box only)

- [ ] Full-time employee
- [ ] Part time employee
- [ ] Self-employed- not employing others
- [ ] Employer
- [ ] Employed - unpaid worker in a family business
- [ ] Unemployed - seeking full-time work
- [ ] Unemployed - seeking part-time work
- [ ] Not employed - not seeking employment

If currently working, please provide employer details:

| Employer Name: |
| Address: |
| Suburb: | State: | Postcode: |
| Phone: |

### Schooling information

Are you currently attending secondary school?

- [ ] Yes  [ ] No

In which YEAR did you complete that school level? __________________________________________________________________________

- [ ] Did not go to school
- [ ] Year 8
- [ ] Year 9
- [ ] Year 10
- [ ] Year 11
- [ ] Year 12

### Highest Qualifications Achieved

Have you successfully completed any of the following qualifications? If yes, tick any applicable boxes.

- [ ] Yes  [ ] No

- [ ] Bachelor Degree or Higher Degree
- [ ] Advanced Diploma or Associate
- [ ] Diploma
- [ ] Certificate IV
- [ ] Certificate III
- [ ] Certificate II
- [ ] Certificate I
- [ ] Certificates other than the above ____________
## Language & Culture

### Residency details:

<table>
<thead>
<tr>
<th>Are you:</th>
<th>☐ An Australian Citizen</th>
<th>☐ A New Zealand Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ An Australian Permanent Resident</td>
<td>☐ A Temporary Resident</td>
</tr>
<tr>
<td></td>
<td>☐ Other ____________</td>
<td>☐ Other ____________</td>
</tr>
</tbody>
</table>

### In which country were you born?

<table>
<thead>
<tr>
<th>☐ Australia</th>
<th>☐ Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Other – please specify ________________</td>
<td>☐ Other – please specify ________________</td>
</tr>
</tbody>
</table>

### In which town/city were you born?

______________

Do you speak a language other than English at home?

<table>
<thead>
<tr>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

If yes, please specify ______

How well do you speak English?

<table>
<thead>
<tr>
<th>☐ Very Well</th>
<th>☐ Well</th>
<th>☐ Not well</th>
<th>☐ Not at all</th>
</tr>
</thead>
</table>

## Disability

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

<table>
<thead>
<tr>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

If YES, then please indicate the areas of disability, impairment or long-term condition

<table>
<thead>
<tr>
<th>☐ Hearing/Deaf</th>
<th>☐ Mental Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Physical</td>
<td>☐ Acquired Brain Impairment</td>
</tr>
<tr>
<td>☐ Intellectual</td>
<td>☐ Vision</td>
</tr>
<tr>
<td>☐ Learning</td>
<td>☐ Medical Condition</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

Are you of Aboriginal or Torres Strait Origin?

<table>
<thead>
<tr>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

## Study Reason

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

<table>
<thead>
<tr>
<th>☐ To get a job</th>
<th>☐ For personal interest or self-development</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ To develop my existing business</td>
<td>☐ I wanted extra skills for my job</td>
</tr>
<tr>
<td>☐ To start my own business</td>
<td>☐ To get into another course of study</td>
</tr>
<tr>
<td>☐ To try for a different career</td>
<td>☐ It was a requirement of my job</td>
</tr>
<tr>
<td>☐ To get a better job or promotion</td>
<td>☐ Other reasons</td>
</tr>
</tbody>
</table>
Payment Details-
If you would like to pay your fees through payment plan, please fill attached ezi debit form.

Diploma Courses- If you are eligible and would like to access VET FEE HELP loan for Diploma courses, please fill attached Request for VET FEE HELP Loan (Form 1296A)

Payment Amount: $ _____________

Payment Type:
☐ Bank Transfer: Commonwealth Bank of Australia – Account Name: Diversity Skills – BSB: 062-107
  Account Number: 10875376
☐ Cash
☐ VET FEE HELP Loan
☐ Credit Card
Card No: ___________    ______________     ______________   ______________ Expiry Date: _____ / _____
CVV:  _ _ _ Cardholder name: ____________________________ Signature: ____________

Queensland Certificate 3 Guarantee/Higher Level Skills Program Students only

I understand that I will no longer be eligible for a subsidised training place under this program once I have completed my qualification ☐ Yes  ☐ No

I understand that it is a requirement of the Program that I fill out and return a Training and Employment Survey within three months of completing my Qualification ☐ Yes  ☐ No

Refund Policy and Privacy Statement

Refunds Policy:
Please refer to Student Handbook for information on fees, charges and refunds.

Privacy Policy:
1. Collection and use of personal information

Diversity Skills Training will only collect personal information from individuals by fair and lawful means which is necessary for the functions of Diversity Skills Training. Diversity Skills Training will only collect sensitive information with the consent of the individual and if that information is reasonably necessary for the functions of Diversity Skills Training. In collecting personal information Diversity Skills Training will comply with the requirements of the Australian Privacy Principles (APPs) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The information requested from individuals by Diversity Skills Training will only be used to provide details of study opportunities, to enable efficient course administration, to maintain proper academic records and to report to government agencies as required by law. If an individual chooses not to give Diversity Skills Training certain information then Diversity Skills Training may be unable to enrol that person in a course or supply them with appropriate information.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, Diversity Skills Training shall include in the record containing that information a note of the disclosure.

Any person or organisation that collects information on behalf of Diversity Skills Training or to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was collected by them or supplied to them.

2. Disclosure of personal information

The information that an individual provides may be disclosed to organisations that run courses in conjunction with Diversity Skills Training. Personal information about students studying with Diversity Skills Training may be shared with the Australian Government and designated authorities, including the Australian Skills Quality Authority (ASQA). This information includes personal and contact details, course and unit enrolment details and changes.

Diversity Skills Training will not disclose an individual’s personal information to another person or organisation unless
a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;

b) the individual concerned has given written consent to the disclosure;

c) Diversity Skills Training believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;

d) the disclosure is required or authorised by or under law; or

e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, Diversity Skills Training shall include in the record containing that information a note of the disclosure.

Any person or organisation that collects information on behalf of Diversity Skills Training or to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was collected by them or supplied to them.

3. Security and integrity of personal information

Diversity Skills Training is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses.

Diversity Skills Training will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is accurate, up to date and complete.

Diversity Skills Training will store securely all records containing personal information and take all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure.

Where Diversity Skills Training has no further use for personal information for any purpose disclosed by Diversity Skills Training, or is no longer required to maintain that personal information, all reasonable steps will be taken to destroy or de-identify the information.

4. Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that Diversity Skills Training holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that Diversity Skills Training holds about them; however Diversity Skills Training may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request. Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made as soon as practical. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record. There is no charge for making a request to correct personal information.

Written requests for access to, to obtain a copy of, or correct personal information held by Diversity Skills Training should be sent to:

National Training Manager
Diversity Skills Training
Level 2, 128-132 South Parade
Auburn NSW 2144
### Media Release

At times during the course, the staff may take photos/videos for use in promotional activity and use your testimonials and photos on the website.

By ticking below you acknowledge your acceptance in participating in such activities.

☐ Yes  ☐ No

### Student Declaration

- I declare that to the best of my knowledge and belief, the above information contained on this form is correct and complete. I understand that the provision of false or misleading information may affect my application for a course and/or funding.
- I have read, understood and agree to the refund policy
- I have read, understood and agree to the privacy policy above and agree to the use and disclosure of my personal information as outlined above.
- I understand I must comply with the policies and procedures of Diversity Skills Training as outlined in the Student Handbook.
- I understand that my certificate will be withheld if any applicable fees have not been paid.

Applicant’s name: ___________________________ Date:____________________

Applicant’s signature: ___________________________ Time:____________________

If Student is under 18 years, a parent or guardian must complete this section.

Parent/Guardian name: ___________________________ Date:____________________

Parent/Guardian signature: ___________________________

### Employer Details and Declaration (Apprenticeship and Traineeship Only)

<table>
<thead>
<tr>
<th>Trading Name:</th>
<th>Legal Name:</th>
<th>ABN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Suburb:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Supervisor Name:</td>
<td>Contact Number:</td>
</tr>
</tbody>
</table>

I, __________________________ acknowledge and confirm that I will:

(Please Print Name)

- a. Comply at all times with the obligations under the training contract between the employer and the student in respect of the student’s apprenticeship or traineeship
- b. Provide the student with appropriate on-the-job training, support and supervision which at a minimum complies with the Training Contract between the student, the employer and DST.

Employer’s name: ___________________________ Date:____________________

Employer’s signature: ___________________________
## OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Funding/Fee For Service (FFS)</th>
<th>☐ QLD Cert 3 Guarantee  ☐ QLD User Choice  ☐ Future Skills WA  ☐ QLD Higher Level Skills Program  ☐ NSW Smart and Skilled  ☐ Existing worker Trainee  ☐ VET FEE HELP  ☐ FFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of photo ID provided</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Proof of concession provided (if applicable)</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>USI Verified</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Did the student meet the eligibility criteria for Government Funding (Applicable for Government Funded Courses)</td>
<td>☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>

For Government funded courses- prospective students must provide the following:

- Proof of address (A Proof that participant is a resident of the state where he is applying from (on which the participant's name and address appear).) ☐ Yes  ☐ No
- Proof of Australian Citizenship/Permanent Residency/New Zealand Citizenship provided (For Government Funded Courses) ☐ Yes  ☐ No
- Proof of Australian Citizenship (For VET FEE HELP enabled courses) ☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Fees Paid</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment method</td>
<td>☐ Bank Transfer  ☐ Cash  ☐ Credit Card</td>
</tr>
<tr>
<td>Payment Plan</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Payment plan details recorded and filed</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Textbook fees (if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Data entered in SMS</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Date entered in SMS</td>
<td></td>
</tr>
<tr>
<td>Staff Name</td>
<td></td>
</tr>
<tr>
<td>Staff Signature</td>
<td></td>
</tr>
</tbody>
</table>