

Enrolment Form 2024

Training program code											
Training program title											
Unique Student Identifier											Enter your Unique Student identifier (if you already have one)

From 1 January 2015, Access Skills Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your training program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/students/get-a-USI> on computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. 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/students/find-your-usi>.

If you would like Access Skills Training to apply for a USI on your behalf, you must authorise us to do so by completing Access Skills Training's 'Permission for Access Skills Training to Apply for Student's USI (QF6-007) form and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy> and Access Skills Training's USI Privacy Notice (QOD6-007.2) located on AST's website.

If your USI number is not verified in our Student Management System (SMS) we will need to contact you for additional information. Alternatively, you can permit Access Skills Training to search the USI database for your correct USI number by ticking the 'Yes' box. Yes No

The following questions are stipulated by government to ensure that there is consistent data from Vocational Education and Training (VET) enrolments across Australia.

Enter your full name (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 Access Skills Training 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.)									
1 a. Surname (Legal Family Name):									
1 b. Given names (Legal Given Name):									
1 c. Middle name (Legal Middle Name/s):									
2. Enter your Birth Date:			dd	mm	yyyy				
3. Phone:	Home:		Work:		Mobile:				
4 a. Email address:									
4 b. Alternative email address (optional):									

5a. Residential address - What is the address and postcode of the suburb, locality of town in which you usually live?
(Please provide the physical address [street number and name not a 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's / territory's 'rural property addressing' or 'numbering' system as your residential street address.)

Building / Property name:			
Flat / Unit number:		Street or Lot number (e.g. 5 or Lot 12):	
Street name:			
Suburb / locality / town:			
State / Territory:		Postcode:	

5b Postal address – What is your postal address, **complete only** if it is different from the above residential address.

Building / Property name:			
Flat / Unit number:		Street or Lot number (e.g. 5 or Lot 12):	
Street name:			
Postal delivery information PO Box or Roadside Delivery Box:			
Suburb / locality / town:			
State / Territory:		Postcode:	

6. Gender (tick one box only):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate / Intersex / Unspecified
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7a. In which country were you born:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
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7b. City of birth	
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8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

<input type="checkbox"/> No , English only	<input type="checkbox"/> Yes , Other - Please specify:
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9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of **both Aboriginal and Torres Strait Islander origin**, please **tick both** 'Yes' boxes)

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
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10a Do you consider yourself to have a disability, impairment or long-term condition?

<input type="checkbox"/> Yes – Completed question 10b	<input type="checkbox"/> No – Go to question 11a
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10b If 'Yes', please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area) Refer to *Appendix 1: Disability Supplement* at the end of this form for an explanation of the following disabilities.

<input type="checkbox"/> Hearing / Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Health Condition
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other	

11a What is your highest COMPLETED school level? (Please place a tick beside ONE box only)

<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 9 or equivalent	<input type="checkbox"/> Completed Year 8 or lower	<input type="checkbox"/> Never attended school (go to Question 14)
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11b Are you still attending Secondary School?	<input type="checkbox"/> Yes (go to question 11c)	<input type="checkbox"/> No (go to question 12)
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11c What is the name of the home school you are attending in 2023 (VETDSS only)	
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12 Have you SUCCESSFULLY completed any of the qualifications listed below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Go to Question 13
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If YES, please enter **one** of these Prior Education Achievement Recognition Identifiers for **any** applicable qualification level. **(A = Australian E = Australian equivalent I = International)**
Please tick the relevant boxes.
(Note: if you have multiple Prior Education Achievement Recognition Identifiers for any one qualification level, use the following priority order to determine which identifier to use:
1-Australian 2-Australian equivalent 3- International).

A	E	I	
			Bachelor Degree or Higher Degree
			Diploma or Associate Diploma
			Certificate III or Trade Certificate
			Certificate I

A	E	I	
			Advance Diploma or Associate Degree
			Certificate IV or Advanced Certificate / Technician
			Certificate II
			Certificates other than the above

13. Victoria Student Number (if applicable). To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in Schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your nine (9) digit Victorian Student Number:									
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If you have provided a VSN, please proceed to Question 14.

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or Adult and Community Education provider in Victoria since 2011?

<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. If the answer is 'No', please proceed to Question 14.

<input type="checkbox"/> Yes - I have attended a Victorian school since 2009. The most recent Victorian school I attended is: (Name of school)
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and / or

<input type="checkbox"/> Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011. (List the most recent training organisations with which you have participated in training in Victoria since 2011. List up to 3 training organisations).

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14. Of the following categories, which **BEST** describes your current employment status. *Please place a tick beside ONE box only.*

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Self-employed – employing others
<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment

15. Which of the following classifications **BEST** describes your current or recent occupation? *(Please place a tick ONE box only).* **If never employed go to question 16.**

<input type="checkbox"/> Managers	<input type="checkbox"/> Professionals	<input type="checkbox"/> Technicians and Trade Workers
<input type="checkbox"/> Community and Personal Service Workers	<input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Sales Workers
<input type="checkbox"/> Machinery Operators and Drivers	<input type="checkbox"/> Labourers	<input type="checkbox"/> Other

16. Which of the following classifications **BEST** describes your current or previous Employer? *(Please place a tick beside ONE box only).* **If never employed go to question 17**

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Accommodation and Food Services	
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Information Media and Telecommunications	
<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Rental, Hiring and Real Estate Services	
<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Administrative and Support Services	
<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Education and Training	<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Arts and Recreation Services	<input type="checkbox"/> Other Services	

17. Study Reason. Of the following categories, which **BEST** describes your main reason for undertaking this program / traineeship? *(Please place a tick beside ONE box only).*

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another program of study	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get skills for community / voluntary work		<input type="checkbox"/> Other reasons

18. I have undertaken a Pre-Training Review and received information about the program, and I confirm that the training program I am about to undertake is suitable, appropriate and beneficial to me at this time.

Yes

No

19a Are you entitled to a concession / fee exemption? *(This question is not applicable to VET Delivered to Secondary Schools (VETDSS) enrolments)*

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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19b If Yes, please tick ONE box only to indicate which card you will supply / provide to confirm concession eligibility. *If fees are not charged for this course, this question does not need to be answered. (This question is not applicable to VETDSS.)*

<input type="checkbox"/> Health Care Card holder or dependent card	<input type="checkbox"/> Job Seeker and holding a concession
<input type="checkbox"/> Pensioner Concession Card holder or dependent	<input type="checkbox"/> Job Seeker and not holding a concession card
<input type="checkbox"/> Veteran Gold Card Concession	<input type="checkbox"/> Prisoner
<input type="checkbox"/> Indigenous student	<input type="checkbox"/> Individuals undertaking community-based orders
<input type="checkbox"/> Asylum seekers	<input type="checkbox"/> Victims of Human Trafficking

20. Would you describe yourself as belonging to any of the following cohorts? (This question is not applicable to VETDSS.)

<input type="checkbox"/> Asylum seeker	<input type="checkbox"/> Automotive supply chain worker	<input type="checkbox"/> Learner facing financial stress
<input type="checkbox"/> Head start apprentice/trainee	<input type="checkbox"/> Jobs Victoria Employment Network client	
<input type="checkbox"/> A learner with literacy, numeracy and digital literacy needs		<input type="checkbox"/> Retrenched worker
<input type="checkbox"/> Reconnect program student	<input type="checkbox"/> Veteran	<input type="checkbox"/> Woman returning to work
<input type="checkbox"/> No specific cohort		

21. How did you find out about Access Skills Training? (This question is not applicable to VETDSS.)

<input type="checkbox"/> Access Skills Training website	<input type="checkbox"/> Bendigo Magazine	<input type="checkbox"/> Cinema advertising	<input type="checkbox"/> Course guide / flyer
<input type="checkbox"/> Employment agency	<input type="checkbox"/> Employer	<input type="checkbox"/> Family and friends	<input type="checkbox"/> Facebook
<input type="checkbox"/> Internal	<input type="checkbox"/> Internet search	<input type="checkbox"/> Newspaper: Bendigo Advertiser	
<input type="checkbox"/> Newspaper: Bendigo Weekly	<input type="checkbox"/> Newspaper: Other	<input type="checkbox"/> Radio 3BO FM	<input type="checkbox"/> Radio Star FM
<input type="checkbox"/> Previous enrolment	<input type="checkbox"/> Repeat student	<input type="checkbox"/> Television	<input type="checkbox"/> Twitter

22. Emergency contact: In case of emergency, please contact:

Name:			
Relationship:		Phone No.:	

23. Privacy notice (National VET Data Policy)

Why we collect your personal information

Access Skills Training, as a registered training organisation (RTO), is required to collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If an individual does not provide Access Skills Training with their personal information, Access Skills Training will not be able to enrol them as a student

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact Access Skills Training using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

If you cannot access the privacy notice on the Department's website electronically, Access Skills Training will provide you with a downloaded or hard copy of that notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Access Skills Training to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice
 - Phone (03) 5445 9800 or email info@aag.org.au
 - AST's Privacy Policy which is located on our website

24. Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Access Skills Training is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Access Skills Training provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DJSIR website (<https://www.vic.gov.au/training-data-collection>)

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enroll in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Access Skills Training's Privacy Officer in the first instance by phone (03) 5445 9800 or email info@aaq.org.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to the Department of Jobs, Skill, Industry and Regions website: <https://djsir.vic.gov.au/privacy>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <https://www.usi.gov.au/documents/privacy-notice>.

25. Access Skills Training's Student Enrolment Privacy Notice

Access Skills Training adheres to a number of Privacy obligations:

- Unique Student Identifier, as located in the Access Skills Training's USI Privacy Notice on AST's website
- Access Skills Training's Privacy Disclosure Statement contained in the Access Skills Training Student Handbook on the AST website

- Access Skills Training’s Privacy Policy, located on the AST website
- Office of the Australian Information Commissioner provides a brief summary of the 11 information privacy principles that apply to the statistical collection located at: <https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles>
- Office of the Victorian Privacy Commissioner provides information on Victoria’s privacy obligations that apply to the statistical collection: <https://www.privacy.vic.gov.au>

Access Skills Training collects student data through this enrolment form. The data is transcribed onto Access Skills Training’s Student Management System.

Relevant and necessary documents are retained in a secure location at Access Skills Training’s premises for the periods of time as specified in Access Skills Training’s Archiving, Retrieval and Destruction Procedure (QP1-000).

Only personnel authorised by Access Skills Training are able to access student data.

26. I agree / accept:

- to make the necessary arrangements to pay all fees and charges applicable to this enrolment and acknowledge Access Skills Training’s refund policy and information
- Access Skills Training will withhold my certification documentation until all fees and charges are fully paid, any property belonging to Access Skills Training has been returned and my USI has been provided to Access Skills Training, **AND**
- to be responsible for all expenses in relation to the collection of any outstanding fees and charges, the amount including, but not limited to, all charges and fees, legal costs incurred by Access Skills Training and on any indemnity basis and disbursements (should I default in making payment if legal action is undertaken)
- abide by all State and Federal legislation and Access Skills Training Student Code of Conduct while participating in training with Access Skills Training.
- that I have been informed about Recognition of Prior Learning (RPL) and; Credit Transfer
- that I have been informed about learner support options whilst studying at Access Skills Training

I authorise Access Skills Training or its agents that in the event of illness or accident during Access Skills Training organised activities and where emergency my contact as supplied in Question 22 cannot be contacted within a reasonable time, to seek ambulance and / or medical treatment at my cost.

Student Declaration and Consent *(please tick boxes where acknowledged and consented)*

<input type="checkbox"/>	I declare that the information I have supplied in this enrolment form is true and correct. I acknowledge and agree with the terms and conditions listed in this Enrolment Form.
<input type="checkbox"/>	I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice (National VET Data Policy) and the Victorian Government VET Student Enrolment Privacy Notice, above, I also acknowledge that I have read and acknowledge the Privacy Notice, Victorian Government’s VET Student Enrolment Privacy Notice and Access Skills Training’s Student Enrolment Privacy Notice and where relevant, I confirm my acknowledgement of the privacy notice as a prerequisite for my online enrolment.
<input type="checkbox"/>	In signing this enrolment, I am giving permission for Access Skills Training to contact the training provider that issued the certification documentation for any units that I have already undertaken, for verification purposes. I also understand that I may be required to give access to Access Skills Training to view transcripts of my results via the USI Registry System.

Student’s name:			
Student signature:		Date:	

Appendix 1:

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.