

STUDENT DETAILS

PRIVACY NOTICE	<p>As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. 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.</p> <p>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.</p> <p>For full information, the Privacy notice at Schedule 1 of the VET Data Policy is provided in the Allens Training Pty Ltd student handbook.</p>
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INFORMATION & DECLARATION	<p>You must be aware of the specific requirements for this course before you start the course.</p> <p>The student handbook contains information which must be read and understood before starting. Please go to allenstraining.com.au to locate the student handbook. We suggest you download and print this for easy reference.</p> <p>To be awarded the statement of attainment for this course, you must have a USI, provide all of the information requested in this document and satisfactorily complete and be found competent in all physical/practical and theory assessments. Discuss any concerns about your capability with your trainer before beginning.</p> <p>IMPORTANT - By continuing with this form, you agree to declare that you have been fully informed of, and understand, all of the specific assessment and physical requirements of this course and are able to meet those requirements, and you accept the terms and conditions as stated on the Allens Training Pty Ltd website.</p>
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**** COMPLETE ALL AREAS - USE A BLACK OR BLUE PEN - PRINT BLOCK LETTERS - CLEARLY AND NEATLY ****

USI	<p>Under legislation you must have a Unique Student Identifier (USI) to be issued with a nationally recognised VET qualification or statement of attainment. We are also required to include your USI in the data we submit to NCVER (National Centre for Vocational Education Research). Forgotten your USI? Go to: usi.gov.au/faqs/i-have-forgotten-my-usi/</p>			
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Unique Student Identifier (USI):</td> <td style="border: 1px solid black; width: 50%; height: 20px;"></td> <td style="width: 35%; text-align: right; padding: 5px;">usi.gov.au/your-usi/create-usi</td> </tr> </table>	Unique Student Identifier (USI):		usi.gov.au/your-usi/create-usi
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PERSONAL DETAILS	<p>Please write the name used for your Unique Student Identifier (USI).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">First name/s:</td> <td style="border: 1px solid black; width: 85%; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Last name:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Date of birth: <small>(day/month/year)</small></td> <td style="border: 1px solid black; text-align: center;"> / / </td> </tr> <tr> <td style="padding: 5px;">Gender: Tick ONE only ▶</td> <td style="border: 1px solid black;"> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other <small>(indeterminate/intersex/unspecified)</small> </td> </tr> </table> <p style="font-size: small; text-align: center;">Gender information: ag.gov.au/rights-and-protections/publications/australian-government-guidelines-recognition-sex-and-gender</p>	First name/s:		Last name:		Date of birth: <small>(day/month/year)</small>	/ /	Gender: Tick ONE only ▶	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other <small>(indeterminate/intersex/unspecified)</small>
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CONTACT	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">Mobile phone:</td> <td style="border: 1px solid black; width: 55%; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Landline phone:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">*Email:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p>*PLEASE NOTE: Your certificate/statement of attainment will be provided to you via email.</p> <p>Each student must have their own individual email address. Students cannot share an email. It is imperative to provide an email address that is correct. Please double check that you have written it CORRECTLY AND IT IS CLEAR AND READABLE. Not providing an email address, or an incorrect or unclear email address, will mean you will not receive your certificate.</p>	Mobile phone:		Landline phone:		*Email:	
Mobile phone:							
Landline phone:							
*Email:							

USUAL RESIDENTIAL ADDRESS	<p>Provide your PHYSICAL ADDRESS (not post-office box) where you USUALLY reside e.g. not a temporary address whilst doing the course, work or other purposes before returning 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. <i>Building/property name</i> 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. Only fill out relevant fields, leave irrelevant areas blank.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Building/property name: <small>(if applicable)</small></td> <td colspan="3" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Number:</td> <td style="padding: 5px;">Flat or unit: <small>(if applicable)</small></td> <td style="padding: 5px;">Street: <small>(if applicable)</small></td> <td style="padding: 5px;">Lot: <small>(if applicable)</small></td> </tr> <tr> <td style="padding: 5px;">Street name:</td> <td colspan="3" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Suburb, locality, or town:</td> <td colspan="3" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">State or Territory:</td> <td colspan="3" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Postcode:</td> <td colspan="3" style="border: 1px solid black; height: 20px;"></td> </tr> </table>	Building/property name: <small>(if applicable)</small>				Number:	Flat or unit: <small>(if applicable)</small>	Street: <small>(if applicable)</small>	Lot: <small>(if applicable)</small>	Street name:				Suburb, locality, or town:				State or Territory:				Postcode:			
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Postcode:																									

STUDENT DETAILS – Please fill out ALL areas

LANGUAGE AND CULTURE	1. In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – Please specify:
	2. Do you speak a language other than English at home? <i>If more than one language, indicate the one spoken most often.</i>	<input type="checkbox"/> Yes other – Please specify:	<input type="checkbox"/> No, English only (Go to Question 4)
	3. Are you of Aboriginal or Torres Strait Islander origin? <i>Persons from both origins, tick both Yes boxes.</i>	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No (Next Question)

DISABILITY	4. Do you consider yourself to have a disability, impairment, or long-term condition? <i>If yes, you may indicate more than one area. Please refer to the disability supplement in the student handbook for an explanation of the following disabilities, located at allenstraining.com.au</i>	<input type="checkbox"/> Yes – Please tick area/s from below:	<input type="checkbox"/> No (Next Question)
		<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical
		<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning
	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision
	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other – Please specify:	

SCHOOLING AND PREVIOUS QUALIFICATIONS	5. What is your highest COMPLETED school level? <i>Tick ONE box only. 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.</i>	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 9 or equivalent
		<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 8 or below
		<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Never attended school
	6. Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Please specify what year you left:
	7. Have you SUCCESSFULLY completed any other qualifications? <i>Tick ANY box applicable.</i>	<input type="checkbox"/> Yes – Tick box/s below:	<input type="checkbox"/> No (Next Question)
		<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
		<input type="checkbox"/> Advance Diploma or Associate Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)
		<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate II
		<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> Certificate I

EMPLOYMENT	8. Of the following categories, which BEST describes your current employment status? <i>Tick ONE box only. For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i>	<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
		<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time work
		<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Unemployed – seeking part time work
		<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Not employed – not seeking employment

STUDY REASON	9. Of the following categories, select the one which BEST describes the main reason you are undertaking this course / traineeship / apprenticeship. <i>Tick ONE box only.</i>	<input type="checkbox"/> To get a job	<input type="checkbox"/> For personal interest or self-development
		<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement of my job
		<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills for my job
		<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get into another course of study
		<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get skills for community/voluntary work
		<input type="checkbox"/> Other reasons:	

PLEASE NOTE	There is a <i>student survey</i> which is a short questionnaire aimed at gathering feedback from course participants to be used in our continuous improvement processes.	There is important information that may be relevant to you or your situation, which must be discussed and arranged <i>prior to undertaking the course and the assessment</i> . This includes special geographic financial or social needs, reasonable adjustments to assessment, recognised prior learning (RPL) and mechanisms for appeal against the assessment processes. Please go to: allenstraining.com.au and ensure you read the <i>student handbook</i> and the <i>course information</i> relevant to this course.
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