

ENROLMENT FORM

Course Details	Office use only
Course Name: <i>(your preferred course)</i>	Start date: ___ / ___ / ___ End date: ___ / ___ / ___
Location/Delivery Site:	

UNIQUE STUDENT IDENTIFIER (USI)

Do you already have a USI number? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, USI is: _ _ _ _ _
Do you give permission for RuralBiz Training to create a USI on your behalf? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, you will need to register at www.usi.gov.au and advise us of your USI.
Office use only: USI Created _ _ _ _ _ USI Verified: Yes <input type="checkbox"/> Staff Initial: _____
IDENTIFICATION DETAILS
Identification Provided: <input type="checkbox"/> Drivers Licence (Australian) OR <input type="checkbox"/> Medicare card (Current / Australian) <small>(Clear colour copy must be attached)</small>
<i>Please contact us if you are unable to provide the identification listed above.</i>

Training Participant Details *(all sections to be completed – print in BLOCK letters)*

1. NAME, GENDER & DATE OF BIRTH
Legal Family name: _____
Legal Given name/s: _____
Business name: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Place of birth _____ Date of Birth: ___ / ___ / _____
2. ADDRESS AND CONTACT DETAILS
Residential Address: Property Name: _____ Number : _____
Street/Road: _____ Suburb/Town: _____
Postal Address: _____ Suburb/Town: _____
State: _____ P/code: _____
Work Phone: _____ Home Phone: _____ Mobile: _____
Email: _____
3. ABORIGINALITY AND ETHNICITY
Are you an Australian Citizen or permanent resident? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, what is your residency status? _____
Were you born in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, in which country were you born? _____
Year of arrival in Australia: _____
Are you of Aboriginal Origin? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you of Torres Strait Islander Origin? Yes <input type="checkbox"/> No <input type="checkbox"/>

5. DISABILITY	6. EMPLOYMENT
<p>Do you consider yourself to have a permanent and significant disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Specify type of disability</p> <p><input type="checkbox"/> Hearing/Deafness</p> <p><input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Acquired Brain Impairment</p> <p><input type="checkbox"/> Medical condition</p> <p><input type="checkbox"/> Mental illness</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Mobility</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Other Please specify disability: _____</p> <p>Do you require special assistance because of the disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Of the following categories, which BEST describes your current employment status?</p> <p><input type="checkbox"/> Full time employee</p> <p><input type="checkbox"/> Part time employee</p> <p><input type="checkbox"/> Self-employed – not employing others</p> <p><input type="checkbox"/> Employer</p> <p><input type="checkbox"/> Employed – unpaid family worker</p> <p><input type="checkbox"/> Unemployed – seeking full time work</p> <p><input type="checkbox"/> Unemployed – seeking part time work</p> <p><input type="checkbox"/> Not employed – not seeking employment</p>
7. SCHOOLING	4. LANGUAGE
<p>What is your highest COMPLETED school level?</p> <p><input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11</p> <p><input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or lower</p> <p>In which YEAR did you complete that school level? _____</p> <p>Are you currently enrolled in any other secondary or tertiary education and training?</p> <p>(tick one box) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify: _____</p>	<p>Which language do you mainly speak at home?</p> <p><input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If 'Other', please specify the language spoken:</p> <p>_____</p>
PRIOR EDUCATION	
<p>Since leaving school have you COMPLETED any qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, then tick ANY applicable boxes:</p> <p><input type="checkbox"/> Completed Higher education postgraduate level course</p> <p><input type="checkbox"/> Bachelor Degree or Higher Degree Level</p> <p><input type="checkbox"/> Incomplete Higher education course</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate III</p> <p><input type="checkbox"/> Certificate IV</p> <p><input type="checkbox"/> Diploma Level</p> <p><input type="checkbox"/> Advanced Diploma</p> <p><input type="checkbox"/> Incomplete VET award course</p> <p><input type="checkbox"/> Miscellaneous Education</p> <p>Year of last participation: _____ Name of institution: _____</p>	
REASON FOR STUDY	
<p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop my existing skills</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion</p>	<p><input type="checkbox"/> It was a requirement for my job</p> <p><input type="checkbox"/> I wanted extra skills for my job</p> <p><input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> Other reasons _____</p>

Eligibility for a VET Student Loan (Not applicable for Chemical Card Plus)

Are you an Australian Citizen or a permanent humanitarian visa holder resident in Australia for the duration of the unit of study?

Yes No

Are you a permanent visa holder who is undertaking bridging study for overseas trained professionals and will be resident in Australia for the duration of the study? Yes No

PRIVACY STATEMENT

Unless required by law or funding requirements, RuralBiz Training will not disclose my personal information to any outside parties. I may be contacted by RuralBiz Training and/or the relevant Commonwealth and State agency in connection with my enrolment and future studies.

ACKNOWLEDGEMENT AND CONSENT

I consent to any testimonials and/or photographs and/or videos provided by me or taken in association with my training to be used in RuralBiz Training's website, marketing or training materials whilst I am a current or former student.

Yes No

By signing below, I agree with the following;

- I understand that the information supplied on this form may be reported to the national vocational education database under the AVETMISS standard, if my application for enrolment is accepted.
- I certify that the information supplied on this form is complete and correct to the best of my knowledge.
- I have read and understood the **Student Handbook** located at the bottom of the page on www.ruralbiztraining.com.au
- I have completed the USI consent form
- I have read and understand the USI privacy notice (over the page)

FOR STUDENTS ENROLLING UNDER NSW SMART AND SKILLED PROGRAMME:

By signing below, I agree with the following;

- I have read the Additional Information (Smart & Skilled) displayed on www.ruralbiztraining.com.au
- I have been advised of the details of the Fee chargeable under NSW Smart & Skilled
- I have completed the Smart & Skilled Consent to use and Disclosure of personal Information forms attached.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

Date: / /

NOTE: If under 18 years of age at the time of giving consent, then the consent of Guardian is required.

Print full name of Guardian: _____

Signature of Guardian: _____

Date: / /

USI PRIVACY NOTICE

If you do not already have a Unique Student Identifier (USI) and you want RuralBiz Training to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, RuralBiz Training will provide to the Registrar the following items of personal information about you:

- * your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- * your date of birth, as it appears, if shown, in the chosen document of identity;
- * your city or town of birth;
- * your country of birth;
- * your gender; and
- * your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask RuralBiz Training to make an application for a student identifier on your behalf, RuralBiz Training will have to declare that we have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that RuralBiz Training has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI: is collected by the Registrar for the purposes of:

- o applying for, verifying and giving a USI;
- o resolving problems with a USI; and
- o creating authenticated vocational education and training (VET) transcripts

may be disclosed to:

- o Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
- o VET Regulators to enable them to perform their VET regulatory functions;
- o VET Admission Bodies for the purposes of administering VET and VET programs;
- o current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- o schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- o the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- o researchers for education and training related research purposes;
- o any other person or agency that may be authorised or required by law to access the information;
- o any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- o will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<http://www.usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar on (13 38 73 or email usi@industry.gov.au). The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf

SUBMIT YOUR COMPLETED FORM

Email: admin@ruralbiztraining.com.au

Fax: 02 6884 8862