



# **Australian Vocational Learning Centre**

**(RTO Provider Code: 91683)**

**Level 2, 16-18 Wentworth St Parramatta NSW 2150**

**Phone: (02) 9687 0620**

**Email: [admissions@avlc.edu.au](mailto:admissions@avlc.edu.au)**

**[www.avlc.edu.au](http://www.avlc.edu.au)**

## **Domestic Student Enrolment Application Form**

**Office Use Only**

<b>Date Received</b>	<b>Date Checked</b>	<b>Date Approved</b>	<b>Application Checked By</b>	<b>Approved By</b>

**PERSONAL DETAILS (CLEARLY PRINT)**

Title: Mr, Mrs, Miss, Ms (Please circle) First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_

Gender:  Male  Female  Other

Relationship Status:  Single  Married  De Facto  Divorced  Separated

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Details**

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Postal address if different to home address**

P.O. Box: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Emergency Contact Details (Next of Kin)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**LANGUAGE AND CULTURAL DIVERSITY**

In which country were you born?

Australia  Other (Please specify) \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander

Do you speak a language other than English at home?

No, English only  Yes, other please specify \_\_\_\_\_

**EMPLOYMENT STATUS**

Which best describes your current employment (Tick)

- Full time Employee  
 Part time Employee  
 Self-employed – not employing others  
 Self-employed – employing others  
 Employed – Unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

**REASONS FOR UNDERTAKING COURSE**

Of the following categories, which best describes your main reason for undertaking this course?

- To get a job  
 To develop my existing business  
 To start my own business  
 To try for a different career  
 To get a better job or promotion  
 It was a requirement of my job  
 I wanted extra skills for my job  
 To get into another course of study  
 For personal interest or self-development  
 Other reasons

Please outline your current and recent employment history (if applicable)

Employer	Period of Employment (DD/MM/YYYY)		Position Held	Employment Type: Full Time/Part-time/ Casual	Description of Duties
	From	To			

#### EQUITY AND DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?

Yes  No

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

- Hearing/deaf       Physical       Intellectual       Learning  
 Mental illness       Vision       Acquired brain impairment       Medical condition  
 Other (please specify below)

#### ACADEMIC QUALIFICATIONS

What is your highest level of secondary school completed?

- Year 12 or equivalent       Year 11 or equivalent       Year 10 or equivalent  
 Year 9 or equivalent       Year 8 or below       Never attended school

What year did you complete that school level? \_\_\_\_\_

Are you still attending secondary school?  Yes  No

Have you successfully completed a Degree, Diploma or Certificate?  Yes  No

If yes, please tick below

- Bachelor Degree or Higher Degree       Advanced Diploma or Associate Degree       Diploma or Associate Diploma  
 Certificate IV or Advanced Certificate       Certificate III or Trade Certificate       Certificate II       Certificate I  
 Other education (including certificates or overseas qualifications not listed above)

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete in the table below:

Qualification level	Name of qualification	Institution	State/Country	Year completed

Credit Transfer (CT) is a process where the student's previous qualifications and statement of attainments is assessed to determine whether credit/exemptions can be granted.

Please Initial to indicate that you have read and understand the contents of this page Initial \_\_\_\_\_ Date \_\_\_\_\_

Recognition of Prior Learning (RPL) is a process where the student's non-formal and informal learning experiences are used to determine the extent of competency for a qualification.

Do you intend to apply for Credit Transfer (CT)? Yes  No

Do you intend to apply for Recognition of Prior Learning (RPL)? Yes  No

If Yes, please you must notify us prior to the commencement of your course

#### COURSE/S APPLYING FOR

<input type="checkbox"/> BSB51915 Diploma of Leadership & Management	<input type="checkbox"/> FNS40615 Certificate IV in Accounting
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management	<input type="checkbox"/> FNS50215 Diploma of Accounting
<input type="checkbox"/> BSB40215 Certificate IV in Business	<input type="checkbox"/> FNS60215 Advanced Diploma of Accounting
<input type="checkbox"/> BSB50215 Diploma of Business	<input type="checkbox"/> 10118NAT Diploma of Social Media Marketing
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	

Available enrolment dates are:

09/10/2017	29/01/2018	23/04/2018	16/07/2018	08/10/2018	28/01/2019	29/04/2019	22/07/2019
13/11/2017	05/03/2018	28/05/2018	20/08/2018	12/11/2018	04/03/2019	03/06/2019	26/08/2019

Requested intake date: \_\_\_/\_\_\_/\_\_\_\_\_

UNIQUE STUDENT IDENTIFIER (USI)			
Do you have a Unique Student Identifier Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, my USI Number is:	<input type="checkbox"/> I give AVLC permission to verify my USI
AVLC to create a USI on your behalf	<input type="checkbox"/> I would like AVLC to create a USI on my behalf <input type="checkbox"/> I give permission for AVLC to create a USI on my behalf and have signed the USI Privacy Notice included on this application form <input type="checkbox"/> I have provided AVLC with a copy of one of the following forms of personal identification (ID) to create (or verify) my USI		
	<input type="checkbox"/> Driver's License (Australian) <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Citizenship certificate	<input type="checkbox"/> Australian Passport <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Other	Document Identification Number:
Creating your own USI	<input type="checkbox"/> I will create my own USI account and provide my USI to AVLC prior to my course completion To create your own USI visit: <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a>		
<i>In accordance with section 11 of the Student Identifiers Act 2014, AVLC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.</i>			

#### HOW DID YOU HEAR ABOUT AVLC

AVLC would like to find out how you heard about us. Please tick to how you heard about us. Thank you.

- Press or Media  Agent (please print) \_\_\_\_\_
- Internet  Family or Friends
- Other (please specify): \_\_\_\_\_

**For more information on AVLC such as our student handbook, fee structure, course information and meeting our team please visit our website [www.avlc.edu.au](http://www.avlc.edu.au)**

## PRIVACY STATEMENT & STUDENT DECLARATION

### Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Vocational Learning Centre 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 and your training activity data) may be used or disclosed by Australian Vocational Learning Centre for statistical, regulatory and research purposes. Australian Vocational Learning Centre may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

- ✓ I declare that the information provided by me on this form is true and correct.
- ✓ I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged or required by law to do so.
- ✓ I understand giving false or misleading information is a serious offence under state and/or federal law
- ✓ I declare that the signature on this form is my signature and has not been signed on my behalf by another person.
- ✓ I agree to advise the AVLC immediately if there is any change to the information I have provided in this application.
- ✓ I understand that AVLC has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.
- ✓ I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.
- ✓ I understand that when enrolling at AVLC we agree that the staff of AVLC can access the personal information contained in my student file without written consent being obtained.



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- ✓ I declare that AVLC has supplied me with information about my selected course, domestic student handbook, and a copy of the AVLC domestic student pre-enrolment information.
- ✓ I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.
- ✓ I understand if I don't have a USI AVLC can apply on my behalf if appropriate identification as indicated in this application has been supplied.
- ✓ I declare that I have been given accurate information with regards to the total course fees for the course I am enrolling in.

During your training there may be circumstances that will require AVLC to discuss your progress with an authorised third party. Also, there will be the need to examine documentation samples for the purpose of assessment and audit. All discussions will be strictly confidential.

I (print name) \_\_\_\_\_ authorise the training representative from AVLC to discuss my training program development and / or view appropriate evidence with my agent/ trainer.

Further, I declare that the information I have provided to the best of my knowledge is true and correct, and I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

### Unique Student Identifier Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Australian Vocational Learning Centre to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Australian Vocational Learning Centre 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 Australian Vocational Learning Centre to make an application for a student identifier on your behalf, Australian Vocational Learning Centre will have to declare that the Australian Vocational Learning Centre has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Australian Vocational Learning Centre 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:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
  - 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;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - 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;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - 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;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - 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
- Will not otherwise be disclosed without your consent unless authorised or required by or under law



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**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 or by contacting the Registrar at 13 38 73 or email them [usi@industry.gov.au](mailto: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

For information about how the Australian Vocational Learning Centre collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Australian Vocational Learning Centre’s privacy policy which can be found at [www.avlc.edu.au](http://www.avlc.edu.au) or by visiting Student Services and requesting copy.

(Signature of acceptance by student) .....

Name of student .....