



Student Enrolment Form

Date: _____

How did you hear about us: _____

Office use only:	
Z30 –MOU	<input type="checkbox"/>
P - Profile/HESG	<input type="checkbox"/>
L – Apprentice/Trainee	<input type="checkbox"/>
Fee for Service	<input type="checkbox"/>
ASP - Asylum Seeker	<input type="checkbox"/>
Information recorded on SMS	<input type="checkbox"/>
Name: _____	Date: _____

Name

Enter your full name	Surname (Legal Family Name)	Given Names (Legal Given Names)
Preferred Name:	_____	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	

Usual Residence

What is the address location and postcode of the suburb, locality or town in which you usually live?	_____

	_____ Postcode _____
Telephone:	Home: _____ Mobile: _____
E-mail Address:	_____

Postal address

What is your postal address (if different from above)?	_____

Date of birth

Enter your date of birth	Day/Month/Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
		dd	mm	yyyy

Sex

(tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified
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Parent/Guardian Contact

Parent/Guardian Contact	Full Name: _____ Telephone: _____
	Relationship to student: _____
	E-mail address: _____



Emergency Contact (if parent/guardian is uncontactable)

Emergency Contact	Full Name: _____ Telephone: _____
	Relationship to student: _____

Language and cultural diversity

<p>In which country were you born?</p>	<input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify Country AND Town/City <hr/>
<p>Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) English only – Go to Question 9</p>	<p>If you were not born in Australia please indicate which of the following apply to you?</p> <input type="checkbox"/> Australian Citizen or Eligible Resident <input type="checkbox"/> Overseas Resident <input type="checkbox"/> None of the above. Please consult our staff regarding your enrolment <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, other - Please specify
<p>How well do you speak English?</p>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
<p>Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> (Please mark both 'Yes' boxes if you are of both Aboriginal and Torres Strait Islander origin).

Disability

<p>Do you consider yourself to have a disability, impairment or long-term condition? No – Go to Question 12</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)</p>	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other Please specify: <hr/>



Schooling

<p>What is your highest COMPLETED school level? (Tick ONE box only.)</p> <p>Never attended school – Go to Previous Qualification Achieved section</p> <p>In which YEAR did you complete that school level? _____</p> <p>Are you still attending secondary school?</p>	<p><input type="checkbox"/> Completed Year 12</p> <p><input type="checkbox"/> Completed Year 11</p> <p><input type="checkbox"/> Completed Year 10</p> <p><input type="checkbox"/> Completed Year 9 or Equivalent</p> <p><input type="checkbox"/> Completed Year 8 or Lower</p> <p><input type="checkbox"/> Never attended School</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Previous qualification achieved

<p>Have you SUCCESSFULLY completed any of the following qualifications? No – Go to Employment section</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If Yes, please enter one of these Prior Education Achievement Recognition Identifiers to identify the highest qualification level you have already achieved.</p> <p>A – Australian E – Australian equivalent I – International</p> <p>Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</p> <ol style="list-style-type: none"> A – Australian E – Australian equivalent I – International 	<p>A E I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p>

Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)</p> <p>Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)</p> <p>If unemployed go to Study Reason section.</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 worker in a family business</p> <p><input type="checkbox"/> Unemployed - seeking full-time work (go to question 20)</p> <p><input type="checkbox"/> Unemployed - seeking part-time work (go to questions 20)</p> <p><input type="checkbox"/> Not employed - not seeking employment</p> <p><input type="checkbox"/> 1 – Managers</p> <p><input type="checkbox"/> 2 – Professionals</p> <p><input type="checkbox"/> 3 – Technicians and Trade Workers</p> <p><input type="checkbox"/> 4 – Community and Personal Service Workers</p> <p><input type="checkbox"/> 5 – Clerical and Administrative Workers</p>
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<p>Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If unemployed go to Study Reason section</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other <input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Feed Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
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Study reason

<p>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only.)</p>	<ul style="list-style-type: none"> <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 course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other reasons
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Unique Student Identifier (USI)

<p>Enter your Unique Student Identifier (USI)</p>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>Further details about the USI are provided to students in the NCLC USI Privacy Notice Form and can also be found at: https://www.usi.gov.au/</p>
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Course Details

Name of Course	Course Code / Date	Total Fees	Amount Paid (Fee/Deposit)
<i>50% Deposit required for courses with fees over \$500.00. (unless alternative arrangements are made)</i>			
1.		\$	\$
2.		\$	\$
3.		\$	\$
Total Fee Paid at time of Enrolment			\$

Note that Narre Community Learning Centre Inc. accepts payment of no more than \$1000 from each individual student prior to the commencement of an accredited course or qualification.

Method of Payment

- Cash
 Credit Card
 Cheque
 Purchase Order

Credit Card Payment Details

Card No:

Total Amount: _____ Expiry Date: ____ / ____ / ____

Name on Card: _____



Cardholders Signature: _____

Payment plans are available (conditions apply.) (Tick if interested)

Would you like a Tax Receipt mailed to you (Tick if required)

Accredited Program Information

All students enrolling in Accredited Programs are entitled to consider applying for Recognition of Prior Learning (RPL). This is learning in both formal and informal settings that students feel has given them skills to gain credits in their chosen field of study. If you think this applies to you please ask at our office for an RPL Application form. By reading the application form students are not compelled to apply for RPL.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

If NCLC cancels a course, a full refund of money paid, will be given to enrolled students. If a student withdraws prior to the commencement of the course a refund of fees paid less an Administration charge of \$50.00. If a student withdraws before the end of a course they are responsible to pay fees up until the date of withdrawal. All refunds will be paid by direct deposit into a bank account.

Re-assessment fees are not charged within NCLC courses provided the re-assessment is undertaken prior to the scheduled course end date which must be within 120 days from the Unit commencement date.

Note: Please see the NCLC course guide or Student Handbook for refund information for non-accredited / pre-accredited and fee-for-service programs.



Enrolment Confirmation, Privacy Statement & Student Declaration

I verify that all details provided on this enrolment form are accurate at the time of enrolment and that I have truly disclosed my highest education qualification Yes No
 I do not give consent to be placed on Narre Community Learning Centre's email/mail listing to receive information about courses, promotional offers and special events.

Privacy Notice

Under the *Data Provision Requirements 2012*, Narre Community 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 [insert RTO name] for statistical, regulatory and research purposes. Narre Community 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 statements of attainment or 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 programme 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 <https://www.ncver.edu.au/>).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: _____ Date: ____ / ____ / _____

Guardians Signature: _____ Date: ____ / ____ / _____

(Youth Students only)

**** Written approval by a parent or guardian of a student under the age of 18 years to undertake a course must be obtained at enrolment as specified in the VRQA minimum standards ****

I _____ give permission for _____
 (Parent guardian name) (Student name)

to commence studies in (course code and name) _____

Parent / Guardian Signature: _____ Date: ____ / ____ / _____

Statutory declaration for informal relative Carers completed Yes No
